

WEEKLY ALTAR GUILD SET-UP

Updated February 24, 2018

Portable communion, nursing home kits:

NOTE: Please change out the wine and water in all kits if the note posted shows that it's been more than a month since last changed. After you've done this post a new note with the date you put in new wine and water.

- Clean if they are open (that means they've been used)
 - Each kit should contain:
 - ✓ chalice
 - ✓ spoon
 - ✓ paten
 - ✓ 1 portable-kit-size corporal
 - ✓ cross
 - ✓ small cruet with water
 - ✓ 2 portable-kit-size purificators
 - ✓ small cruet with wine
 - Wash chalice and paten
 - Dispose elements into the piscine and wash cruets
 - Restock water cruet with distilled water and wine (to the "3" level) from the aumbry.
 - Restock wine cruets with consecrated wine from aumbry
 - Restock wafers from wafers in aumbry (6-8)
 - Check used linens for stains that need to be pre-treated and put in Woolite-water container
- Clean and restock nursing home kit if it has been used. If it has not been used check the wine and wafers as above.
 - Wash chalice and paten.
 - Empty/replace wine & water. Restock with about 20 wafers.
 - Check and replace if necessary the 1 purificator that goes in kit.
 - Check the box linens in the basket to make sure they are clean and pressed:
 - ✓ table cover
 - ✓ corporal
 - ✓ 2 purificators
 - ✓ 1 pall
 - Check used linens for stains that need to be pre-treated and put in Woolite-water container

In the sanctuary

- Refill the oil Sanctuary candle
- In the narthex, check and replace, if necessary, the corporal used with the plain alms basin
- Refill holy water font with blessed water. Blessed water is in the cabinet above the piscina
- Fill candles on the window sill in the Sacristy
- Refill lighter/extinguishers with liquid wax, filling to about ½ inch from top
- Fill liquid wax candles. Fill to ½ inch from top and barely tightened
 - ✓ reredos candles
 - ✓ pavement candles
 - ✓ Children's school service candles (window sill)
 - ✓ downstairs Children's Church
 - ✓ Paschal candle if necessary
 - ✓ acolyte torches (these candles unscrew from the torch)
- Straighten books for altar party - they are to be on the floor, under the benches. For the chairs only 1 hymnal and the miniature prayer book is placed between chairs with 1 LEVAS under either chair.

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Altar Setup

Please see pictures posted in the sacristy illustrating the new chapel set-up

Set up the chapel:

- Move altar out from the wall and move lectern into place to the left of the altar. Remove the cross, store it on the shelf inside the rolling lectern
- Move one credence table behind the altar and put a cover on
- Move the other credence table to the right aisle, approaching the chapel
- Place corporal with plastic underneath, front and center, about 1" from edge of the altar
- Move two chairs from the chapel area, and place on either side of the altar for the priest and LEM. Place a bulletin on each chair
- Check Fair Linen for stains and change if necessary
- Place wood missal stand (stored on a shelf in the lectern) on altar on left side of the corporal, and place a bulletin on missal stand, open to "The Holy Communion". Dog-ear upper right pages for easy turning
- Check bulletin for lectionary book readings, mark with post-it flags for both the 8AM and 10:30 service.
- On the lectern place
 - Marked lectionary book
 - Introductions to the readings
 - Insert for psalm, and bulletin for prayers
- Check service bulletin and mark Gospel reading in Gospel book with a post-it flag and the ribbon marker. Place on right corner of chapel altar

Set up the main altar:

- Remove dust cover.
- Check altar colors with calendar on the bulletin board and change as needed.
- Check Fair Linen for stains and change if necessary
- Place corporal with plastic underneath, front and center, about 1" from edge of the altar
- Cover large credence table behind altar
- Place alms basins in receiving basin and put them on the bottom shelf of the large credence table
- Place brass missal stand on altar on left side of the corporal, put a bulletin on it, open to "The Holy Communion". Dog-ear upper right pages for easy turning
- On the lectern closest to the chapel place
 - Introductions to the readings
 - Insert for psalm, and bulletin for prayers
- Place 4 10:30 a.m. bulletins on the chairs where the acolytes will be sitting up at the altar

Communion Set Up

For 8:00 a.m. service

- Check both pyx in the ambry to make sure there are plenty of gluten-free wafers. If more need to be consecrated, put all consecrated wafers into one pyx and place back in the ambry. Put unconsecrated gluten-free wafers in other pyx and set on altar for consecration.
- On the altar:
 - Pottery chalice covered by purificator, paten, **regular size** priest host wafer, and pall
 - Pyx with gluten-free wafers (if more need to be consecrated)
- On the credence table:
 - Pottery ciborium with 30-35 wafers (in piles of 5). Priest will consecrate only what is needed
 - Small paten with spoon
 - Hand sanitizer
 - Pyx with gluten-free wafers that were already consecrated
 - Pottery intinction cup for grape juice
- In the Sacristy:
 - Crystal cruet for water
 - Crystal cruet (don't put wine in, this will be done right before the service)
 - Small pottery pitcher (don't put grape juice in, this will be done right before the service)
 - One can of grape juice

For 10:30 a.m. service, remove covers and place items in locked cabinet

- Vested chalice, with chalice veil and burse. **Use the larger, whole wheat priest wafers when vesting**
- Large flagon - **be sure to take paper towels out**
- Small flagon - **be sure to take paper towels out**
- Second chalice with purificator and paten on top
- 2 intinction cups
- Lavabo and towel
- Ciborium with 75 wafers. **If there are very few wafers in ambry, put 100 wafers in ciborium**

Before you leave

- Empty wastebasket under the piscina. Put trash in flower room trash can.
- Lock all cabinets; make sure cabinet keys have been returned to where they are kept
- Lock door to the flower room
- Turn out lights