

What to do on Sundays

1. Pick up keys to chapel door from hatch leading to kitchen
2. Open sacristy cupboard and get out Remote Control zapper for air conditioning (kept on top shelf)
3. Open chapel outer door
4. Put notice on outside courtyard door (kept in library cupboard)
5. Turn on air conditioning making sure that deflector is moving
6. Bring offertory table to front of chapel
7. Switch on fan at side of altar and place two stools behind the lectern
8. Bring out square altar cloth (corporal) for centre of altar and plain one for offertory table and put them in place. Put microphone onto altar (it is usually at the back of the altar on the floor)
9. Get tabernacle key (has gold tassel) from left hand cupboard above the working space and put it at the side of the tabernacle
10. Get out ciborium and put 50 small hosts and one large host into it
11. Put ciborium on offertory table
12. Fill the cruets with wine and water - (if using the pewter cruets the one for wine has an embossed motif on the side close to the handle)
13. Put cruets onto offertory table
14. Put out two baskets for offertory and put on front bench on either side
15. Get out chalice and paten from box. Place paten on top of chalice and the a large folded purificator cloth across the top with the square board on top of that. Put at right side of altar. Put lavabo cloth across the stainless steel dish and place at the right side of the altar
16. Put cushion out on left side of the altar for Canon Borg and Father Debrincat. Cushion is on the table in the sacristy or in the cupboard to the left of our sacristy cupboard
17. Select the red covered Sacramentary and open to Mass of the day; place on cushion or directly onto altar. The Priest will check it out.
18. Open the Sunday Lectionary at correct place and put on the Lectern Put out stand for hymns and put out numbers. Make note of the numbers and annotate newsletter copies given to Priest with hymnbook
19. Make sure Prayer Intention book is at foot of altar (kept in sacristy cupboard)
20. Check to see that notice board (ante room off hallway in cupboard) is put out onto table outside of chapel
21. Check the Holy water stoup is clean and filled. Bottle marked 'Holy Water' on bottom shelf of sacristy cupboard
22. Light candles

Each week:

Check cloths and put those for washing in bag on bottom shelf of sacristy cupboard

Check state of vestments – if need cleaning take to dry cleaners and ask for 'express clean' – within a couple of days – receipt to John Grech

Check hosts and ask Audrey Pace to order more OR get from Franciscan Convent in Palm Street. Large plastic box will hold around 300 small and 20 large hosts – write amount charged onto paper and present to John Grech

Check bottles of new wine kept on bottom of sacristy cupboard – corkscrew on shelf in sacristy cupboard

**DISCOURAGE PEOPLE FROM ENTERING THE SACRISTY ACROSS THE ALTAR
ACCESS SHOULD BE VIA THE HALL DOOR**