ALTAR GUILD RESPONSIBILITIES

JANUARY 2023

*Altar Guild members are entrusted with the responsibilities of preparing the church for worship. The responsibilities include preparing for worship and cleaning up after service.*

**I**. Set up Holy Communion anytime between Thursday and Sunday morning. If you are unable to work as scheduled, please contact your scheduled back-up or a substitute from the Altar Guild List. Please do not rely on Joan or Kathy to arrange for a substitute. You are responsible for getting this done.

**II**. 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.

A. **Altar**

* First cloth on the altar is the *cere cloth* (doesn’t need to be changed).
* *Paraments* for the day are laid over cere cloth (centered over the legs of the altar).
* *Fair Linen* is 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.
* *Corporal*, goes on top of the fair linen, inside out with the “cross” closest to Pastor.
* Candlesticks should be placed at each front corner above the legs of the altar.
* Check oil in the altar candles and replace as needed
* Missal stand and missal are placed on the left side of altar behind the candle stick on that side.
* Place **three** clean glass cups on the right side of altar along with two white purificators.
* Check to ensure altar flowers have water.

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

* Place chalice with a purificator folded on top.
* Place paten on top of the chalice, then place Ciborium (gold box containing gluten free wafers) on top of the paten.
* Using Veil (24” x 24”) cover the chalice, ciborium, and paten.
* Fill one SMALL wine cruet with white grape juice. Only use the cruet with the yellow bottom for the grape juice. (NOTE: this cruet does not get filled until Sunday morning and then gets put on the left credence shelf.
* Fill smaller (of the remaining two cruets) with red wine and place on shelf. The larger wine cruet is placed on table in Narthex--see below.

C. **On table in Narthex**

* One basket with cloth napkin for bread – Retrieve bread from sacristy on Sunday morning and place in basket with cloth napkin.
* One full LARGE wine cruet with red wine.
* Place veil over basket and wine cruet.
* Offering plates for passing during service.

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

 In front of pew on either side of church place empty basket lined with paper napkins for collection of used communion cups.

E. **Table in front of Lectern**

 Check to insure communion cups are on table and trays are full.

**III. Cleaning up after service**

* First, pick up offering plate and place offering in the Sacristy safe. Return plate to table by lectern.
* Place dirty, plastic cups in the trash and place the baskets on the counter in the Sacristy.
* Any wine remaining in chalice will be drunk by Pastor.
* Leave any remaining wafers in ciborium after service.
* Drink remaining grape juice. Return any wine still in cruets to wine bottle.
* Bread needs to be eaten--pass around.
* Rinse the chalice and the cruets, wipe dry and put away.
* Fill communion cup trays with fresh wine cups.
* Dirty Linens go in a basket on the counter in the Sacristy.
* Towels should be hung on the towel rack behind the door. If they look soiled, please put them in the basket with the dirty linens.
* Altar flowers should go into room 101 after the 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.
* **Run the carpet sweeper** in the chancel including the space behind the altar. The carpet sweeper is just inside and to the right of the Sacristy door.

**IV. Baptismal Font**

The water in the Baptismal Font should be checked weekly.

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 in sink with vinegar and refill with distilled water.

**V. LAST SUNDAY OF THE MONTH**

IMPORTANT: On the last Sunday of the month, please dissolve one effervescent tablet (located in box under the sink) with water in the cruets. Let sit for a few minutes, then rinse out and dry cruets.

Notify Joan Yurecsko if any supplies such as wine, wafers, grape juice, distilled water, or napkins need to be replaced.