

# Altar Guild Duties

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*MISSION: We enable all people to personally receive the love of Jesus through the sacrament of Holy Communion by humbly and prayerfully preparing the Altar Table with elements, vessels, and linens that are safe, inclusive, and meaningful.*

## Preparation for Sunday Services

1. If you have any questions about special needs, check with the pastor before each service.
2. *Cleaning and Dusting:* The brassware, missal stand, offering plates, etc. should be dusted and polished using a soft cloth but use no type of cleaner. If the candle chambers have black marks on them, the marks can be removed using soap and water.
3. *Altar Candle:* Check the oil in the candle and refill if needed. The oil is in the cabinet.
4. *Paschal Candle:* Check the oil in the candle and refill if needed.
5. *Banners:* Suzie Budeau will take care of changing banners!
6. *Baptismal Font Preparations (all Sundays):*
  - a. Baptismal bowl should have been emptied/cleaned the week before.
  - b. Wipe bowl, if dusty. Fill ½ full of tap water.
7. *Communion Preparation:* See instructions below.

## Communion

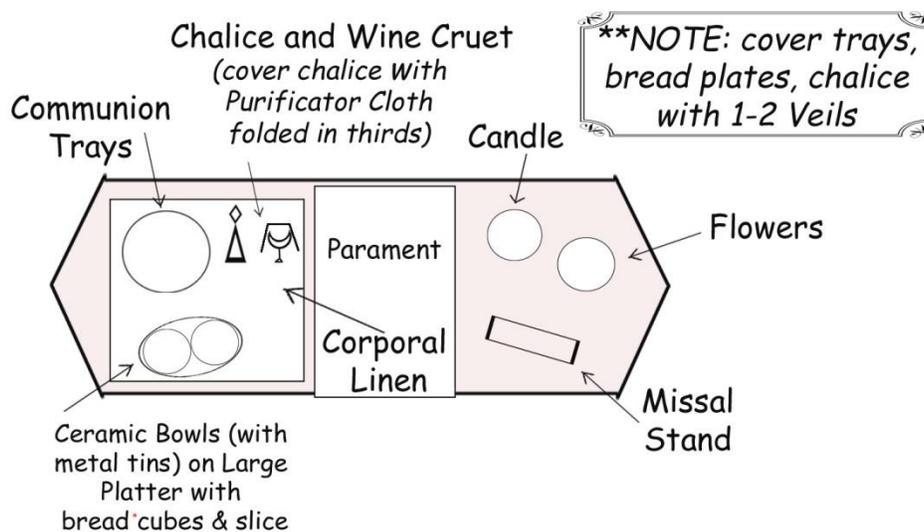
### General:

- If needed, a key to the church is in the lockbox on the lower doors. Contact the church office if you need the code for the lockbox. **Be sure to return the key to the lockbox immediately after using it!**
- If needed, the key to second room of sacristy is in far left cupboard above sink in first room of sacristy.
- Supplies in cupboards above sink: **ceramic ware, metal tins (if empty), chalices**; two plastic wine/grape juice **dispensers; funnels; notebook** to record attendance;
- Supplies in cupboard or on floor just to the left of the door into second room: **communion trays (with cups in them); full wine; full grape juice; linens; extra plastic bucket, candle oil.**
- Supplies in workroom/sacristy : **GF bread** (freezer); *leftover GF cubes* (freezer); *opened wine (fridge)*; *opened grape juice* (fridge); **communion kits** (fridge); **towels** (drawer); **knife** to cut bread (drawer); **cutting board** (counter).
- Stands for trays (with baskets and plastic tubs) are usually near altar in sanctuary.
- There are three linens used in setup:
  - Corporal Linen – on altar with items on top
  - Veils – Placed over communion ware; Can use one or two to cover
  - Purificator Linens - Small napkin placed off to the side or over the chalice (folded in thirds) in setup
- If items are running low,
  - If possible, please purchase these items as needed:
    - **GF Bread – When down to three loaves. (MOC, Walmart, or other locations.)**
    - **Purple Grape Juice – When less than 6 left (Walmart)**
    - **Wine – when less than 6 full bottles (Walmart)**
  - If you would like reimbursed from purchases, please submit receipts to the bookkeeper. There are Check Request / Reimbursement Forms in the office or on the sacristy cork board. If you'd like to be reimbursed, just fill out one of those forms and put it in Katrina's mailbox. Indicate Account Code 6590 in the "GL Code" column. This is the code for worship and altar supplies and will help us assign the expense to the right place in the budget.
  - Please alert office (or Gretchen) for the following ([wllcoffice@wllc.org](mailto:wllcoffice@wllc.org); 503-656-0110).
    - **Any items above that you cannot find or purchase**
    - **Any other supplies needed**

## On Saturday

(Church normally closed on Saturdays. If you don't have a key, there is a lockbox with a key on the lower doors. Contact the church office for the code to that box.)

- Make sure there are 2 stands set up for empty/used communion cups near the altar: stand, basket, plastic tub (no need to line tub with saran wrap as they get washed out afterwards).
- Arrange on altar: three linens (C corporal Linen; Veil(s); Purificator [small napkin])
- Check for leftover bread cubes in the freezer. Count them. Cut cubes of GF bread (knife in drawer in sacristy. Use previous week's leftovers plus new cubes to create ([approx. 110 cubes as of Apr 2025](#)) ([SUMMER – approx. 100?](#)). NOTE: The pastor tears and serves the full slice for the Words of Institution also (15-20 more).
- Divide the cubes into the two metal tins. Put a full slice of GF bread on top in one of them (may be squishy). Put tops on the tins. Put the tins inside 2 ceramic bowls (no lids).
- There should be communion trays left with cups in them. Generally, **prepare FOUR (4)**. ([120 total cups as of Apr 2025 – 2 full trays, 2 partial trays](#)) (\*\*NOTE\*\* be aware of special days (Easter, Christmas, Confirmation, etc.). Extra trays may be placed on shelf under altar (in back). Refer to attendance book in cupboard above sink. ([SUMMER – approx. 100-110 total](#)))
- Use plastic dispensers to fill cups with wine and grape juice. Fill ( $\frac{2}{3}$  to  $\frac{3}{4}$  full). **Put grape juice on one side, wine on the other so that there are approximately half of each.**
- Place Corporal Linen on altar. Place communion items (see diagram) on Corporal Linen. NOTE that the wine cruet and the chalice should be in front where it can be visible to the congregation after it is uncovered. Cover with one or two veils. The ceramic bowls (with lidded metal tins) should be on the large ceramic platter set behind the communion trays. (**Officiating pastor may adjust things per their preference on Sunday morning.**) **\*\*IF REQUESTED\*\* Put communion kits on the altar to be blessed.**
- Rinse/clean dispensers (use pipe cleaner periodically) and return all items to cupboard.



**On Sunday:**

- Turn on **sanitizer** (also called “dishwasher”). **(Do this first!!!) ON/OFF Button – You might want to leave to do this during the end of church. It takes about 20-30 min to warmup. PRO TIP: Run the hot water in the sink until the water is hot BEFORE TURNING ON THE SANITIZER. This helps the sanitizer heat up in time.**
- Count number of empty cups and record number in notebook in cupboard.
- **NOTE: The bread and wine/grape juice prepared for communion has been blessed. In Lutheran theology, Christ is present in these elements. The unused elements should ideally be consumed by someone (us or other people) or returned to the earth. DO NOT PUT IN TRASH OR DOWN SINK. Disperse outside, consume, or take home to compost.**
- Put leftover bread cubes in one CLEAN metal tin, then in the freezer for next week.
- Pour unused grape juice into cup and then on ground outside (or drink). **DO NOT REUSE!!!!**
- Pour unused wine **from chalice** into a cup and then on ground outside (or drink). **DO NOT REUSE!!!!**
- Put clean water in chalice & cruet to rinse and pour this outside also (**NOT DOWN THE SINK**).
- Pour unused wine **from small communion cups** back into opened wine bottle to be reused. (This can be done by pouring them into a small pitcher then into the bottle and/or using a funnel).
- Wipe/clean communion trays as needed.
- Take all used cups to the kitchen (use plastic buckets). Bring 4 communion trays also.
- Put cups upside down in single layer on SANITIZER tray; **cover with plastic slab to hold them down.**
- Start SANITIZER (Cycle is **GREEN** button).
- Wash hands well. [soap/scrub under warm water for at least 15-20 seconds]
- When finished, remove slab. Some cups may have turned on their side. Turn the rest on their side also (allows steam to escape) and push them around for a bit.
- Fill communion trays with clean cups: Two FULL trays. Two HALF trays. NOTE: cups may still have drops of water on them. This will dry before next week.
- **Turn OFF Sanitizer!!!!** (unless CoffeeHouse hosts will be using it later. Ask them!)
- Put communion trays with cups in cupboard in second room. Each layer should be slightly askew to allow air circulation. Same with lid.
- Return to sacristy to wash/dry plastic buckets, **AND baptismal bowl.**
- Check linens for stains. If they are dirty, please take home to launder. (see note below). If linens are clean, they can be returned to the cupboard. Please fold into NINTHS (fold into 3, then into 3 again).
- Return all communion ware (trays, ceramic, opened wine bottle, etc) to proper locations.
- IF APPLICABLE: put the communion kits back in the fridge. (They’ll be used by the Good Samaritans.)
- Take home all hand towels used to launder; Hang a new/clean hand towel to the left of the sink.
- **Please take empty wine and juice bottles home to recycle.**
- If there are bread bits, or stale bread from the bowls, put in a bag to take home. You can consume it or compost it. **We don’t think it is good to feed birds with it (for their health).**

- **\*\*NEW!** - Make sure upper hallway doors, exterior sanctuary doors, and the second room of the sacristy are LOCKED. If someone is still working in the soundbooth, you can check if they would like to do this.

NOTE: Wine stains can be treated with Clorox sticks, or you can run very hot water over them (the sooner the better). Iron linens while still slightly damp. They should be folded into NINTHS (fold into 3, then into 3 again). Return to the church before the following Saturday, or bring with you if you are setting up the next week.

## QUICK GENERAL CHECKLIST OF ALTAR GUILD DUTIES

**NOTE: The bread and wine/grape juice prepared for communion has been blessed. In Lutheran theology, Christ is present in these elements. The unused elements should ideally be consumed by someone (us or other people) or returned to the earth.**

### SATURDAY

- Clean/Dust
- Check Altar and Paschal Candle; fill Baptismal Font (with pitcher)
- Make sure 2 stands near altar & have baskets/plastic buckets on them
- Cut cubes of GF bread; put in 2 metal tins/ lids; put a full slice on top of one; Put metal into ceramic bowls (no lids)
- Fill communion cups in FOUR (4) trays (TWO full, TWO half-full) – 120 total with each tray having one side wine, one side grape juice ([SUMMER will be reduced numbers](#))
- Arrange Altar

### SUNDAY

- **Turn on Sanitizer – (takes 20-30 min to warm up!)**
- Count used cups; record
- Put communion kits back in fridge (if applicable)
- Wash both metal tins; put leftover cubes in one, then in freezer
- Pour unused wine from small communion cups back into wine bottle
- Pour unused wine from large cup and grape juice into cup/container and drink or pour outside (see detailed notes). Rinse large cup (chalice) and cruet with plain water. Pour this outside also.
- Put all dirty cups in Sanitizer; put plastic slab on top; start Sanitizer
- Clean/dry communion ware, plastic tubs, and trays
- Put clean cups in communion trays
- **Turn off Sanitizer**
- Empty baptismal bowl, wash, dry, return
- Check linens for stains (take home to wash if needed)
- Return all items to proper locations (communion tray layers askew to allow air to dry)
- Ensure that upper hallway doors, exterior sanctuary door, and second room of sacristy is locked. This can be passed on to AV person if they are still working. But please talk to them!
- Take bread home to eat or compost; take recycling (bottles, grape juice containers) home to recycle
- Take home towels you've used and any dirty linens for cleaning. Please wash and return by following Saturday.

NOTE when any item is low:

- **SIX (6) wine (alert office)**
- **SIX (6) grape juice** (purchase or alert office)
- **THREE (3) GF or Flatbreads** (purchase or alert office)