

Altar Guild Checklist

Paraments/Banners

1. Check calendar for color (calendar is in cabinet)
2. Have banners match calendar color

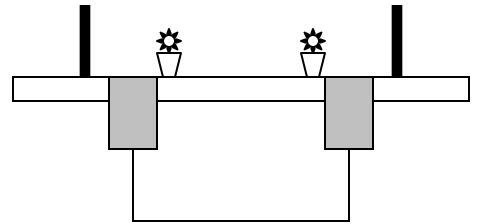
Altar Table

1. Candles & Christ Candle (Fill with oil 1st and 3rd Sunday)
2. Flowers (place flowers on the table)

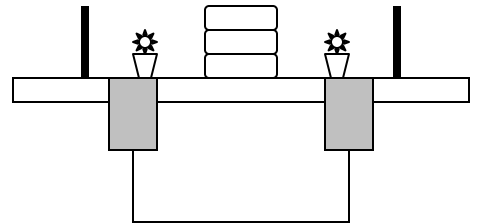
Lord's Supper (Communion Sunday)

1. Communion on 1st and 3rd Sunday & special Sundays (see calendar)
2. Wine & Grape Juice
 - b. Fill all four trays
 - c. Grape juice in the center ring & Wine in the rest
 - d. Goblet with 3" of wine
3. Wafers
4. Basket lined with napkins (to collect empty cups)
5. Clean up of Lord's Supper
 - a. Between services (remove empty trays and empty out the basket)
 - b. After service
 - i. Return unused wafers to container
 - ii. Dispose unused wine and juice into the ground
 - iii. Wash all trays, plate, lid, goblet with hot soapy water
 - iv. Dry all pieces thoroughly and place in appropriate cloth covers

Altar/Table on NON-Communion Sunday



Altar/Table on Communion Sunday (see back)

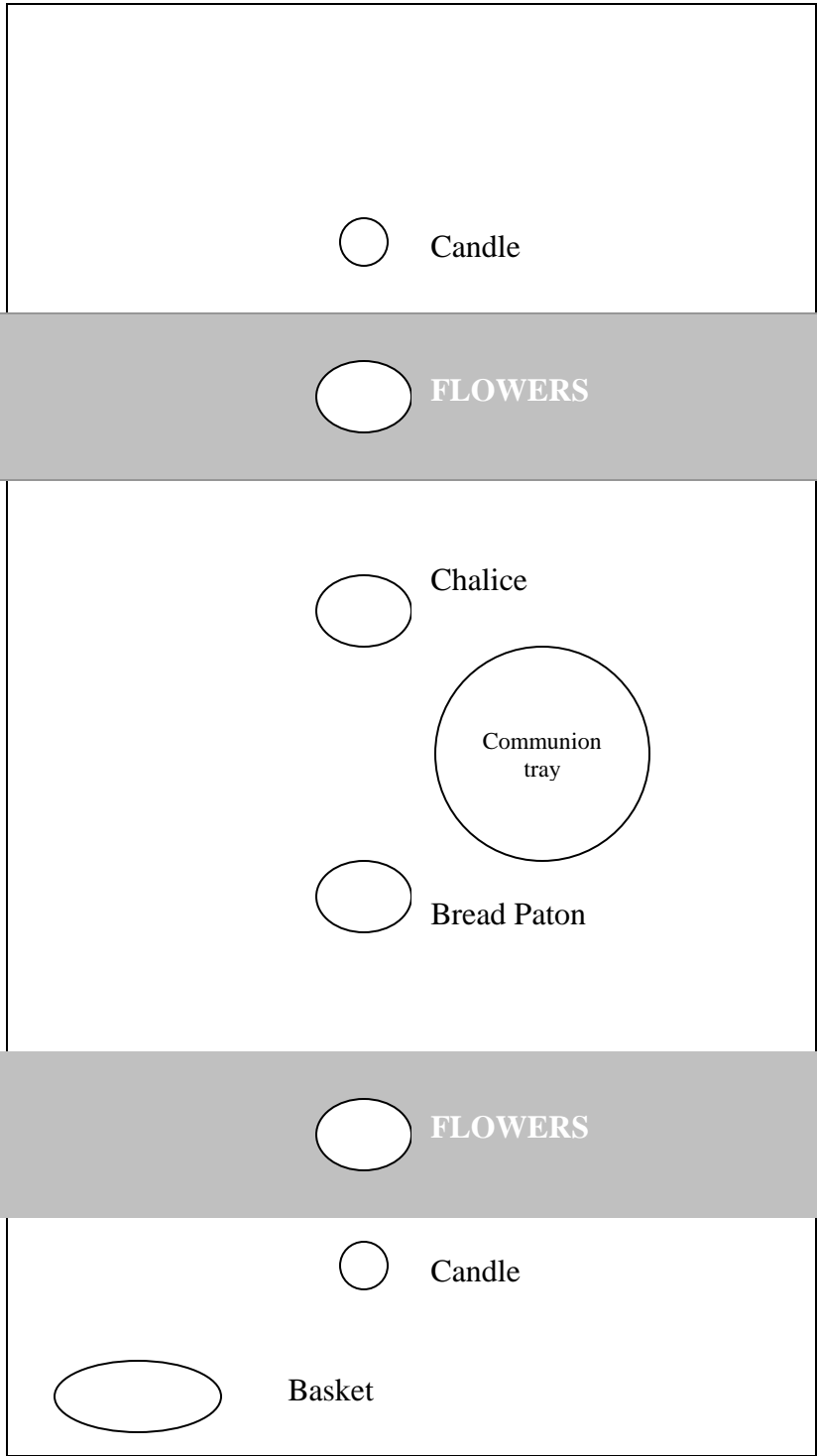


Baptism

1. Fill baptismal pitcher with warm water and place on altar (before the baptismal service)
2. Empty water afterward
3. Place candle & certificate on the altar table (see Patti's desk)

Final Clean Up (after the second service)

1. Take out flowers and place in fellowship hall
2. Take pastor's sermon and lector notes and place under pastor's door
3. Keep an eye on the supplies – inform the Altar Guild Chairman when low



FRONT OF SANCTUARY