

## **Altar Care Instructions**

### **(Sept. 2015)**

#### **1. Sacred Linens**

The sacred linens are taken from the sacristy every Monday and every Friday to your home to be washed and pressed.

To wash the sacred linens, first, rinse them in clear water and pour the water outside onto the grass. Then, place them in the washing machine with laundry detergent and oxy-clean. Do not use fabric softener. After they are partially dried, iron them using light starch. Return them to the sacristy drawers the next day.

#### **2. Altar and Pulpit Candles (6)**

Every Friday: Clean the brass followers and glass guards on top of the candles, the plastic discs below the candles and the glass protectors below the candlesticks. Bring them to the work sacristy and using hot water and candle wax remover, gently clean these items and return them to the altar.

Place a plastic tub into the sacristy sink basin while cleaning off the candle wax. Pour the contents of the tub outside onto the grass. This will prevent the candle wax from clogging the sink drain.

#### **3: Holy Water Fonts (5)**

Every Monday and Friday, take the holy water from the fonts with a sponge. Pour this water onto the grass outside. Clean the fonts with a Clorox wipe. Fill the fonts to the top with fresh water from the container in the work sacristy.

#### **4. Altar Server Robes**

On the first week of each month, wash the surplices of the altar servers with laundry detergent, oxy-clean and softener. When they are partially dried, hang them to dry completely without ironing. Return them to the sacristy the next day.

Twice each year in March and November the black cassocks should be washed with laundry detergent and softener. When they are partially dried, hang them to dry completely without ironing.

#### **5. Prayer**

When entering the Church to perform an altar care duty take some time for prayer. It is appropriate to pray the Hail Mary three times: for the deceased members of the Altar Society, those living and intentions of the pastor.

#### **6. What if?**

If you cannot perform any of the duties of altar care, immediately inform the president of the Altar Society who will find a replacement.