

ALTAR AND CHAPEL PREPARATION

THE ALTAR MASS MISSAL (IN RED BOX) AND THE LECTURE BOOK ON TOP OF RED BOX) ARE KEPT ON THE SECOND SHELF IN THE CABINET STRAIGHT AHEAD AS YOU ENTER THE PRIEST ROOM.

THE CAPUCHIN SISTERS USUALLY HAVE THE BOOKS OUT ON THE ALTAR, PULPIT OR FIRST PEW. RETURN THEM TO THE CABINET AFTER MASS.

ALTAR MASS MISSAL

1. Place the missal on the bookstand on the altar. If there is no bookstand on the altar, lay the missal centered on the altar closer to where the priest stands.

LECTURER'S BOOK

1. Before you place the book on the pulpit, be sure you have the red ribbon on the mass for Sunday (it will be written on the top line on the whiteboard).
2. The mass must be for the correct cycle. There are three Yearly cycles, A, B, and C. We are currently in cycle "C". The Liturgical year and cycle change on the First Sunday of Advent. Check with the priest if not sure or look on our website at the bottom of the home page. This current "C" cycle will change on the First Sunday of Advent 2019.

FANS AND A/C

1. The Capuchin Sisters usually have the altar fans on. If not, turn them on if needed. The wall A/C has a square on/off button on the front.

LIGHT THE ALTAR CANDLES

1. Light the candles Five (5) to ten (10) minutes before mass starts. If the candles have the glass covers on, lift the cover off to light then replace it. Do not blow out the candles with the glass covers on. It will leave soot on the glass. If the glass is too hot to lift, just leave it and the Sisters will take care of it.

CHAPEL FANS

1. If warm, please turn on the Chapel fans as needed for participants. Note are 3 fan speeds, so usually pull the cord three times for high speed. At the end of mass, please turn all the fans off. The second cord provides fan swivel.

ALTAR PREPARER SHOULD ARRIVE AT THE CHAPEL BETWEEN 4:30 TO 4:45 PM