

Instructions for Altar Guild

Purpose: Members of the Altar Guild prepare the altar for Sunday services and for special services throughout the year.

Note: the following is a brief overview of Altar Guild responsibilities. A more complete detailing of these responsibilities and training for Altar Guild can be obtained from Altar Guild chair, Cathy Cawthon

Before the service:

- Make certain the correct hangings are on the altar. Check the liturgical calendar in the Sacristy for correct color of hangings.
- When preparing for Sunday services first set up for the Folk Mass held at 8:00 on Sunday morning. For this service pottery, is used and the following should be placed on the Credence table:
 - Chalice stack including Chalice, Pall, Paten with small wafer, Purificator and Corporal
 - Small bread box
 - Cruet filled with wine
 - Cruet filled with water
- Also prepare for the 10:30 service. Silver is used for this service
 - Place the "Alms and Oblations" (bread and wine) in the Narthex
 - Assemble the Chalice stack and leave in the Sacristy. Refer to the photograph in Sacristy for guidance in assembling the stack. Place large wafer on the Paten
 - Also leave in the Sacristy for the 10:30 service, cruet with water, Lavabo bowl with Lavabo towel, small Chalice with Paten and Purificator

Between the two Sunday morning services:

- Remove items used during the Folk Mass from the Credence Table and return them to the Sacristy
- Place the items to be used for the 10:30 Eucharist on the Credence Table using photograph in the Sacristy as a guide

After the Service:

- Remove all items from the Credence Table and return to the Sacristy
- Consume any remaining wafers that have been blessed
- You may either consume remaining blessed wine or you may pour it onto the ground
- Wash and dry chalices, cruets, and patens. Return silver to proper storage bags Place on shelves in the sacristy
- Spot clean used linens. Take home to wash and iron
- Straighten sacristy and lock door upon leaving