

Alter Guild Instructions

- 4 trays, 2 trays with the furthest outside ring of cups filled with grape juice and 2 with the inside circle filled with grape juice. Place the 2 trays that have the grape juice in the inside circle on the top for the 8:15 service.
- The wafers will remain in the plastic bag and placed on a tray with one of the white clothes found in the drawer above the wine trays. They remain in the plastic bag so they don't become stale. We also have gluten free wafers that are placed in the clear plastic holder and placed in the middle of the tray. Pastor will take the wafers out of the baggie Sunday morning.
- Glass wine decanter and wafer tray will stay at the back on the baptismal fount to be brought forward during the offering. Place the chalice on the alter. Leave the wine trays and wine decanter in the refrigerator. If you attend the early service take the wine trays to the front of the church before 8:15, if you attend the late service someone will take the trays and place them on the alter for the 8:15 service.
- After the first service take a look at the cups in the tray and reduce the number of trays on the alter. Take the glass decanter and wafer tray back to the baptismal fount.
- Add fresh water in the baptismal fount.
- Place red cloth napkins in the baskets to pick up empty wine cups. Remove the cups between services and take the baskets back to the holder.
- Check the "Parament Colors" chart inside the alter guild closet to see if the colors need to be changed.
- Check the oil level in the candles and the wick for the acolyte.

Please let me know if we are running low on wine, white grape juice or wafers.

If you will be out of town you may call me to substitute for you or one of the other women on the list. They are:

	Phone	Cell
Dee Barnhill (September)	981-5366	210-8762
Karen Chapman (April and December)	981-5121	778-5327
Allison Halvorson (February)	285-5510	
Kim Lamb		494-6253
Kari Murray (July)	953-6535	669-7339
Allyson Schultze		240-7663
Lisa Smith (August)		360-4828
Danene VanZuuk (November)	285-4799	972-4993
Barb Hollrah (March)	975-8586	

Thank you for your service!