

# **Altar Guild Maundy Thursday Checklist**

Current 03-18-26

**Please reference 2024 Maundy Thursday set up photos on the sacristy counter. NOTE: One foot washing station and one hand washing station.**

## **Equipment and supplies needed**

- 2 pitchers and 2 bowls (for one foot-washing station and one handwashing station), located in the locked lower cabinet next to the linen drawers
- White and red towels (enough for both work stations). Large white bath towels are located in the altar guild cabinet in the flower room. Other towels are in the large plastic bag by the vestments closet in the sacristy, if needed.
- 2 large wicker baskets to hold towels after washing - use the baskets located under the table in the narthex
- 1 small, white pottery bowl (located in the pottery cupboard) and 3 washcloths for altar washing
- Low wattage lamps for sacristy and flower room
- Signs for items placement
- Black paper to cover windows, located in the altar guild binder stored in the pottery cupboard

## **Volunteers needed for stripping**

- 1 to guide congregants - do not move furniture, leave in place
- 1 to direct traffic in sacristy, make sure items are put in the correct place
- Acolytes can bring the book to the sacristy, remove vestments and join others in the congregational pews
- Someone to drape the cross for Good Friday after the service

## **Prior to the service**

- Remind rector to announce the flow of traffic for the stripping of the altar
- Clear as much space as possible in the sacristy and flower room to store items after service
- Place signs in the sacristy and the flower room indicating where items should go when they are brought off the altar.
- Remove prayer books and hymnals from the altar area
- Move two or more of the banner stands to the flower room for holding the cross and flags.
- Set up lamps in the sacristy and flower room for light during stripping
- Place black paper over windows in the sacristy and stairwell doors
- Set out black cross drape, black cross veils and black cloth to drape the bishop's chair for Good Friday service preparation after the Maundy Service has ended.

## Service Set Up

### **Set up as normal for 10:30 a.m. Sunday service**

- Oxblood frontal and hangings remain in place
- Set up with 50 wafers
- Remember to put out bulletin and gospel book
- Make sure plates are out for offering
- Music stand near front altar rail for homily notes
- No chasuble

### **Foot Washing (officiant will direct traffic flow during the service)**

- Set up one chair on one side of the altar
- Set out a bowl placed on a red towel, a pitcher full of hot water set on the red towel, and 6-8 white towels
- During the foot washing, be ready with an extra pitcher if needed
- Set out a large basket beside the chair, for used towels and one next to the hand washing station
- Place a row of chairs in front of the pews on each side so that people coming forward have a place to sit and remove their shoes

### **Hand Washing**

- Set up one hand washing station (on small credence table on the other side of the altar, covered with a red towel) with a bowl and pitcher of hot water
- Set up a small side table to hold hand towels
- Set out a large basket for used towels

### **Procedures for Stripping the Altar**

- There will be an altar guild member in the sacristy to direct traffic and to receive items as they come from the altar. Another member will direct stripping.
- Prepare the bowl of water, washcloths, and towels for altar washing prior to the stripping and leave on the cabinet storing the frontals for easy access after the stripping is completed
- Clergy will extinguish the ambry candle after the altar is stripped

## **After the Service**

### **Dispose of all consecrated elements after the service.**

- Wine and grape juice can be poured down the piscina. Wafers may be consumed or broken into crumbs and left in the garden.
- Clean out all the portable communion kits
- Check the ambry for any individual grape juice cups or small “all in one” communion cups (containing a wafer and wine)
- Check the ambry for consecrated wafers - wheat **and** gluten free

### **Set up for Good Friday**

- Drape the cross above the altar in black.
- Veil the chapel cross (on the windowsill) and processional cross in black. Drape the Bishop’s chair in black cloth.
- Clean up as usual. Make sure the towels get laundered.
- Place alms basin on the small table in the back of the church.

**NOTE: Photos do not show pitchers; they are placed next to the bowls (filled with hot water) immediately before the service begins.**