

INSTRUCTIONS FOR ALTAR GUILD

Logistics

Begin all work in the church with a prayer.

Grant, O Lord, that all we who serve Thee in this place may love Thee always with our whole hearts; unite us inseparably to Thee, and render us evermore pleasing in Thy sight by purity of mind and of body; through Jesus Christ our Lord. Amen.

For additional prayers, see Part 5th in “An Altar Guild Manual” by Edith Weir Perry.

PRIOR TO THE SERVICE

Clean the sanctuary

- Dust all the furniture, chairs, lectern, communion rail, pulpit, credence table, altar shelf, and vacuum the rug, if appropriate.

Arrange the Flowers

- The Florist delivers the flowers on Friday afternoon.
- Check brass vases, clean and/or polish if necessary.
- In the kitchen, arrange flowers in either the large or small brass vases.
- Then place vases on altar shelf.

Processional Cross

- Periodically clean and polish cross.

Altar

- Remove the dust covers and hang on the bar in the sacristy.
- Check the calendar for the Sunday and Liturgical color.
- Change the altar frontal if appropriate.
- The burse, veil, pulpit and lectern hangings must match the altar frontal.
- Examine the fair linen and credence cloth. Change if soiled or wrinkled.
- We have special fair linens for Christmas and Easter.

Chalices

- Prepare 2 chalices for 9:30 service.
- Vest the first chalice with purificator, bowl paten, Priest's host, pall, veil and burse.
- Make sure the burse contains two 2 extra purificators. (See illustration on wall)
- Cover the second chalice with a purificator.
- Unfold & place the corporal on the altar with the cross marking facing the congregation.
- Then place the vested chalice on top of the corporal.

Cruets and Lavabo set

- Stored in the tall cabinet
- Fill the cruets half way, one with wine and one with water.
- Take out Lavabo set – place linen towel on bowl and fill pitcher with water.
- Place all of these items on the credence table including the one chalice covered with a purificator. (See picture on bulletin board in sacristy)

Ciborium

- Fill the ciborium (breadbox) with wafers.
- Use small paten for the gluten free wafers, cover with saran wrap.

Candles

- Examine candlesticks, candle snuffers, clean, and polish if necessary.
- Check oil levels in torches and altar candles, check the wicks in the candlesnuffer replace when necessary. Make sure a lighter is available.

Books

- Stored in their original boxes, on top of the cabinet in the sacristy
- Altar Service book – place in bookstand
- Gospel – place on the altar in front of the vested chalice
- Lectionary – place on the lectern

Alms Basins (Collection Plates)

- Take out both alms basins from the shelf in sacristy.
- Check rims for fingerprints, clean and /or polish.
- Place alms basins on the lower shelf of the credence table.

Cover a cup of fresh water with foil and place on the shelf in the pulpit.

IF A GROUP IS USING THE PARISH HALL, JUST SET EVERYTHING UP ON THE TOP OF THE CABINET IN THE SACRISTY. ON SUNDAY MORNING IT CAN ALL THEN BE MOVED OUT TO THE ALTAR.

AFTER THE SERVICE

Take Flower arrangements to the kitchen

- Vases/coffee cans, ribbon and cards are in the sacristy.
- Use plastic bags to wrap flowers.
- Check with Ginny, does she want to take flowers to anyone who may be ill or shut in.
- Ask persons who donated flowers if they would like to take some home.
- Give flowers to anyone who asks, they may want to take them to family or friend.
- We can easily make 4 or 5 small bouquets.

When removing the vested chalice from the altar

- Place your hand on top of the burse and carry it into the sacristy.

Rinse

- Lavabo set, patens, linens in clear water in the pascina*.
- Rinse the lavabo set with cool water only.
- The set is pewter and hot water will damage the finish.

*pascina – a sink with a drain leading directly to the ground where the water used for rinsing sacred vessels can be pored away

Wash

- Chalices and cruets in warm soapy water (use only all natural soap).
- Rinse with hot water.
- Thoroughly dry all the vessels with soft cloth and place in felt bags and put in drawer.

Ciborium

- Place in felt bag, put in drawer.

Burse, veil, pall and extra linens

- Put away in the drawer.

Alms Basins (Collection Plates)

- Put basins in cloth bags and place on shelf in sacristy.

Books

- Remove books and place on the cabinet in the sacristy.

Altar

- Remove the candles and book holder, cover altar with the linen dust cover, replace the candles, and book holder.
- Also, cover the lectern and pulpit hangings with the dust covers.

Lectern

- Move lectern back to its original place in front of the altar railing.

Linens

- Take linens home, launder, and fold following instructions. If you need more information on removing wax or lipstick stains check the books on the sacristy library for helpful hints.
- Be sure to return the linens the following Sunday.

CHECKLIST FOR ALTAR GUILD

Before Worship

- Vacuum and Dust the sanctuary
- Arrange the Flowers
- **Altar**
 - Fontal – Check the calendar for the Liturgical color
 - Check the linens
 - Vest the chalice
 - Bookstand
- **Credence Table**
 - Second chalice with purificator
 - Wine and water cruets
 - Ciborium (breadbox)
 - Small paten/gluten free wafers
 - Lavabo set
 - Alms Basins – bottom shelf
- **Candles**
 - Check oil level in candles
 - Check the wicks in the candlesnuffer
 - Make sure a lighter is available
- **Books**
 - Altar Service book – place in bookstand
 - Gospel – place on the altar in front of the vested chalice
 - Epistle – place on the lectern
- Place a cup of water in the pulpit
- Processional Cross – periodically clean and polish cross

After service

- Empty flower vases in the kitchen, store on shelf in sacristy
- Remove the vested chalice from the altar
- Clear credence table
- Rinse the lavabo set, bowl paten/small paten, linens in cool water
- Wash chalices in hot water
- Alms basin in felt bag
- Put all items away
- Cover fontal and hangings
- Lectern – move lectern back to its original place in front of the altar railing
- Pick up all pamphlets and arrange prayer books and hymnals