

ALTAR GUILD REFERENCE MANUAL

1. Altar Guild Member List / Telephone(Email) Numbers
2. General Information
3. Schedule
4. Holy Communion
5. Candles
6. Linens
7. Pews and Flowers
8. Holy Baptism
9. Advent / December
10. Lent
11. Confirmation
12. Altar Guild Team Leader Responsibilities

Rev07/19/18

2. GENERAL INFORMATION

Typically, during the school year (September – June), the church door is open on Saturday morning. For other occasions, the choir wing door can be opened with a combination. Please call an Altar Guild chairperson for that code if you are afraid the door will not be open when you go to set up.

The lights for the sanctuary are accessible from a light switch located as you enter outside the first (north-most) door in sanctuary- on left wall behind the organ. The lights in the altar room are on a motion sensitive switch. The lights will go on when you enter the altar room. The altar room lights will go off a few minutes after everyone has left the altar room.

The lights in the chapel are on the back wall to the left of the entrance.

Most supplies are kept in the altar room. Most cupboards are labeled. There is another storage room directly across from the altar room. (Locked Sacristy)

Please advise an Altar Guild chairperson of any inaccuracies in this manual!

3. SCHEDULE

Schedule of Services:

Sunday 8:00am (chapel)
Sunday 9:00am (sanctuary)
Sunday 10:30am (sanctuary)
Monday 7:30pm (chapel)

Communion schedule:

1st and 3rd Sunday of the month: 9:00am and 10:30am service
2nd, 4th & 5th Sunday of the month: 8:00am and 7:30pm Monday service
We occasionally cancel Communion if it falls on the Sunday of a festival service (usually in Advent and Lent). Check with the pastors if you have questions.

Advent schedule of services:

Monday night services are often cancelled toward the end of the month. Check with the church office.

Christmas Eve: 10:00am carols and candlelight service
 3:00pm carols and candlelight service
 5:30pm carols and candlelight service
 8:00pm carols and candlelight service
 10:00pm carols and candlelight service
New Year's Eve: 7:00pm service

Advent Communion services:

Check with the pastors about Communion schedule in December. They often cancel Communion on the 3rd Sunday if that corresponds with the service of Lessons and Carols.
New Year's Eve 7:00pm – Communion service

Lenten Schedule of Services (Ash Wednesday – Easter):

Regular services plus:
Wednesdays 1:00pm (chapel) and 7:00pm (sanctuary) (No Wednesday services in Holy Week)
Maundy Thursday 1:00pm (chapel) and 7:00pm (sanctuary)
Good Friday 1:00pm (sanctuary) and 7:00pm (sanctuary)
Easter Sunday 7:30am Sunrise (sanctuary)
Easter Sunday 9:00am (sanctuary)
Easter Sunday 10:30am (sanctuary)
No services the Monday night after Easter

Lenten Communion Schedule:

Regular Communion services plus:
Ash Wednesday 1:00pm and 7:00pm
Maundy Thursday 1:00pm (chapel) and 7:00pm (sanctuary)
Easter Sunday 7:30am (sanctuary)

4. HOLY COMMUNION

COMMUNION SET UP

Wine:

The trays for the wine are in the cupboard underneath the mini-refrigerator. There are 12 or more silver plate Communion trays and 4 gold trays. The wine is in the cupboard by the sink. There are 2 wine dispensers and containers in the cupboard. The consecrated wine (which has already been blessed at a previous service) is in a container in the mini-refrigerator. Use consecrated wine first. (We put trays with consecrated wine on top when placing trays on the altar so it is used first). If you begin the last bottle of wine when you are setting up, please notify the Altar Guild team leader, chairperson or the office so more wine can be ordered.

Leave 3 open spaces on each wine tray. Fill each tray, **4** cups (sanctuary) **4** cups (chapel), with “de-alcoholized wine” and put these in the center of tray. Fill the remaining cups with wine. We attempt to fill each cup about half way but it’s hard to be precise. Filling over half way makes it very difficult for the pastors to serve the wine without spilling it. Please try hard to keep glasses half-full or less.

We keep a red notebook in the drawer next to the tall cabinet that records the amounts filled and the amounts used each Communion service. Check the notebook to see how many trays were used for the same service the prior year to determine how many trays to fill for the upcoming service. Typically we fill **8** trays for a 9:00am service, **8** trays for a 10:30am service, **3** trays for the 8:00am service and 7:30pm (Monday) service. In the summer we may need additional for the Monday night service as it is often better attended in the summer. For the 8:00 service, we fill **3** trays and if only **2** are used, we leave the remaining tray for the Monday night service.

Wafers:

The wafers are stored in the upper cupboard across from the wine trays. Previously consecrated wafers are kept in a covered dish. Use these first and then add additional wafers if needed. Please notify the office, Altar Guild team leader or chairperson when we begin the last box of wafers, as we will need to order more.

The wafer tray (paten) for the sanctuary is a covered silver dish that sits on a beaded silver tray. The wafer tray for the chapel is a covered gold dish.

Chapel lay out:

You will typically be able to set Communion elements on the altar the day you are there to set up as wedding services are rarely held in the chapel (call the church office to verify wedding schedules).

Use gold wine trays (in the bottom cupboard under the mini-refrigerator), the gold cover for the wine trays, the covered gold wafer tray and 1 small gold tray for altar napkins used in wiping the edge of the Common Cup. The napkins will now be dampened (**not** dripping) with vodka and placed in a baggie on the tray. Use **two** for the chapel and **two** in the sanctuary. The vodka and baggies are stored in cupboard to the right of sink. See picture for altar lay out. Cover all of the Communion elements with the white Communion cloth that hangs on a hanger in the tall cupboard.

Sanctuary lay out:

If there are no weddings or funerals over the weekend (call the church office to verify schedule), you can set out Communion on the altar earlier in the weekend. Otherwise, leave in the altar room and have an Altar Guild member set out the Communion on the altar before the service.

Use silver wine trays (in the bottom cupboard under the mini-refrigerator), the covered silver wafer dish and the silver tray with the beading and 2 small silver trays for altar napkins. There are 3 silver covers for the wine trays. Use the 2 covers that match if there will be 2 stacks of wine trays. See picture for altar lay out. Cover all of the Communion elements with the white Communion cloth that hangs on a hanger in the tall cupboard.

COMMUNION CLEAN UP

In the red notebook, record the amounts of wine and “de-alcoholized wine” that have been used during the service. Put unused wafers into the covered dish in the cupboard. Put the unused (**consecrated**) wine into labeled container in the mini-refrigerator. **Put unused “de-alcoholized wine” in Consecrated/Ground jar for proper disposal into the ground.** Put the small trays and the wafer dish back in the cupboard. Place **soiled** linen in bag hanging on the door.

Clean-up Procedure: Return trays and covers to the altar room cupboards. Take wine trays and cups to the kitchen. Load the cups upside-down into the large plastic tray by the industrial dishwasher. A plastic cover needs to be placed on top of cups before they go through the dishwasher. Wipe down the trays (do not submerge) and leave them on the counter near the dishwasher. The maintenance staff will run the cups through the dishwasher. **The Altar Guild teams** will reload them into the wine trays and return the trays to the altar room.

There is still a dishpan and basket under the sink in the altar room if you ever need to wash Communion cups on your own.

Notes for 8:00am Sunday / 7:30pm Monday night Communion services:

On Sundays when we offer Communion at the 8:00am service, we also offer it at the 7:30pm Monday night service. Set up 3 trays of wine for both services- typically the 8:00am service will use **1 ½ to 2** trays and the remaining tray can be left for the Monday night service. After the 8:00am service is over, check to be sure that there is one full tray remaining. Some Altar Guild teams wash the used glasses both after the 8:00am service

and after the Monday night service. Some teams do all clean up after the Monday night service (clean up can also be done on Tuesday).

Note: When there is a fifth Sunday and Sunday/Monday is different months (teams) - the team that sets up is also responsible for clean up.

Our Savior Lutheran Church of the Deaf uses the chapel at 12:00pm. We do not want our Communion dishes to be in the way of their service. After the 8:00am service, please remove the Communion elements from the altar and put them on the shelf in the back closet. The usher and pastors will place the elements back on the altar before the Monday night service.

5. CANDLES

Layout:

Communion candles are on either side of the altar. They are lit during Communion services.

There are candelabras on either side of the altar. Each candelabrum holds 7 candles. These are lit during all services (except during Advent when there is no room for these candelabras on the altar).

Advent candles are in the Advent wreath during Advent. By Christmas, all of the candles in the wreath are lit. Advent candles stay up until Epiphany Sunday – the first week in January.

Candles in the windows lining the walls of the sanctuary are lit for the candlelight services on Christmas Eve. These candles stay in the windows at all times.

Pew candles are used for all Christmas Eve services, weddings, etc. The wooden candleholders that attach to the pew are stored in the storage room across from the altar room. The candles are stored on the counter in the altar room. We fill these for Christmas Eve services. The wedding coordinator is responsible for filling them if used for a wedding.

Candle maintenance:

Candles are filled with liquid paraffin. Candles will last for 2 services and must be filled after that. Bottles of liquid paraffin are found in the labeled cupboard to the left of the sink in the altar room. When opening a new bottle, remove the cap (discard) and the foil seal. Make sure all of the foil is removed, as it tends to drip otherwise. Replace the original cap with a white/purple cap with the flip-up top. There are additional white/purple caps in the cupboard- don't throw these away.

6. LINENS

Chapel Altar Cover

There is an altar cloth that covers the altar in the chapel. The cloth hangs on a marked hanger in the tall cupboard. There is an additional cloth rolled on a tube and stored in a box (marked chapel) in the upper cupboard to the left of the mini-refrigerator. These cloths are laundered periodically – please let the Altar Guild **chairperson** know if the cloth is soiled or stained.

Sanctuary Altar Cover

There is an altar cloth that covers the altar in the sanctuary. There is an additional cloth rolled on a tube and stored in a box (marked sanctuary) in the upper cupboard.

Communion Linens (both chapel and sanctuary)

There is a Communion cloth that covers all of the Communion elements when they sit on the altar. The cloth hangs on a hanger in the tall cupboard where the liquid paraffin is stored. **Each hanger is marked. Chapel is on the right and Sanctuary on the left.**

We put **2** altar napkins on the altar for a Communion service. Altar napkins are stored in a labeled box in the cupboard next to the tall cupboard.

Laundry:

Place **soiled (wine stains only)** linens, red basket liners, and communion cloths in the laundry bag on the door in the Altar Guild room. Please direct questions to the Altar Guild **chairperson**. The **chairperson** is responsible for laundering, ironing and starching the altar **covers and linens** as needed. Please let her know if you think the cloth needs laundering. We record the date of laundering altar **cover** cloths on the log inside the cupboard door.

7. PEWS AND FLOWERS

Pews

Currently, the ushers are responsible for maintaining the pews **between services**. Usher's pick up loose papers, lost articles, etc. and collect the sheets from the membership Worship Folder/Pads and leave in the office after the final service of the day. Laborers of Love also assist, on occasion. Extra supplies are stored in the altar room. Guest & Member Worship/Communion cards are stored in the cupboard to the left of the mini-refrigerator with Redeemer (only) white pencils and cards in a carrying tote.

Altar Guild is responsible for going through the pews **weekly- before the service** to tidy up, replenish cards, and sharpen white Redeemer (only) pencils. The Worship Folder/Pads should be **placed in the pews, down the middle aisle, in both the chapel and sanctuary**. Don't forget the balcony and choir pews.

Flowers

Congregants who have purchased chapel and sanctuary flowers are free to take them home once all services are completed. Sanctuary flowers can be taken after the 10:30am service and chapel flowers can be taken after the Monday night service or Tuesday morning. Scissors and bags are located in bottom drawer next to the closet in altar room and closet in back of the chapel. The **chairperson or team leader** will remove flowers not taken and the florist will take the used linings when they deliver new flowers the following Saturday. **When no one signs up for flowers in the chapel there are silk flowers/vases. They are located in a purple cloth box and spring/fall arrangements on top of the stereo to the right in the east closet in back of chapel.**

Reminder: The team going out is now responsible for going through the pews for the next team coming in. Altar Guild is responsible for going through the pews **weekly** before Sunday services.

8. HOLY BAPTISM

The pastors and elders are now taking care of baptism set up and clean up, but if we are called upon to help, please note below where the supplies are kept.

Supplies:

Baptismal napkins and shells are in a marked plastic container and box, on the top shelf of the cupboard, located to the right of the sink.

Candle holders and the Jordan River water are located on the bottom shelf.

The pastors provide the baptismal candle.

The baptismal font, the stand and the Pascal candle are typically in the chancel, the altar room or the altar storage room (across and to the left of altar). See picture (wall and Reference Manual) located in the altar room.

9. ADVENT

Candles

When the church is set up for Advent, the Christmas trees on the altar do not leave enough space for the candelabras. Communion candles still need to be filled for Communion Sundays and New Year's Eve services.

The candles in the Advent wreath must be filled before the first Sunday in Advent and every week after. Remember, Advent could start in November, so please check!

The candles in the windows lining the sides of the church are lit for the Christmas Eve candlelight services **only**. There are **16** pew candles. These are stored on racks in the altar storage room (across and to the left of altar). Sometime before Christmas Eve, please fill these candles.

Reminder: we need to wait until just before the service to light the window and pew candles or they will not last both services!

Schedule

Advent schedule of services:

Monday night services are often cancelled toward the end of the month. Check with the church office.

Christmas Eve: 10:00am carols and candlelight service
 3:00pm carols and candlelight service
 5:30pm carols and candlelight service
 8:00pm carols and candlelight service
 10:00pm carols and candlelight service

New Year's Eve: 7:00pm service

Advent Communion Services:

Check with the pastors about Communion schedule. They often cancel Communion on the 3rd Sunday if that corresponds with the service of Lessons and Carols.

New Year's Eve 7:00pm.

10. LENT

Schedule

There are additional Wednesday services throughout Lent and services on Maundy Thursday and Good Friday. Please see section 3 for full Lenten schedule.

Candles

Candles need to be filled **twice** a week during Lent, both in the chapel and in the sanctuary. Candles last for **2** services and both the chapel and sanctuary hold **3** services a week during Lent. The candles need to be filled more often in Easter week as both Good Friday and all **3** Easter Sunday services are held in the sanctuary.

Palm Sunday- Confirmation

Maundy Thursday – 1:00pm chapel (communion)
7:00pm sanctuary (communion)
(Have **2** people clean up after 7:00pm service)
Good Friday- 1:00pm and 7:00pm (sanctuary)

Easter- 8:00am sanctuary (communion)
(Set up on small table at front of church, in front of steps by choir). There are too many flowers, orchestra, etc.
9:00am sanctuary (no communion)
(Fill or switch candles between services)
10:30am sanctuary (no communion)

11. CONFIRMATION

Confirmation takes place at a 10:30am service. The confirmation leader will let us know a good estimate of how much Communion is needed for that service. Additionally, we set out the Communion glasses for the Confirmands directly on the altar. Some Confirmands have special engraved cups, and some use regular Communion glasses. The pastor or confirmation leader will advise on how these cups are to be laid out.

12. ALTAR GUILD TEAM LEADER RESPONSIBILITIES

Team leaders for each month are responsible for making sure there are sufficient people scheduled to set up and clean up for Communion services. Team leaders need to call the Altar Guild members for their month to create a schedule. **After the schedule has been completed, post a copy on the “Communion Preparation” cupboard door or front of refrigerator.** Either the team leader or the person responsible for set up each week should call the church office late in the week to find out if there are any weddings. If you are calling the church office, check if there is a funeral on Saturday that would conflict with your set up on Saturday morning. The pastors are now taking care of baptism set up and clean up, but if we are called upon to help, please note where the supplies are kept.”

Team leaders should also keep the Altar Guild chairpersons informed if any Altar Guild members from their team are stepping down so the change can be reflected on the member list and in the bulletin announcement.

Please be nice to your team leader when she calls!

Altar Guild schedule for month of _____

Week 1, Sunday _____

9:00am and 10:30am

Set up

Clean up

Funerals _____

1. _____

1. _____

Weddings _____

2. _____

2. _____

3. _____

3. _____

Week 2, Sunday _____

8:00am and 7:30pm Monday

Set up

Clean up

Funerals _____

1. _____

1. _____

Weddings _____

2. _____

2. _____

Week 3, Sunday _____

9:00am and 10:30am

Set up

Clean up

Funerals _____

1. _____

1. _____

Weddings _____

2. _____

2. _____

3. _____

3. _____

Week 4, Sunday _____

8:00am and 7:30pm Monday

Set up

Clean up

Funerals _____

1. _____

1. _____

Weddings _____

2. _____

2. _____

Week 5, Sunday _____

8:00am and 7:30pm Monday

Set up

Clean up

Funerals _____

1. _____

1. _____

Weddings _____

2. _____

2. _____