

ALTAR GUILD INSTRUCTIONS
CHANGES - REMINDERS - ADDITIONS
Sept. 2011

***BREAD** - On Saturday, bring up 2 loaves for the morning services. Bottom of freezer, in the lounge next to the restrooms.

***CANDLES** - Please fill all candles with oil when you set up on Saturday and also during clean-up after the 11 a.m. service.

***GRAPE JUICE TRAYS FOR MORNING SERVICE + WINE** - Add one more tray to the top of the 2 grape juice trays. This tray holds 5 cups, filled with WINE. This is to allow the communion servers the option of not drinking from the common cup. Put a lid on top. Grape juice trays should have 9 cups on each.

***ALTAR SET UP** - Only the common cup, paten, burse and veil go on the altar, in the middle, toward the front of the altar.

- Put the grape juice/wine trays on the right side of the table behind the altar.

- Put the two pouring chalices with purificators in the middle of the table behind the altar.

***COVER TRAY IN NARTHEX** - On the counter in the Narthex will be a large white cotton cloth. Please drape this over the tray/flagon/bread once you get it set up in the Narthex. The Deacon will remove it before taking it up the aisle.

***USED COMMUNION CUPS** - Remember to count and add 6 for the servers who drank from the cup, and record the number in the book in the Narthex.

***Please** wipe the plexiglass cover on the altar with Clorox wipes after each service.

Thank you all for your service to Immanuel's Altar Guild! Please call if you have any questions.

Sheri Williams
585-770-3733