

Altar Guild Instructions

Updated June 2016

All Services

- Arrive at least 15 minutes early
- Check in with the worship coordinator (Jacque)

SETUP (NON-Intinction services)

Behind the Altar rail

- Set out on the Altar;
 - 6 empty cups (Leave them stacked, it is a lot easier for the pastors to distribute)
 - 2 empty cup trays with a lid
 - 2 Empty Chalices with cloths on top
 - 2 drip cloths
 - 2 small wooden cups filled with gluten free wafers, one on each front corner of the altar.
 - A small paten with left over pieces.
- **Fill all but 6 cups in the small tray with Grape juice. Put empty cups in the remaining 6 slots so Pastor will have sufficient extras for communing those that can't make it to the rail.**
- At the 5:00 and 8:00 services, fill the altar candles with oil.
- At the 5:00 service
 - Check the kitchen for flowers and place them on the shelf behind the altar and add water.
 - Check the fridge in the kitchen for carnations/roses & place them in a vase on the left front of the altar.
- If there is a baptism:
 - put a baptismal candle on the corner of the altar. Unwrap the candle and leave it outside the box. The pastor should provide the certificates and blanket.
 - If there is a baptism or other special occasions which are listed on the fridge, fill the Paschal Candle and light it for all services on that weekend.

Outside the Altar Rail

- Place 5 full cup trays on the stool outside the right end of the altar rail
- If the baptismal font is located outside the rail, fill the baptismal vase about ¼ full and pour into the font.
- If it is behind the rail do not put any water in it. Parishners will not use it.

- If there is a baptism, fill the vase a little over half full with warm water, put a drop of Jordan River water in it and sit it at the base of the font.
 - Place baptismal napkin on one of the top rungs of the font.
- For all non-intinction services, place one decanter and one paten of bread on the small table in the rear of the church. **Sometimes the table is in the Narthex.**

SETUP – (Intinction service)

- All setup is the same except for the following
 - No empty cups or cup trays on the altar.
 - **Instead of setting out 2 silver chalices, set out 4 silver chalices. Use the 2 small ones for wine, about 2/3 full, and the 2 taller ones about 1/2 full of grape juice, with covers on all 4.**
 - No need for a carafe on the altar.
 - No small tray with juice and empty's on the altar.
 - 1 Paten filled with wafers on the Altar.
 - 1 paten filled with wafers on the small table at the rear of the sanctuary and **a carafe filled about half full. The carafe is just there to have something to carry forward only.**

➤ **Cleanup** -

- All services-Remove all communion items from the altar and set up for the next service.
 - After 5:00 PM service put the wine, juice and bread in the fridge.
 - After the 9:30 service, discard the liquids from the chalices on the ground outside. **Do NOT pour them down the drain.**
 - Put any quarter loaf of bread pieces in a baggie and leave it in the fridge. **Break up small pieces and throw them on the ground outside.**
 - Put the wafers (for intinction services) in a baggie in the freezer. If there are any broken wafers, discard them on the ground also.
 - After the 5:00 and 9:30 services
 - Pour the remaining gluten free wafers back into the labeled container in the door of the fridge.
 - Spot clean the altar cloth
 - Wipe the communion rail
 - Clean the floor of any crumbs or pieces from wafers
 - If the font has water in it be sure to empty it outside
 - If the Paschal candle is lit, extinguish it.
 - If there are seasonal candles, extinguish them.
- Extinguish the altar candles if they are still lit.

NOTES:

No need to thaw out the wafers. Since they are small they will thaw before they are used.

After the 8:00 service, for intinction, when transitioning to the 9:30 service you just need to make sure there is no residue in the wine and grape juice and reuse it for the 9:30 service.

After the 9:30 service, please do NOT run the vacuum if the band is practicing.

Special procedures for handling gluten free wafers.

-We should do our best to not allow any of the gluten free wafers to contact other bread or wafers or to contact anything that has previously contacted bread or other wafers, including our hands.

-Wash your hands before contacting the gluten free wafers. If you can pour the wafers from one container to the other, that would be best.

-We have 2 small wooden containers to put the gluten free wafers in so that they will not come into contact with the bread. For services that do not use intinction, place the gluten free wafers in one of the wooden containers and place them on the front corners of the altar. Use these containers **ONLY** for these wafers so that they will not be contaminated.

The latest version of these instructions can be found on the church website, Desertcross.org.

Hover your cursor over the “Connect” tab, then move straight down and hover over “Volunteer”, then move directly to the right and click on “Worship Assistants”. Links to all the sets of instructions can be found at the bottom of the page.