

ALTAR GUILD CHECKLIST 2011

SATURDAY:

- Remove two loaves for morning services (bottom right of freezer). Freezer is in the lounge area downstairs, next to the restrooms. Keep them wrapped.
- Check calendar on Sacristy board for color of paraments. Change if necessary.

- Fill all candles (torches, altar candles, Christ candle) with oil, as full as possible, so that they will last through two services. Pull up the wicks a little and trim to 1/4".
- Use cloth dishtowel to wipe off excess oil and fingerprints after you have replaced the candles in the holders.
- The glass globes that fit over the torches should be washed with soap and water every other week to keep them sparkling.

- Get key from closet in hallway. Remove the following from the lower locked storage cabinet.
 - > Flagon
 - > 3 silver chalices. The non-pouring one goes under the veil.
 - > 2 patens (small silver plates).
 - > Burse (square covered in same colors as paraments).
 - > Veil (large square cloth in same colors as paraments).
 - > Large silver tray.

Remove 3 purificators (long, folded white linens with embroidered cross; one for each chalice) and one square linen cloth with lace to cover bread, from the drawer.

- In the center of the altar, place the non-pouring chalice with purificator on top, then a paten, followed by the burse. Cover all with the veil. (see illustration on the bulletin board)
- Place the two pouring chalices, covered with purificators, in the center of the credence table (behind altar). Filled juice and wine trays go on the right side of the table on Sunday morning.
- Place one loaf of wrapped bread on the other paten, along with the lace cloth. Then place on silver tray.
 - Place the empty flagon on the tray.
 - Remove bottle of wine from the lower storage cabinet by the stairs.
 - Take bottle of wine and tray with flagon and bread to the Narthex (back of church) and place on counter.
 - Remove the communion cup trays from upper cabinet.
 - Place stacked trays with cups on front pews on each side of the aisle (usually 4 trays on each side) and cover each stack.
 - Place 4 empty trays (2 on each side) on the shelves at other sides of pews.
 - Leave a couple extra filled trays out in the Sacristy in case they are needed quickly during a service.
 - Fill 2 trays with 9 empty cups for grape juice and one tray with 5 cups for wine. The wine tray stacks on top of the two juice trays. This should also have a cover on top. Leave on counter for the 8:15 person to fill.

SUNDAY MORNING PRIOR TO EACH SERVICE

- Open a new bottle of white grape juice. Fill two 9-cup trays.
- Fill 3rd tray on top with 5 cups of wine. Put lid on top. Place on the right side of the credence table behind altar.
- Go to Narthex and fill flagon with wine.
- Unwrap bread and cover with square linen cloth.
- Cover entire tray with large white cloth. Deacon will remove this before taking it up the aisle.
- Place an open bottle of wine on the counter by the stairs in the Sacristy, in case it is needed during the service.

AFTER THE SERVICE

- Count the number of used cups. (each tray holds 18 cups) Remember to add 6 to account for the pastor and servers. Please **record** this number in the book in the Narthex.
- Empty any wine left in the cups into the pacina (sink with cover). PLEASE rinse the sink well and clean with a Clorox wipe to prevent ants!!
- Throw out the used cups in the garbage.
- Prepare the trays with the empty cups for the next service:
 - >2 trays with 9 cups each for grape juice.
 - >1 tray with 5 cups for wine.
 - >4 empty trays.
 - >All others filled with empty cups.
- Remove the vessels from the altar and credence table.
- Pour wine remaining in the flagon into the wine bottle.
- Pour wine remaining in the chalices into the pacina.
- Wash vessels with warm soapy water and rinse and dry carefully. Place into the brown storage bags and return to cabinet, along with the burse and veil. Lock cabinet and return key to hallway closet.
- WIPE plexiglass on altar with Clorox wipes.
- WIPE all counter tops with Clorox wipes.
- Please take with you all soiled linens and towels to be washed.
- Feed any remaining bread to the birds.

CARE AND CLEANING OF LINENS

Fill clean sink or large bowl with very hot tap water, enough to cover linens. Add a generous amount (2 tbsp) Wegmans gel dishwasher detergent to water and blend. Let the linens soak for an hour. The wine stains will disappear. Then rinse well with cold water, wring out and dry on a towel bar. PLEASE DO NOT PUT THE LINENS IN THE DRYER. When the linens are completely dry, steam iron.

Hopefully, I have covered most of the important things! Please do not hesitate to offer any concerns or suggestions you may have. Thanks to you all for sharing your time in the service of Immanuel's Altar Guild.

In God's Service -

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