



the service of **ALTAR ASSISTANTS**

Those who assist with altar preparation are called to prepare the focal points of our worship service: the altar, the elements for the Lord's Supper, and the visual displays which set our minds and hearts on things above.

Altar Assistants serve the Lord in this way:

BEFORE THE CONGREGATION ARRIVES FOR WORSHIP *(this can all be done the day before)*

- Change altar paraments, if necessary, to match the color of the day. If you'd like a color-coded poster, pick one up in the office. Please use a ruler to ensure paraments are centered on the altar.
- Using the church year calendar as a guide, ensure the most appropriate banner is next to the altar. Move/replace banners as necessary.
- Wipe down the altar and other chancel furnishings (Christ candle, etc.) to keep them dust-free. Sweep the chancel if dirty.
- Set up the bread and wine for the Lord's Supper. Make sure there is more than enough bread and wine (you can't have too much but you can have too little!), a cloth napkin for each chalice, and one large bread wafer. The chalice must be wiped out and lint-free. If there is a choice, use consecrated bread and wine before unconsecrated.

10-15 MINUTES BEFORE WORSHIP

- Place a cup of water on the Pastor's stand.
- Light the candles. In addition, light the Christ candle on festival days (see list).
- Ensure the offering plates are present (at least 4 in the summer, 2 all other times).

DURING WORSHIP

- Be alert during Communion in case more bread or wine is needed.

FOLLOWING WORSHIP

- Clean the Holy Communion vessels. Extra bread may simply remain in the ciborium or be placed in a separate container marked "Consecrated". Extra wine from the chalice (cup) should be respectfully poured out on the grass away from paths or consumed. Extra wine from the cruet (pitcher) may be saved for future use in a separate container marked "Consecrated". Wine should not be left in the cruet nor mixed with unconsecrated wine.
- Check the remaining bread and wine – if either is in low supply, notify the Altar Guild.
- Wash vessels in warm, slightly soapy water and dry thoroughly before storing.
- Check the level of liquid wax in the candles; refill if necessary.
- Take home all dirty linens. Wash, dry, iron, and return before the next service.