

After Mass Take-Down

1. Candles at all 6 shrines must be blown out as well as ones on main altar, high altar, and angel sconces if they are used. Candles in holders at Infant of Prague, Crucifix, Blessed Mother, and St. Teresa(or St. Francis) can remain lit.
2. Microphones- Unplug first. (Outlet is located in closet). Carefully disconnect cords from wall. DO NOT YANK OUT. They have a little button on one side that needs to be pushed in order to get them out. Cords should be folded neatly, not bunched in order to prevent knotting and wear and tear. There is a blue bin the mikes and small stand (from Altar) are put in. Melissa or Craig (Bob or Sister) will get this for you because it is in the safe. The box then goes back along with the two stands in the closet. If Bob is in the closet with the money he will put them back for you. Otherwise, Melissa will do it. On the altar the purple cord is put back along the stairs leading to the high altar.
3. All brass vessels (*cups*, plates, and tabernacle key) are to be properly washed and given to Melissa to be put in the safe. The two glass pitchers get washed and put into the refrigerator. Put another bottle of wine in refrigerator if needed. (Wine is kept in kitchen closet on shelf.) There is a little brown basket on top of the shelf behind the altar that the dirty linens get put into.
4. The bells and small altar cross go in cabinet behind the altar.
5. The priest's vestments must be put away in the confessional and all other stuff from back must be brought to the altar such as the processional cross, the glass tray from the water and wine, extra hosts receptacle, and the brass bells.
6. If Deacon Mike was on the altar with the priest, the chair he was using must go back to the small chapel as well as any chairs and music stands used by musicians. Bill Iman takes care of closing organ and piano.
7. Any extra books at presider's chair may go back to table by the organ.

8. Lights- There is a white cord, plugged into the wall by the organ. That cord gets wrapped up and placed under the altar. The gray rug gets put back in front of the chapel doors. Behind the altar where the light switch is, there is a plug that needs to be unplugged. Shrine lights are turned off for Pastor Powell's group. These lights are labeled on the panel. Everything else stays on. Lights in choir loft are shut off as well. I believe they are the first 3 on left side. I will check on the other 2 as to what numbers they are.

9. Plants are watered or thrown away if dead. Altar cloths are looked at to see if they need to be washed and ironed. Liturgical colors on tabernacle doors are replaced if necessary.

10. Bell table goes under the altar on right side (as you are looking at it) and candleholders and candles go into kitchen closet if they were used. Otherwise they can stay on the altar.

11. Put away any extra things used such as (special prayer books, oils, holy water receptacle, incense burner, etc) See Melissa or Sister or Craig for instructions.

12. Look through pews, make sure books are straight, there are no papers or lost articles lying around, and kneelers are in upright positions.

13. Empty Garbage from behind the altar if needed.

14. Anything else needed doing at request of Sister Pat, Melissa, or Craig.

15. Any questions see Melissa, Craig, or Sister Pat.