

2019 ALTAR GUILD GUIDELINES

Communion Set up

8:30

Arrive 30 minutes before service starts or can be setup on Saturday*

See Verger upon arriving

You will need:

1. Found in cupboard above counter
 - a. Chalice and bread plate
 - b. Wine funnel to fill cups
 - c. Plastic communion cups
 - d. Cruet (glass bottle with handle)
 2. In drawer
 - a. Pall (cover for Chalice) the white square with the cross on it.
 - b. 2 small linens
 - c. 1 large linen if not one on the altar
 3. In cupboard below counter
 - a. Communion trays
 4. Under sink
 - a. Wine
 - b. Extra wine and grape juice are under sink and also found in the robe closet
 - c. Communion cups are under the sink and in back of wine in robe closet
 4. Grape juice in refrigerator
 5. Bread in freezer 8:30 person takes out 5 loaves put three on the plate and the bread for other service is put in white can on counter to thaw.
 6. *If setting up Saturday
 1. Do **not** put grape juice in glasses until Sunday
 2. Do **not** stack trays just cover with tray cloths
 3. Stack trays just before service
 - B. When filling extra trays, do **not** stack just cover with tray cloths
- III. Do **not** put communion bread on altar (it is drawing bugs)
- A. Leave it in bags in sacristy
 - Put out on paten (plate) on altar just before service.

Set Up

DO NOT FILL CUPS MORE THAN HALF FULL.

1. Fill center cups with grape juice Plus a few in the next row.
2. Fill rest with wine
3. Tray set up—top tray **filled**, next tray **empty**, rest of filled trays, lid on top
4. Place communion trays on credence table to the left of altar next to offering plates
5. Fill chalice with wine cover with linen on top and pall on top of linen is placed on large linen on right side of altar when facing altar.
6. Bread on plate covered with linen goes next to chalice

Clean Up

After service help take the communion ware back to the sacristy and help 10:45 person.

10:45

See Verger upon arriving

Arrive 30 minutes before

Set Up

DO NOT FILL CUPS MORE THAN HALF FULL.

If church is running behind you may go down the side aisle to get trays

1. Fill center cups with grape juice plus a few in the next row.
2. Fill rest with wine you will probably need 5 full trays
3. Tray set up—top tray **filled**, next tray **empty**, rest of filled trays, lid on top
4. Place communion trays on credence table to the left of altar next to offering plates
5. Fill chalice with wine cover with linen on top and pall on top of linen is placed on large linen on right side of altar when facing altar.
6. Bread on plate covered with linen goes next to chalice

Clean Up

1. After service take the communion ware back to the sacristy
2. Empty unused grape juice and chalice of wine in sink.
3. Wine in unused individual glasses use funnel to pour back into wine bottle
4. Linens go in blue basket on counter
5. Empty trays and wash off any wine and return to bottom cupboard
6. Wash chalice, plate, cruet and dry returning them to their bags in cupboard above sink
7. Bread--if there is whole bread or large pieces return to bag and put in freezer. Small pieces of bread can be thrown out.