

Altar Guild Easter Checklist

Current 03-18-26

Follow the usual Sunday checklist Note quantities and additional tasks below.

8:00 am Service

- Set up with ½ cup wine, small chalice filled with individual grape juice cups
- 50 wafers
- Consecrate new box of gluten free wafers

10:30 Service

- Set up with 2-½ cups wine, 2 small chalices filled with individual grape juice cups
- 225-250 wafers, as many as you can fit into the silver ciborium, with extra wafers left on the counter

Additional service set up

- Change altar frontal, and pulpit and lectern hangings to the white (floral brocade) altar vestments
- Place the chasuble on the rail closest to the choir after the 8:00 a.m. service.
- The cross above the altar is draped in white
- The Paschal candle is placed in the center, in front of the altar. Make sure it is filled.
- Put out the baptismal font in front of the altar, in the center of the aisle. Use the large shell insert and add blessed water. If there is no blessed water available, fill with tap water and a priest will bless on Sunday morning. **Please remind clergy about blessing the water!**
- Make sure all candles are filled
- Replace sanctuary candle in the holder beside the ambry. Do not light the candle; clergy will light at the appropriate time.
- Replace altar party hymnals and prayer books
- Set a sleeve of unconsecrated wafers on the sacristy counter in case extra are needed

After Easter services

- Restock the LEV kits using consecrated wine and wafers from Easter services.
- Leave the Paschal candle out through Pentecost. Fill it weekly.
- Leave the white drape on the cross above the altar until Pentecost. (In 2026, Pentecost Sunday is May 24)