

## DEFINITIONS OF ITEMS IN THE CHURCH (cont.)

**Purificator** - a small linen cloth used in the Eucharist to wipe the Chalice and to dry the celebrant's fingers and mouth also used by Eucharistic Ministers when serving the Cup

**Sacristy**- is the small room in back of altar area where the priest readies himself for Mass, also the place where all priest's vestments, linens and all items used for Mass are stored

**Sanctuary**- is where the Blessed Sacrament is kept

**Sanctuary Lamp**- shows where the tabernacle is and the Lord is present when it is lit. This is the RED lit candle in the chapel or in any church.

**Vestibule**- is the area at the front of the church where people gather going to and from the main church.

If you have any questions, contact

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# SANTA TERESA CHURCH

## ALTAR DUTY MINISTRY

*Accepting the call to Altar Ministry Duty at Santa Teresa Parish. Please read through this pamphlet before beginning your work to acquaint yourself with the why and how things are done.*

*Chairperson for this Ministry is **Mary Clarke***

*We have some people that just care for laundering the altar linens each week for the Chapel and Church.*

*We have a large group that handles the care of the towels and purificators (*which are used during all masses*).*

*There is a parish maintenance crew and professional cleaning crew for the church and chapel but some things can still be over looked.*

*For Example:*

*Extra dusting of Chapel and Church, especially around the pews in the Chapel.*

*Candles- candle wax and holders*

*Linens - The proper and spiritual way to handle the care if the linens and purificators is found further on in this pamphlet.*

*\*\*There is a calendar schedule to recall and let you know which is your assigned month.*

*\*\*If you plan to be gone at any time during your assigned month please make arrangements with another person on the roster to cover for you or you can trade months.*

*\*\*We meet as a group the second Monday of each odd month at 9:30am in the Santa Teresa Conference Room (next to Chapel).*

### Definitions of Items in the Church

*Here a few items that are found in the altar area that many do not know what they are.*

**Altar Cloth-** is the main table cover under the Corporal, sometimes decorated with embroidery, etc.

**Altar Scarf Cloth-** is a table cover draped over the altar cloth that denotes feast or seasons of the Church

**Ambo/Lectern-** a pulpit from which scripture is read

**Ambry-** a space for keeping the Oils of Baptism, confirmation and the Sick

**Chrism-** a consecrated oil used for anointing

**Corporal-** a small linen cloth put on the center of the altar on which the bread and chalice are placed for the Eucharist

**Credence Table-** Is at the side of the altar used to place vessels before consecration

**Lectionary-** is the book from which we hear the reading of the day.

**Offering Table-** - is the table at the back or center of the church that holds the bread and wine waiting to be taken up to the altar

## OTHER DUTIES TO COVER (cont.)

## TIPS FOR WASHING AND IRONING LINENS

If wax has dripped on to carpet in altar area put paper bag or paper towels on top of hard wax and use a warm iron over top to absorb the wax.



The Purificators and the Corporals are to be rinsed in plain water first. This rinse water is to be disposed of in the earth in a spot in your garden. Proceed then with the regular process of washing the linens, finger and drying towels. Why do we rinse these items first? These cloths still hold part of the precious body and blood of our Lord, Jesus Christ within the fibers.

The following procedures are mainly helpful for washing towels and washing and ironing Purificators and Altar cloths. (If you have effective/easier/different ones, please share your information with the others in the group):

For the purificators you must soak them first in a bowl of cold water to soak out the precious blood of our Lord that remains on them. After squeezing the water out of the cloths find a quiet place in your garden to pour our Lords blood into the soil.

Spray and soak lipstick and pewter stains on the cotton/polyest purificators, and they are ready to wash.

*(ZOUT—works well here but be sure to scrub if lipstick is present. Dark lipstick is more difficult to remove. Sometimes it is necessary to use a Small brush or tooth brush to remove lipstick stains.).*

Altar and Credence Table linens may be treated as above. Should there be candle wax to remove, use an absorbent paper towel over the wax, moving the towel as necessary and iron until wax is gone. Then treat with ZOUT spray and wash.

It seems cold water is really best for washing, since warm or hot water tends to set some stains, lipstick in particular.

Sometimes chlorine bleach with a little water added can be used but only on trying to remove the stain.

### DO NOT ADD BLEACH TO THE ENTIRE WASH.

Cotton/polyester cloths may be ironed directly out of the dryer. They need only a touch-up but do not use any kind of starch.

After ironing, the Purificators they should be folded in thirds the long way and then in half. Please do not iron in the folds. Ironed creases seem to weaken the fabric, and thins the areas/holes occur.

**Towels-** After laundering be sure to fold in thirds the long way.

Basically, we are responsible for all the white linens. The colored linens are cared for by the Environment Committee.

### **HOW TO RETIRE WORN PURIFICATORS**

When you notice that any of the purificators are very thin, has worn edges, or any small holes please set them aside and do not attempt to put them back in the drawer. Please place it in a baggie and give it to the Altar Ministry Committee Chairperson. This person will handle the proper way to retire the purificators.

(\*Note\* *Father has explained that the proper way to retire purificators is to bury or burn them and bury the ashes. Never just throw them away, for these are considered sacred items.*)

## **OTHER DUTIES**

### **Holy Water Fonts and Sink-**

We have no Holy Water Fonts because of our Baptismal font being near the front of the Church. In the Chapel there is a small font at the main entrance and if it is empty you can take Holy water from Baptismal font and add to Chapel font. If the Chapel font is just a little low, then water can be added. As long as there is Holy Water in the smaller font by adding an equal amount of regular water. The regular water becomes Holy Water as it blends in.

### **Candles-**

Take the candle holders apart; unscrew candle from holder. You will now have three pieces. Soak them in hot soapy water to soften the wax; polish with brass cleaner to remove the black smoke spots. **DO NOT** use any abrasive materials other than what is stated above.

Occasionally check the Easter candle for cleaning. Try using a hair dryer to help melt wax. After wax is removed try cleaning with Pledge furniture polish to keep wax from sticking badly again.

### **Dusting-**

Dust the ambo (holds the lectionary book). Dust and wipe the stained glass windows or check that they are clean. This should be done about once a month. Check any of the flower arrangements in the church or chapel to see if dried or spent flowers need to be removed. See if any water needs to be added to them to freshen them up. (There is a flower room with sink in the hallway to the right of the sacristy.) At no time, do we use the towels from fount in the Sacristy to clean with. These towels are for drying the items used for daily Mass.