

Altar Guild Handbook

What to do before the service (can be done during the week)

- Ensure the altar hangings are the correct liturgical color (check the calendar)—if not, put away the old and set out the new (frontal and pulpit/lectern hangings)-hangings are located in the cabinet in the fellowship hall. Altar, pulpit, and lectern hangings should all match the color of the day.

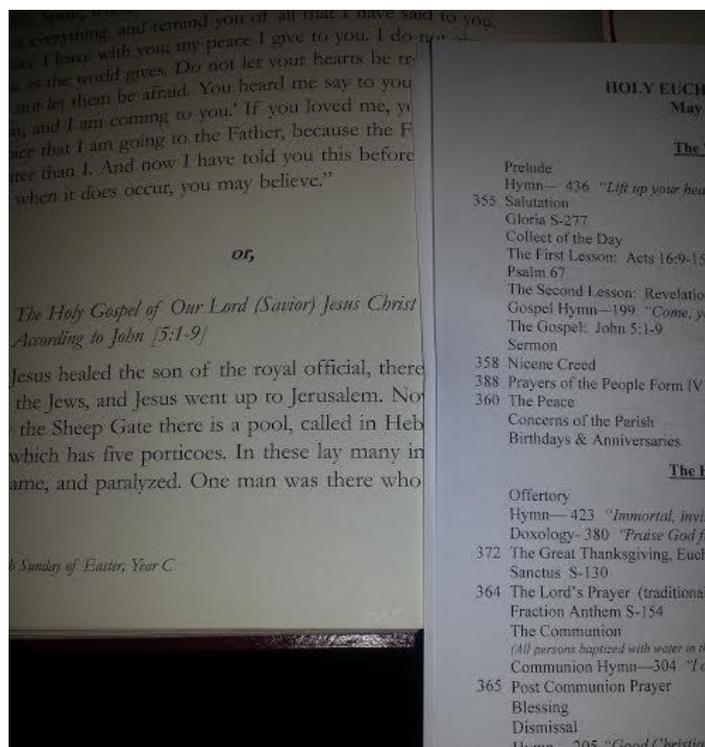


- Note: Where is everything for communion?
 - The ushers' table at the back of the nave contains: priest hosts, congregation wafers, candle oil
 - The sacristy contains the piscina (sink that goes straight to ground for proper disposal of consecrated wine), wine, and Eucharistic linens (corporals, purificators, lavabo towels)

- Fill the water cruet up to the bottom of the cross with water and the wine cruet up to the middle of the cross with wine



- Place a priest host in the bread box.
- Place the following on the credence table on the right-hand side of the dais: wine cruet, water cruet, bread box, the mid and large size chalices with purificators on each, the lavabo bowl, and a lavabo towel
- Ensure the altar, floor, and sanctuary candles are have enough oil—extra oil can be found in the sacristy area and in the ushers’ cabinet
- Ensure the gospel book is marked to the correct page—you can reference the service bulletin to find the correct reading for the upcoming Sunday



- How to create the stack
 - Place a corporal with the cross closest to you in the middle of the fair linen



- Place the smallest chalice in the center of the corporal and place a purificator over the chalice (tri-folded, with the cross in the center and the two sides hanging on either side of the chalice)



- Place the paten over the purificator and place a folded purificator on the paten



- Place the pall over the purificator



- Place the veil (should match the color of the liturgical season) over the stack. It should be centered over the pall and hang down evenly, creating four crisp and equal angles with the cross facing the congregation



Note for during the service: Usually lighting and extinguishing candles will not be the responsibility of the altar guild, but so you know:

- Order for candle lighting/extinguishing
 - The candle on the left when you're facing the altar is the gospel candle, which should never be lit on its own. So when lighting the candles, one should light the paschal candle first (if it is Easter, a baptism, or funeral), then 1) the altar candle on the right, 2) the floor candle on the right, 3) the altar candle on the left (gospel candle), and 4) the floor candle on the left. They should be extinguished in reverse order.

What to do after the service

- Any wine left in the chalices or cruet is consecrated, as are any wafers left
 - Wine left in chalices should be poured into the piscina or straight onto the ground of the cemetery
 - Wine left in the cruet may either be placed in the aumbry (if there isn't much in reserve), or can also be poured into the piscine or straight to ground
 - Any consecrated wafers not placed in the aumbry during the service should be placed there
- Wash Eucharistic vessels-chalices, paten, cruets, lavabo bowl. There is a rack where you can dry the cruets in the kitchen



- Wash and press previously-used linens (including purificators, lavabo towels; also corporal and fair linen if necessary)
- **MAKE SURE ALL LINENS ARE COMPLETELY DRY BEFORE STORING!**

- How to fold/press a purificator
 - Iron the entire purificator and place it face-down



- Fold the bottom third up and press again



- Fold the top third down and press



- Fold the left third down and press



- Fold the Right third down and press



- Flip it over and you should have your finished product



- How to fold the corporal
 - Press the corporal and then place it face-down with the cross facing you



- Fold the top third down and press



- Fold the bottom third up and press



- Fold the left third in towards the center and press



- Fold the right third in and press. Flip over and you'll have your finished product



What to do for a non-Eucharistic service

- When we are holding a service without communion (Morning Prayer, Evening Prayer, some funerals, etc), there is no need to build the stack or prepare any of the Eucharistic linens or vessels.
- The altar candles should not be lit at a non-Eucharistic service. However, the floor candles should be lit. If there is consecrated bread/wine in the aumbry, the sanctuary candle should also still be lit.
- The altar hangings should still match the liturgical season for the service being held.

Seasonal/Special Considerations

- Advent
 - The altar hangings should be purple
 - The Advent Wreath should be out
- Christmas
 - Beginning Christmas Eve, the altar hangings should be white and should remain white through the first Sunday after the Epiphany (which is the Baptism of our Lord).
 - The Advent Wreath should remain through the first Sunday after Christmas.
- Epiphany
 - The altar hangings should be white and should remain white through the first Sunday after the Epiphany (which is the Baptism of our Lord).
 - All Christmas decorations, including the Advent Wreath, should be removed before the service. Some extra greenery and candles may remain.
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 - After the Baptism of our Lord, altar hangings should be green.
- Lent
 - The altar hangings should be purple until Palm Sunday, at which point the hangings should be red until Easter Day.

- Easter
 - Altar Hangings should be white throughout the season.
- Pentecost
 - On the day of Pentecost, altar hangings should be red.
 - The first Sunday after the Day of Pentecost is Trinity Sunday. The altar hangings should be white on this day.
 - The altar hangings should be green for the rest of the season.
- Baptisms/Funerals
 - Altar hangings should be white no matter what the liturgical season.
 - The paschal candle should be brought out and placed on the left side of the altar (the side nearest the choir area)