

## 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 (if offered) held at 8:00am 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 10:00am 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 10:00am 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 10:00am 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.