

Altar Guild

The altar guild prepares the sanctuary for worship each Sunday. They work in teams of two to select banners, prepare the altar, and any special events, such as confirmations, baptisms, Advent, Christmas, & Easter. On communion Sundays, the team prepares the special vessels for communion then cleans & stores them. There is special training for handling the vessels used for communion. Interested persons will be assigned a mentor.

Altar Guild Duties

*taken from the 2010 St. Paul Lutheran guidelines

Care of the silver communion trays

1. Use white cotton gloves when taking trays out of their protective cover and when carrying them to the altar.
2. After the service, wipe the trays with a soft cloth and use the gloves when putting them away.
3. Please be sure any drops of wine/juice on the tray insert are cleaned off. Trays should be wiped and put away after late service.

*A pair of gloves and a soft cloth are in the plastic bag near the communion trays.



Supplies

Wine, wafers, cups and communion ware are stored in the bottom cupboard next to the refrigerator.

White grape juice will have to be purchased.

Liquid wax for the altar candles and linens are in the cupboard to the right, as are the candles for the Pascal candleholder.

Paraments and banners are in the overflow closets. The Advent wreath and candles are in the choir robe closet with the Christmas things.

The pitcher for filling the baptismal font and other baptismal supplies are in the cupboard where the wax and candles are.



Weekly Duties

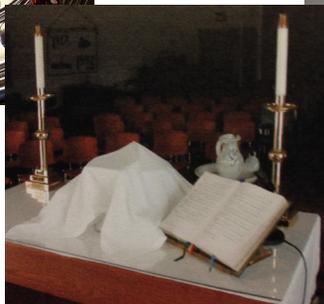
- Dust altar and lectern.
- Be sure correct paraments are on altar and lectern. Refer to calendar in kitchen or ask Pastor.
- Refill altar candles when necessary. There is a wooden holder to use in the cabinet with the oil.
- Clean brass tops of altar candles weekly.
- The Pascal candle will be used during the Easter season, at Baptisms, and for funerals. Check to see the insert candle needs to be replaced and loose wax removed.
- ****Important**** When removing the candleholders for the altar, please use a clean dish towel or other cloth because skin oils tarnish brass.
- If the supply of wine, wafers, disposable cups or oil is low, please notify the church office.

Communion

If you need a key to the church, please contact the church office. The secretary will lend you a key and instruct you regarding the alarm.

1. Fill trays with empty disposable cups. Three trays of cups should be used for each service. There should be six cups of white grape juice in the center of each tray. Put the silver lid on top of the trays.
2. Fill the flagon (pitcher) with one bottle of wine.
3. The drinking and pouring chalices are available at each service. Both are placed on the altar. On top of the empty drinking/intinction chalice, place a clean napkin. On top of that, place the empty bread plate (paten), and on top of that the cardboard pall. On top of the pouring chalice, place a clean napkin and on top of that a cardboard pall. Cover these and the trays with the communion veil.
4. Fill the silver wafer box **prior to each service**. Place it, the flagon and two clean napkins on the credence table. Place two baskets out for empty cups – one on each side.
5. Between services empty drinking chalice wine into the ground (or drink it) and wash it. The wine from the pouring chalice can be poured back into the flagon. Put wafers from the plate back into the box. Reset as in 3 and 4 above. Put out two clean clothes for second service.
6. After Late Service: Pour any unused wine from the pouring chalice and flagon back into the empty wine bottle. Any leftover wine in the drinking chalice shall be drunk or poured into the ground only. Discard any left over grape juice.
7. Wash and dry all communion ware after late service or at your convenience. Rinse flagon and its lid thoroughly.
8. When Pita bread is used instead of wafers, place two rounds on a plate covered by a cloth for each service.

*altar photos from
2003 Altar Guild
documentation



Other Duties as Necessary

Paraments

Change according to church season. A calendar is on the kitchen wall. This shows the dates and colors for each season. When changing paraments, also change banners. Check with the Pastor if you have any questions regarding banners or paraments. Pictures for banners are in the banner closet.



Pascal Candle

The candle is kept near the Gospel Side (congregation's left) of the altar from Easter Eve until Ascension to represent the risen Lord's physical presence after the resurrection.

Otherwise, the candle is kept near the baptismal font. The candle, representing the risen Christ as the light of the world, is lit during those times when resurrection is highlighted, namely: baptisms, funerals, and the entire Easter season.



Baptisms

- Fill the plastic pitcher (located in the altar cupboard) with hot water a few minutes prior to the service.
- Pour the hot water into the baptismal pitcher and gently place the pitcher back in the bowl.
- Place the Oil Stock Ring with the Baptismal Candle and Napkin on the edge of the Baptismal Font.
- The Pastor will place the Certificates on the side table.
- After service, remove the water from the bowl by using a sponge (in the cupboard) and wring the sponge into a pan. ***Do not remove the ceramic bowl from the font (the bowl is in two pieces and can't be moved). *Please see section below regarding Oil Stock Ring.**



Funerals

Check to see if candles need to be refilled. Place the Pascal candle in front of the altar. Check with the Pastor to see if communion will be served.



Weddings

The Pastor or church will call you if anything is needed.



Oil Stock Ring

The oil stock ring is used on those Sundays when there is a healing service or baptism.

Inside the ring is a cotton ball with a few drops of an olive oil and cinnamon oil mixture.

Check to make sure the oil hasn't become rancid or replace it if a long time has passed since it was last used.

If you are replacing the cotton ball and oil, there is a small amount premixed or prepare a new batch following carefully the instructions on the cinnamon oil bottle.



This is an example
of an oil stock ring

Launder

- Launder the napkins that have been used each week.
- The communion veil and altar cloth can be laundered as needed (if you notice wine stains, please launder).
- Please arrange to have all altar linens back at the church before the next service.
- All linens should be washed separately from household laundry.
- Please note fabric care booklet in linen box.
- Do not iron creases in napkins; just fold.

Thank You for Serving!

