

ALTAR GUILD MINISTRY

1. Before each Sunday, check to see that the proper color is displayed on the Altar and the Lectern. A calendar is located in the Altar Guild room for your convenience. If the fair linen is soiled, please change it then launder and press the soiled one.
2. The Baptismal font should have fresh water each week. On Sundays where there is a Baptism, Pastor will empty the bowl and get fresh water before the Baptism.
3. The vessels for Holy Communion are stored in the kitchen. Bread can be found in the freezer, the wine and grape juice in the refrigerator. Fill 3 ½ (3 summer) trays of glasses with wine and grape juice in the following proportions. Fill the center 8 glasses with grape juice, the rest wine. Put filled trays on top of each other capped with cover.
4. Fill the cruet ½ full of wine. Place bread on the plate with a white napkin over the top, then place the trays and bread in the refrigerator overnight. Pastor will put them on the Altar before the 8:15 service. Place a purificator on top of the Chalice and place it on the altar to Pastor's left. The bread and wine cruet will also go on the left and the trays to the right. Communion linens, purificator and napkins are in a drawer in the kitchen near the refrigerator.
5. Between the 8:15 and 10:30 services, please check to see if enough of the elements are on the altar for the second service. Supplement the wine and bread as necessary. Glasses are to be washed and put back into the trays. The communion assistants at the 10:30 service are instructed to wash the glasses as well.