

Thank you for volunteering to serve as Altar Set-up assistants. This is a sacred task and you bless us by participating.

Altar Set-Up:

- The altar must be completely set, and the Chapel made ready for worship **no later than 9:40 am**, as visitors begin to arrive. Please allow enough time to set up so that you finish by 9:40 am.
- Altar Tasks:**
 - Get 3 green chairs** from the Coffee Room; place two to the right of Altar for Pastor/Assisting Minister; place one beside hymn board for Lector (please leave room to move around the altar)
 - Retrieve the current liturgical paraments** and a set of large hanging linens from the white garment bag in the Worship Closet behind the organ. See **Liturgical Calendar** taped on the inside of the Organ closet door.
 - Retrieve the blue painter's tape** from the bottom drawer of the plastic bin located on the shelf.
 - Hang the main altar parament**, centered, not touching floor, and tape it WELL to the altar.
 - Altar Linens:**
 - Place the Fair Linen** (longest linen, no embroidery or ornamentation) on top of the altar parament you just taped to the altar; it will fit the top of the altar to the edges. **DO NOT COVER** any design on the Parament.



Fair Linen on top of parament



Square Corporal, cross closest to Pastor

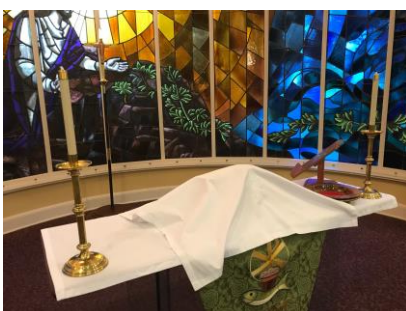
- Place a Corporal** (square placemat) centered on the altar, cross closest to the Pastor
- Retrieve a Purificator (napkin)** from the plastic bin drawers as marked; you need 1 Purificator for every chalice. **Do the same with the Palls** (in the bin drawers). If there is only 1 chalice, only get 1 Purificator.
- Place the Palls** to the side of the altar and **lay the Purificators** on top; these are used **AFTER communion ONLY**; pls do not set them on the chalices before worship

- Tableware:**
 - Place the pottery **communion paten** (plate) in the center of the Corporal
 - Place the **pottery chalice** at 12 o'clock above the large paten
 - Place the **pottery wine carafe** at 2 o'clock above the large paten
 - In the Metal locker are the silver paten and chalice, wrapped in felt
 - Place the **silver paten** (gluten-free plate) at 9 o'clock
 - Place the **silver chalice** (if used) at 10 o'clock



The set communion Table ready to be covered with the Veil

- Find the **Ziploc with reserved communion wafers** from previous Sunday; **place 60** wafers on the large paten (add more for holidays); open a new package if necessary.
- Place 1 large **Host wafer** on top of the other wafers.
- Find the **Gluten-Free Ziploc** and set out at least 10 gluten-free crackers: break crackers in half, 5 pcs for a total of 10. There is a box of rice crackers on the shelf if you need more. If you use the last rice cracker, let a Sacristan or Pastor know.
- NOTE: DO NOT MIX GLUTEN-FREE** with REGULAR wafers, either on a plate or in the same Ziploc! This contaminates the Gluten-free and can cause serious digestive harm to allergic persons!
- Pour wine into the carafe**, approx. ½ full. Additional wine bottles are stored in the lower closet in the Mogen David box.
- Cover** the table setting with the Veil, embroidered cross faces the congregation



Candlesticks at corners (check candles)



Veil Cross faces Congregation



Offering Plates & Bookstand

- Place 1 candlestick** on each corner of the altar: **if you can't see candle** through the circle at the top, candles must be replaced. **Boxed Altar Candles** are on the lower right shelf at bottom.
- Place the **book stand** just below the left candlestick (facing the congregation) at an angle
- Retrieve **2 Offering Plates** and set them on the organ or the altar
- Tape 2 pulpit paraments** to the pulpit (make sure they stay in place!!); you may use extra paraments on the Lectern if available but tape well. Remove old tape.
- Revise Hymn #s** on the Hymn Board: a plastic pouch with #s is on the closet shelf above wafers
- Set a Candle snuffer and a Bic Lighter** in the Narthex; you do not need to move the whole stand
- PASCHAL CANDLE**: is only used for Easter/Easter Season; Pentecost & baptisms/funerals.
- Hang up** any hangers/remove plastic to the closet; **CLOSE THE CLOSET DOOR behind the organ**
- Move the Baptismal Font** to the center of the aisle; fill to 1/3 (use a blue cup in closet; fill from bathroom sink)

Thank you for volunteering to serve as Altar Clean-Up. This is a sacred task and you bless us by participating.

Altar Clean-Up: Immediately after Worship ends, you may dismantle the Altar. **We must vacate the Chapel** no later than 11:45 for the next incoming congregation.

- **Tableware:**

- Place **unused Gluten-Free crackers** in the Ziploc marked “GLUTEN-FREE ONLY” and **zip tight**
- Place **unused wheat wafers** in the Ziploc marked “NO GLUTEN-FREE” and **zip tight**
- **Any unused blessed wine** must be **poured onto ground, not down the drain!** It is the blood of Christ!
- **Take chalices to restroom; wash with soap/water; Remove all wine** to avoid ants!! Dry to erase all wine residue.
- **Wipe patens** with a clean, dry edge of one of the napkins used for communion
- **Return pottery items** to the top shelf in the closet behind the Organ; **wrap silver items** in the felt pouches inside the silver chest next to the white garment bag; close the chest.
- **Empty** the baptismal font (pour water on ground) and **return font** to the rear wall of Chapel; leave the glass bowl on the font.

- **Linens:**

- **Collect any soiled** (wax, wine, dirt) linens; set aside for the Linens volunteer to launder; **don't leave on altar! If no one picks them up, please take them home to be laundered or give them to a Sacristan/Pastor.**
- **Fold the unsoiled** Veil, Corporal, Fair Linen; **hang as a set** on a wooden hanger in white garment bag (see below)
- **Remove paraments** from Pulpit and altar; **peel off old tape**; hang together as a set (see below for instructions)
- If a Pall (plastic mesh) is stained, **remove the cover** and return the plastic mesh to bin; add Pall cover to laundry.

- **NOTE:** If you notice any stains, wax or soil on altar paraments, please notify Pastor Monica so they may be dry-cleaned.



Correct way to hang Paraments: on appropriately labeled wooden hanger for liturgical season; largest parament folded, hung; then add pulpit paraments over the top; Cover with plastic bag; hang in white garment bag in upper worship closet.



Correct way to hang clean Altar Linens: the Fair Linen (longest, no embroidery) is folded loosely and hung on the correct wooden hanger; the Veil (covers communion) is folded loosely and hung on top of Fair Linen; the Corporal (square placemat) is folded in thirds and hung on top. Hang this complete set in white garment bag for next week.

Storage of Other Worship Accessories:

- Place **candlesticks** on top of the metal filing cabinet in the LOWER LEVEL worship closet
- Place the **book stand** on the top shelf in upper worship closet behind organ
- Return **Offering Plates** to upper closet shelves
- **Turn Hymn Board** around to face the wall; **do not** remove #s
- **Return Candle snuffer and Bic Lighter** to the stand in the upper closet: does the Snuffer need a new wick?
- **PASCHAL CANDLE:** return to upper closet if it has been used
- **Check the general altar area:** return all items; empty the baptismal font and return it to the back wall (bowl remains in place)
- **Has the Card Table been dismantled and put away?** (Ushers sometimes forget)
- **Return 3 chairs** to Coffee Room
- **Note:** *If you see that we need a new Bic lighter; candles; snuffer wicks; wine/wafers; or that there are linens missing, please notify the Sacristans (Vicki, Becca) or Pastor. Likewise if anything is broken or missing.*