

Altar Guild Guidelines

After service, when Pastor and the Elders are done taking care of the consecrated wine and bread, collect the communion ware (Chalice, Flagon, and Paten) to be cleaned.

In the kitchen, be sure to use the tubs marked "Communion use only" and the supplies (drying mat and cleaning cloths therein). When finished cleaning, the water used should be poured outside onto the grass, NOT down the sink. Return tubs and mat to the cupboard. Cleaning cloths should be taken home to be laundered separately from family laundry.

Arrange the cleaned communion ware on the Credence table and drape the Post Communion veil over the Communion ware.

Wipe and tidy the Sacristy counter.

Additionally, check the Altar linens to be sure that they are spotless. Replace with clean ones if needed. Clean fare linens and Corporals are in the Parament closet. (You will need the key from the office if you do not have one.) Purificators are in the sacristy drawer.

The linens that are soiled should be taken home and washed separately from family laundry. **Before laundering, remove wine stains with a paper towel and then burn the paper towel that you used.** The Fare linen can be taken to a dry cleaner to be cleaned and pressed. **Pleasant hill cleaners have done an excellent job cleaning and pressing without tagging the linens (tagging puts a hole in them).**

As Needed:

Vacuum the Chancel

Empty the trash bin in the Sacristy

Restock Sacristy supplies (paper towels, hand sanitizer, and disinfectant wipes).

Clean the brass candle tips and the candle snuffers

Wipe out the wine fridge

Please Note:

Jim & Cathy Verage fill the candles.

Ceci and Christina change the Paraments.