

ALTAR GUILD RESPONSIBILITIES

Altar Guild members are grateful servants: ministers of God, ministers of God's people, ministers of the liturgy, and ministers of the worship space. Here are the steps towards making our worship space work on a weekly basis

- I. Check the calendar in the sacristy to see if the paraments need to be changed to match the color of the day. If paraments are to be changed, Pastor will leave the set he wants to use on the counter in the sacristy. If paraments are not there and you believe they should be changed, please check with Pastor or Sheri Sauer. Sometimes Sheri will change paraments when there is choir rehearsal, but you will still need to check.
- II. Set up Holy Communion any time between Thursday and Saturday. If you absolutely cannot get to church, switch with someone in your month at the service you usually volunteer, or anyone else on the Altar Guild List.

A. Altar

1. First cloth on the altar is the *cere cloth*
2. Next are the paraments for the day
3. Fair Linen should be clean and pressed and laid on top of the paraments. If there is a cross in middle of the linen, the cross should be placed closest to the Pastor.
4. White cloth, known as the *Corporal*, goes on top of the fair linen, inside out with the "cross" closest to Pastor. (20 x 20 or 18 x 18 inch square). NOTE: We no longer require the square piece of plastic that was placed under the Corporal
5. Candlesticks should be placed at each front corner above the legs of the altar
6. As you face the congregation, place missal stand and missal on the left side of altar behind the candle stick on that side
7. Place three (3) clean glass cups on the left side of altar in front of the missal along with two (2) white purificators.
8. Check oil in the altar candles and replace as needed

B. Left Credence Shelf – When facing the congregation, behind Altar on the left side, place the following on the shelf:

1. One (1) chalice with a purificator folded on top
2. Paten (gold plate) placed on the chalice on top of the purificator
3. Place Ciborium (gold wafer box) containing Gluten free wafers on top of Paten. **Please DO NOT put anything but Gluten Free wafers in the Ciborium.**
4. One (1) full SMALL wine cruet with red wine

5. One (1) full SMALL wine cruet with white grape juice (NOTE: this cruet does not get filled until Sunday morning and then gets put on the credence shelf. See III A below)
6. One (1) full LARGE wine cruet with red wine. This should go at the back of the nave along with the bread to be brought up with the offering
7. One (1) square veil (approx 27" or 28" square) – The veil covers 1 thru 5 above

NOTE: DO NOT save any of the white grape juice. Throw it out after the last service. The donor of white grape juice has allowed one bottle a week so no need to save.

C. **Right Credence Shelf** – When facing congregation on credence shelf on the right side place ALL offering plates.

D. **Floral Stand By Pulpit** – Place a Corporal (approx. 18" x 20") on top of stand then place 6 communion cups on top.

E. **Baptismal Font** – Please check water in Baptismal Font located in back of the church. If water is low, please fill with DISTILLED WATER, located under sink in sacristy. **If baptismal shell and rocks in the shell appear to be white, please clean and then refill with distilled water.**

F. **On table in back of church**

1. One basket with napkin for bread – Pastor will provide bread and place on the table next to the basket, or on the shelf in the sacristy on Sunday Mornings or (Saturday night).
2. Large cruet of red wine
3. Veil for above

NOTE: We no longer put the offering plates on this table.

G. **On counter in Sacristy**

One empty cruet for white grape juice.

H. **On Columns in front of the Nave**

Empty basket lined with paper napkins for used communion cups

III. **Sunday Morning before first service**

- A. Pour white grape juice into cruet in sacristy and put it under the veil on the credence table in chancel
- B. Put bread in the basket at the back of the church (When we have ONLY one (1) service during the summer or on special occasions, put all the bread/rolls in the basket)

- C. Bring other bread/roll(s) to the sacristy for second service when we have two (2) services.

IV. **Reset Altar Between services**

- A. The dirty glasses should be washed thoroughly in soapy water in the sacristy sink. When water is turned off in the winter, please wash glasses in Room 101.
- B. Return baskets and communion trays to their places in the nave
- C. Return offering plates to proper places
- D. Any wine left in the chalice will be drunk by Pastor
- E. **IMPORTANT: PLEASE rinse the Chalice and replace on the credence table with a clean purificator and the paten and ciborium on top**
- F. Refill Communion Cup Tray(s)
- G. Dirty Linens go in a basket on the counter in the Sacristy
- H. Run the carpet sweeper in the chancel including the space behind the altar

V. **Cleaning up after the last service**

- A. The dirty glasses should be washed thoroughly in soapy water in the sacristy sink. When water is turned off in the winter, please wash glasses in Room 101.
- B. Place the baskets on the counter in the Sacristy
- C. Place ALL offering plates on right credence shelf
- D. Any wine left in the chalice will be drunk by Pastor
- E. Rinse the Chalice, wipe dry and put away
- F. Fill Communion Cup Trays with wine cups
- G. Unused GLUTEN FREE wafers are kept in the covered host box
- H. Remaining bread may be eaten or given to the birds. It is not thrown away, nor is it saved
- I. Dirty Linens go in a basket on the counter in the Sacristy
- J. Run the carpet sweeper in the chancel including the space behind the altar

VII. **LAST SUNDAY OF THE MONTH**

IMPORTANT - On the LAST Sunday of your month please dissolve one (1) effervescent tablet (located in box under the sink) with water in the cruets, let it sit a minute or 2 and then rinse.

- A. Towels should be hung on the towel rack behind the door. If they look soiled, please take them home after the last service, wash them, and return them for the next service.

- B. Notify Pastor or Kathy McFarland in the church office if any supplies such as wine, wafers, grape juice, distilled water or napkins look low.
- C. Altar flowers should go into room 101 after the last service if they have not been collected. Please NOTE: The dishes the flowers are arranged in are being recycled, i.e. being returned to florist to be used again so please do not throw them away.

If you are unable to work as scheduled, please arrange for a substitute from the Altar Guild List and advise Kathy McFarland of your replacement. Please do not expect Kathy to arrange for a substitute.