



Immaculate Conception Church Liturgical Guidelines

Altar Linen Caretakers

All liturgical ministers are registered parishioners and should be in good standing with the Catholic Church. The guidelines that follow conform to the theological and liturgical principles in the diocesan guidelines.

Attire and Behavior

Ministers, regardless of age, dress in **business casual attire**. Sneakers/athletic shoes, flip-flops, jeans, T-shirts, sweat/jogging suits, shorts, and skimpy clothing (e.g. spaghetti straps or strapless tops/dresses) of any type are not appropriate, as well as buttons/pins advertising personal agendas, (e.g. political/sports). Always come to the church dressed in case you are needed to serve as a replacement. **Wearing of the liturgical color of the day is encouraged.**

Training and Formation

Technical and practical training are a necessary part of every ministry. Initial orientation and training are required before the new minister enters service. Periodic formation events held to benefit all parish liturgical ministers.

Scheduling/Substitution Procedure

Ministers are required to find their own substitutions; only trained liturgical ministers serve during a liturgy. Scheduling is handled through the Ministry Scheduler Pro (MSP) App. This app is downloaded for free through your app store. Schedules are made at three-month intervals when you will be prompted to enter your unavailable dates. The app will notify you by email two days prior to your scheduled service date. If you are unavailable for your scheduled time then you request a substitute through the MSP App, which will notify you when the position is filled.

All Liturgical Ministers check-in at the kiosk located in the back of the church.



Photo 1. Liturgical Ministers Closet.

- A. *Ministry Scheduler Pro Kiosk.* The MSP App will prompt you through the check-in process.
- B. *Second Collections List.* For Ushers.
- C. *Alert Messages for all Liturgical Ministers.* Special instructions will be posted here as needed.
- D. *Ushers' Attendance Chart.* To record number of people in attendance at weekend and special liturgies.
- E. *Lector Notes.* Lists which Readings(s) to use when there are options.
- F. *Liturgical Minister Codes.* For identifying which position a Liturgical Minister is serving.
- G. *Weekday Lector Schedule.* For those serving as Lector at weekday liturgies.

Types and Purpose of Linens and Towels

- **Purificators** – A small, white cloth used to wipe the rim of the chalice during the Communion Rite
- **Corporal** – A larger, square cloth, which is placed over the altar cloth, on which the chalices and ciboria are placed at the Preparation of the Altar during the Eucharistic liturgy.
- **Hand Towel** – Used by the priest as he dries his hands during the Eucharist.
- **Large Towel** – Large towels are used during the Rite of Baptism.
- **Small Colored Washcloth** – Used to wipe out the sacred vessels after the liturgies.
- **Cloth Diaper** – Used to dry the sacred vessels after they are cleansed.

Location of Soiled Linens and Towels

The soiled linens are kept in the sacristy, in a cloth-lined basket in the cupboard beneath the sacrarium (a special sink in a sacristy for the cleaning of sacred vessels. It drains directly into the earth, not into the sewer.) The cloth lining of the basket is covered by a plastic bag, in which the soiled linens are placed after each liturgy. When collecting the soiled linens, remove only the plastic bag of linens. Always place a clean plastic bag over the cloth lining of the basket. This way the cloth lining remains clean, and the basket is always ready throughout the week for any soiled linens.

Pick-up and Return of Linens and Towels

Pick-up:

1. After the 10:30 am liturgy on Sunday of the assigned week, or the last liturgy of a Holy Day, go to the sacristy to collect the plastic bag of soiled linens.
2. Go to the Blessed Sacrament linen basket for any other soiled linens and towels to take home for laundering.

Return:

1. The earlier the linens are returned the better, especially if there is a Holy Day or a funeral during the week.
2. Return clean linens and towels no later than the end of the office workday (4:30 pm) on Wednesdays.
3. Return clean, folded purificators and corporals to the correct slide-out drawer behind the altar. The drawers are labeled.
4. Return clean, folded hand towels to the slide-out drawer labeled “hand towels”.
5. Return clean, folded large towels to the far left, lower cabinet, labeled “Baptism candles and towels.”

Collaboration:

1. Currently, it is important that you collaborate with other Linen-Caretakers if you have difficulty with pick-up or return deadlines, and if you are unable to honor your scheduled week of service and need a substitute.
2. A roster listing all active linen caretakers and their contact information will be sent to you periodically.

Care Instructions for Linens

Laundering:

1. Wash all linens and towels separately from your household laundry, since some items will have been stained by the consecrated wine (Blood of Christ).
2. Place all un-stained items in the washer.
3. Pre-treat any stained linens (lipstick and wine) by soaking them in a separate container of hot water and Awesome Liquid (about $\frac{1}{4}$ cup, depending on the size of the container and amount of stained linen). Soak for about 30 minutes or until the stains disappear.
4. Add them to the non-stained linens and wash them in your washing machine with regular detergent. Washing the linens on warm and rinsing on cold works fine.
5. NOTE: After soaking the stained linens, the basin of water should be poured into the ground rather than down your home sink, since the water contains the Blood of Christ.

Ironing and Folding:

1. The **purificators** are about 10" x 15" and have a red cross in the center.
 - a. Fold them lengthwise in equal thirds
 - b. Now fold them almost in half - enough that the red cross is shown at the folded edge.
 - c. Iron-press the purificator, but do not press the last fold where the cross is.
 - d. Take a purificator from the drawer in the sacristy as a guide for ironing.
2. The **corporals** are about 18" x 20" and can be either white or colored.
 - a. NOTE: Our Sacristan will call one of you when he needs a corporal(s) laundered.
 - b. The corporal must be folded in thirds both ways.
 - c. With the right side of the cloth facing, fold the bottom third up and then fold top third down.
 - d. The wrong side of the cloth will now be facing out.
 - e. Fold one-third of left side *in*, then *fold in* one-third of right side. The size will now be about a 10" x 10" square. When the altar server re-folds the corporal at the end of the liturgy, the altar breadcrumbs remain inside the corporal.
 - f. Take a corporal from the drawer in the sacristy as a guide for ironing.