

## ALTAR CARE

### Day before Service:

**Check Fair Linen** (Long white cloth on altar.) to see if it needs to be changed due to wrinkles or spots. There are two different lengths, they are stored on top of the closet in the Sacristy. The only time the longest one is used is when we use the large (Altar top to floor) paraments.

**Check calendar in Sacristy** to see what color paraments should be on. Change if necessary. When we are using the two small paraments, there is a pulpit and lecturn marker that needs to be changed as well.

**Fill Eternal Flame.** Oil is in the Sacristy. You can use the large container or fill one of the small bottles and fill it that way. Check candles on the Altar and Christ Candle and fill if necessary. Unless the wick is adjusted correctly, the candle will not burn for a whole week. If possible try to stop by TLC in the middle of the week and fill it again.

**Fill Communion trays.** About 4 or 5 white grape juice in the center of the trays. The open bottles of wine and white grape juice are kept in the refrigerator. If you need to open a new wine or grape juice it is stored in the cabinet with the empty trays. There is a squeeze bottle and a measuring cup (Pls. wash after each use to prevent mold from growing in the bottle.) in the cabinet with the trays you can use to fill the cups. If you fill them on Saturday, cover them with a lid and store in refrigerator. The communion cups are kept in a box on the shelf above the cabinets.

### Before Service:

Use either the tan or blue set of Communion ware. Put bread on Paton (plate) and place on one of the large Communion cloths (The ones with a white or red cross.) on the Altar, cover with another large cloth. Pour about 1 or 1 1/2 cups of wine in the Flagon (pitcher) and place on cloth along with an empty Challis with a small Communion cloth draped over it. Set out trays.

### After Service:

You can pour all unused wine in cups and pitcher back in bottle. The wine in the Challis should be poured in the covered sink, poured outside on the ground or drunk. The excess bread can be taken home and fed to the birds or eaten. Wash all used items and put away. Take the Communion cloths home and wash and iron. To get the wine stains out of them you can either dip them in boiling water, which works really well, or use Oxi Clean Spray fabric stain remover. Please do not dip the red cross in the boiling water as it will bleed or use bleach on the cloths. When you iron them fold from top to bottom in three equal parts then side to side also in three equal parts.

**Thank you for your help in this ministry.**

If you have any questions, please consult the altar guild book in the sacristy or contact Mitzi Krause.