

## **Linen Ministry Procedures**

Linens include: Purificators, Altar Cloths, Corporals, towels

All ministers must be Safe Environment Trained (SET) prior to serving in this ministry.

When you sign up for this ministry and SET is complete, you will receive an email from Terry Steele. Terry will provide you with information on how to access Ministry Scheduler Pro (MSP). There are currently two options when signing up, Purificators Only or Altar Linens/Towels. MSP is the tool used to schedule disciples, find substitutes (if you are unable to serve on your scheduled date) and submit 'blackout' or 'cannot serve' dates. Submit this information if you have it available.

### **Materials:**

All materials you should need are available in the Working Sacristy. Our Eucharistic Ministers have been asked to separate the linens into the appropriate bags as listed below. It is still your responsibility to check each piece of laundry for the presence of the Precious Blood and launder according to the Purificator instructions if present.

You will find:

Laundry bags (labeled) - **Red Purificators only** **Towels only** and **Altar linen only.**

The bags will be on the hooks located on the wall to your right, as you enter the room. There are two sets of bags; one for the weekend you are picking up and one to be left behind for the coming week.

Laundry can be picked up in the Working Sacristy after the Sunday, 4PM Mass or in the Parish office Monday morning after 8AM. If you pick up laundry on Sunday evening, please be sure there is one of each bag left behind on the hooks.

The Purificator bag will contain a small basket that can hold three rows of clean/ironed purificators to help you return to church. There are extra baskets on the shelf above the washer and dryer if needed. There is also a large laundry basket available for the Altar Linens and towels.

If picking up from the Working Sacristy, please check the Altar Linen Bag for Altar Cloths. Pool noodles are available (on a shelf above the washer/dryer) for ease of transporting clean and ironed Altar Cloths. Return the Altar Cloth to the Working Sacristy placing the pool noodle on the counter.

Copies of laundering, ironing and folding instructions are available on the Parish Website [gsc.net/ministries/Adult/Linens/Altar Care](http://gsc.net/ministries/Adult/Linens/Altar%20Care). For quick reference, a copy of the instructions are also in each of the laundry bags. Please be sure to return the instruction envelope to the laundry bag before you return them to church.

All laundry is due in the working sacristy by Saturday morning. Leave cleaned items on the counter in the Sacristy. Someone will put them away.

Specific cleaning instructions are on the Linen Ministry Page at <http://gsc.net/ministries/linensaltar-care/>