

Worship Assistant Description: Altar Guild

1. Place the plastic protective sheet with the corporal (large square cloth) on the altar, making sure the crosses are lined up on the fair linen (cloth laying on the altar).
2. Next, place the chalice so it touches the center cross on the fair linen – cross on chalice should be facing you.
3. Put small pall (small square) on top of chalice and drape a purificator (cloth folded in thirds) over it, cover with solid large pall (large square without cross). Put appropriate color drape over top of plain pall, making sure that the print on it goes in the same direction as the paraments (face altar to do this).
4. Place two-fold large pall (sometimes called a burse) on top, making sure extra purificator is inside.
5. Place intinction chalice and grape juice chalice behind drape with purificator covering each.
6. Place bread plate and cloth along with wine decanter on console at rear of sanctuary. Bread should be there around 9:30am. Cut pieces are placed on plate surrounding small basket for goldfish for children and individually wrapped gluten free communion wafers. (Goldfish are in a green plastic box in the console.) Cover with purificator. If bread is not provided, place large wafer (host) on paten and communion wafers in vessel on console with decanter.
7. After service toss leftover bread outside for birds and clean the chalices and bread plate. Reset communion, including changing paraments, if necessary. Take purificators home to wash and iron (folded in thirds so cross is in the center). Return promptly! PLEASE.

Other duties include: changing paraments when indicated on calendar on Church Office door; dusting piano, baseboards and lectern; checking candles and replacing if needed (box on left-hand cabinet top shelf), uncovering baptismal font at rear of sanctuary - making sure water is fresh; filling and polishing Aspergillum as needed.

Note: When there is a baptism, place a baptismal napkin (right-hand closet, top shelf) on the baptismal font. Take out water cruet and place on font. Before church service fill cruet with tepid water and place back on font. Note: Service Book stand should be on side table by Tower light until Pastor wants it.

Extra wine is kept in refrigerator. If we are running low, please let Jill Becker know. If you are last one in Sanctuary, please shut off ALL lights and lock up. Thanks for serving. Note: Your Altar Guild duties begin on Sunday and stop on the following Saturday.