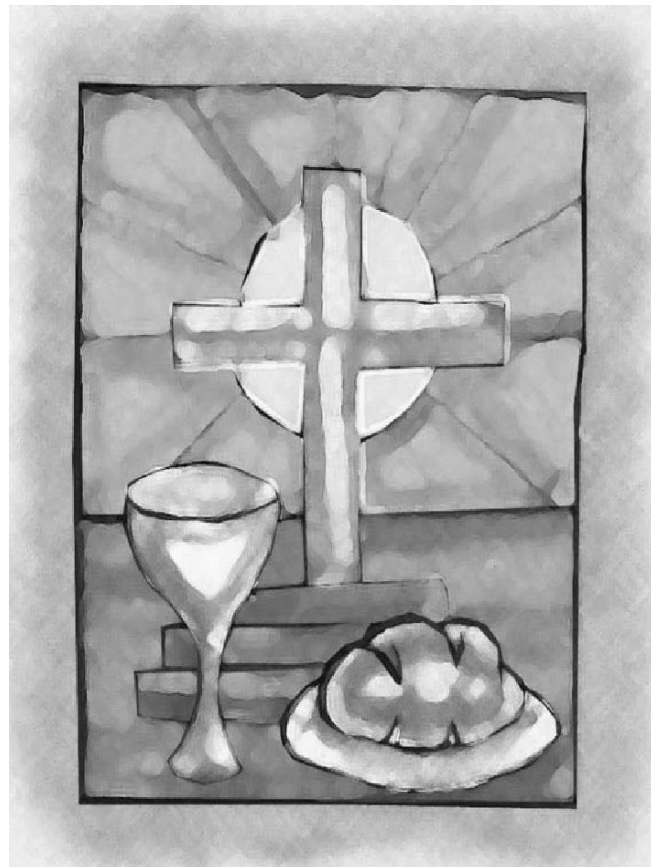


MOUNT CROSS LUTHERAN CHURCH



ALTAR GUILD HANDBOOK 2014

ALTAR GUILD PRAYER

Lord, Jesus Christ, who did accept the ministry of faithful people during your Earthly life, we pray you to accept and bless the work which this Altar Guild offers in the care of this your house. Grant us a spirit of reverence for this church and for worship. With honor and awe we provide for word and sacrament to be given here. Preserve in dignity and inner and outer beauty the quietness of our own souls and bodies that we might be living temples of your presence. We offer our lives to Christ, the Father God, and the Holy Spirit, that we might give praise, honor and devotion, now and forevermore. Amen.

STATEMENT OF PURPOSE

- ❖ Work with the pastors to create a worshipful environment and meaningful worship services.
- ❖ Care for the things of worship, the care of worship space and the care and placement of the furnishings (paraments, brass, candles, etc.) as well as all other appointments and ornaments used in worship.
- ❖ Assist in the preparation and cleanup of communion elements, making sure that the altar, pulpit, baptismal font, altar paraments, banners, linens and candles receive proper care.

DUTIES OF THE ALTAR GUILD CHAIRPERSON

- ❖ Contact the monthly team a week prior to the beginning of their month.
- ❖ Attend Worship and Music Committee meetings to keep up to date on the needs of the church.
- ❖ Be sure banners and paraments are changed according to the church seasons.
This is the responsibility of the monthly team members, but the chairperson can remind them during the call before they start their month of any parament changes that will need to be made during the upcoming month and offer to help them with this duty if they would like.
- ❖ See that the fair linens, acolyte robes and altar linens are clean.
- ❖ Be sure that the altar candles, wine, communion wafers, individual candles for candlelight services, Paschal candle, Advent wreath candles, etc... are ordered in a timely manner.
- ❖ Coordinate with the monthly team members for decorations, extra communions, etc... during Easter, Christmas...
- ❖ Coordinate with chair(s) of Christmas, Lenten and Easter committees in a timely manner for event requirements.

MONTHLY ASSIGNMENTS

Sign ups for the Altar Guild are taken in September on Rally Day for the upcoming **church year** (October – September). Persons wishing to assist on the Altar Guild can also sign up at any time by contacting the chairperson or church office.

Volunteers should check the Grapevine monthly to see who is serving each month. If, for any reason, you are unable to serve during the month you are signed up for, please contact the chairperson immediately so that a replacement can be found or contact another Altar Guild member yourself from the roster. The monthly team can coordinate between themselves the responsibility for early/late services, set-up, clean up, etc....

Team members are responsible for passing on the church key to the person who will be setting up the altar each week. At the end of the month, the key can be left on the bulletin board in the Sacristy for the next person to pick up. Please alert either the Altar Guild chairperson or the next months' team members where the key will be located. If you cannot locate the key and need to get into the church call:

Joanna Wullschleger 482-4851

Jan Beat 482-7193

Church office 482-3847

Remember this key opens several church doors, so please be careful with it! Also, remember to check that all doors you opened are locked before you leave the church.

WOODEN COMMUNION WARE

There are eight (8) items in the set of wooden Communion ware. They are easily identified by the silver disk on the bottom that indicates in whose memory they were donated.

#	DESCRIPTION	IN MEMORY OF...
1	Deep chalice	Al & Suzanne Schindler
2	Deep chalice	Ken Petersen
3	Shallow chalice	Arlene Persons
4	Shallow chalice	Adda Lukehart
5	Large paten	Norma Walden
6	Small paten	Norma Walden
7	Ciborium	Adda Lukehart
8	Ciborium	No memorial disk

- The large paten (#5) fits into **both** of the deep chalices (#1 - Schindler & #2 - Petersen).
- The small paten (#6) only fits the deep chalice #1 (Schindler).
- **Neither** wooden paten fits into the shallow chalices.

WEEKLY COMMUNION SET UP

ALTAR SET-UP ALL SUNDAYS*

(TRADITIONAL SERVICE 8:30 AM)

- ❖ Check the church calendar and white board for the color of paraments to use for the particular Sunday.

- ❖ Check the white board in the sacristy for any special instructions.
- ❖ Double check that the fair linen on the altar is clean.
- ❖ Place the small, square plastic protector on the altar, **flush with the top of the fair linen on the congregation side**. The lines in the tile on the floor can be used to help with centering.
- ❖ Place a corporal over the plastic protector. (There is a diagram of the set up in the binder on the altar for reference.)
- ❖ Place an empty chalice (brass or deep wooden) in the center of the corporal.
- ❖ Place a large “Host” wafer on the paten (wood or brass to match the chalice).
 - ❖ **Place the paten on top of the chalice (no purificator over the chalice)**. See notes above **(WOODEN COMMUNION WARE)** about which paten fits which chalice.
- ❖ The pall (white, stiff board) is placed on the paten.
- ❖ The entire assembly is covered with a veil that coordinates with the color of the paraments on the altar.
- ❖ A burse, of the same color as the parament and veil, with 2 purificators inside is placed atop the veiled assembly.

Additional Set-Up All Sundays*

All Services

- ❖ Place a corporal on the center of the credence tables (one in the narthex and one behind the altar).
- ❖ Fill the wine decanter approximately **half full of wine**.
- ❖ Fill the ciborium with communion wafers. Start with wafers left over from the previous weeks’ service then add wafers from new packages as needed.
- ❖ Place the ciborium and the wine decanter on the credence table in the narthex.
- ❖ Make sure that the drape on the pulpit is the same color as the parament on the altar.
- ❖ When setting up the communion, please note any low supply of wine, wafers or candles and report to the altar guild chairman or the church office.

SET UP FOR 1st AND 3rd SUNDAYS- INDIVIDUAL CUPS & COMMON CUP*

(TRADITIONAL SERVICE)

- ❖ Set up the altar as described in the section “ALTAR SET –UP ALL SUNDAYS”
- ❖ Use **3** full stacking trays of individual cups. (If more are needed, the Pastors will leave a note on the board in the sacristy.)
- ❖ The center of each tray is used for grape juice.
- ❖ When stacking the trays, leave the second tray from the top as an empty tray for used cups to be placed in during communion.
- ❖ Place the lid on top of the trays.
- ❖ Place the stacked trays on the credence table behind the altar.

SET UP FOR 2nd, 4th AND 5th SUNDAYS –INTINCTION & COMMON CUP*

(TRADITIONAL SERVICE)

- ❖ Set up the altar as described in the section “ALTAR SET-UP ALL SUNDAYS”
- ❖ Leave shallow chalice empty and place on the credence table behind the altar, draped with a purificator.
- ❖ Use the small wooden tray for individual glasses of grape juice. Cover the tray with a folded purificator; place on the credence table with the empty chalice.

SET UP FOR CONTEMPORARY SERVICE- 10:00 AM*

(All Sundays)

- ❖ Put 2 shallow wooden chalices on Altar; cover each with a purificator..
- ❖ Place the wooden tray with cups of grape juice, covered with a purificator, on the altar as well.
- ❖ Fill ciborium with wafers and put one large wafer on the top.
- ❖ Place the ciborium and wine carafe on the credence table in the Narthex. .

* When the normal routine outlined above is going to be changed (for example, switching to ‘walk-by’ Communion on a certain Sunday, the pastors will make every effort to alert you before you do your setup.

BETWEEN SERVICES

- ❖ Empty and wash out the chalices.
- ❖ Refill the wine decanter- use less for Contemporary Service.
- ❖ Add more wafers to the ciborium if needed.
- ❖ Return communion elements to their proper locations for the next service.
- ❖ If the individual cups will be used for communion at the second service (very occasionally), refill **all** 3 trays.
- ❖ If the wooden tray for grape juice was used, check that it is full for the next service.
- ❖ Check the fair linen on the altar for stains. If it is stained, replace it with clean linen.

* When the normal routine outlined above is going to be changed (for example, switching to ‘walk-by’ Communion on a certain Sunday, the pastors will make every effort to alert you before you do your setup.

PREPARING THE COMMUNION SETS FOR THE MINISTERS OF COMMUNION

1. Communion Ministers have been instructed to wash and dry their set before returning it to the church to be refilled. They have also been asked to return their empty set to the plastic container marked **COMMUNION MINISTERS Place Communion sets that need to be refilled here.**
2. Altar Guild fills any sets that are in the plastic box any week they find them.
3. Fill each wine bottle 2/3 full.

4. Place 8 wafers in the small container and cover with lid.
5. Close the lid and place the Communion sets on one of the tables behind the altar.
6. If there are any Communion sets left on the altar, the altar rail or the credence table behind the altar, they can be moved to the Narthex. There is a little shelf on the left side of the cabinet marked **Communion Sets**. Communion ministers will pick them up in the Narthex or one of the pastors will move them to the office for easier pick up.

CLEAN UP

- ❖ Remove the linens from the credence tables. They may be folded and returned to their drawer if they are not soiled. If they are soiled, place them in the drawer in the sacristy for soiled linens.
- ❖ **Untouched** wine in the decanter or the individual cups may be returned to a wine bottle and stored in the refrigerator. Discard all grape juice.
- ❖ Unused wine in the chalices is poured down the sink (it drains to the ground).
- ❖ Unused wafers are placed in the covered plastic container in the cupboard to be used at the next service.
- ❖ Wipe out the trays, if used, with a damp cloth and dry thoroughly.
- ❖ Used plastic individual communion cups are rinsed out and placed in the plastic container on the counter for recycling.
- ❖ If glass individual communion cups were used, they are washed in the sink, dried and returned to their drawer.
- ❖ **Do not submerge trays, ciborium, chalice or any brass in wash water.** Use a damp cloth to wash them and dry well with a towel.
- ❖ Wooden pieces should be rinsed and dried well before returning to the cupboard. Do not use soap or soak these pieces in water.
- ❖ Uneaten portion of the "host" wafer, if not eaten, should also be placed in the covered plastic bowl and not thrown away.
- ❖ Replace all communion items in the cupboards.
- ❖ Check the candles in the altar area to see if they need to be replaced.
- ❖ Check the followers on the altar candles for smoke or wax build-up. Clean them as needed. If they are very dirty and difficult to clean, contact the Altar Guild chairperson.

- ❖ If the fair linen is soiled, please take it to Holiday Cleaners on Arneill Rd. in the Vons shopping center. We have an account there under MT. Cross (not Mount) and the church will be billed for the cleaning. You do not need to pay anything out of your own pocket for this. If you drop off linens, please be sure to pick them up and return them to the church or make arrangements for another altar guild member to do so.

BAPTISMS

- ❖ Place a Baptismal candle and napkin for each person being baptized on the counter in the sacristy.
- ❖ Check the Baptismal font—clean the water with the fish net if needed; add more water as needed. Distilled water only.

WEDDINGS

- ❖ If there is a weekend wedding, leave the communion elements prepared and ready on the counter in the sacristy. A pastor will be responsible for getting the communion elements in place following the wedding.
- ❖ Following a wedding, to be sure everything is in order, it is a good idea to check the altar before the service.
- ❖ The paraments on the altar for a wedding will stay the same. The wedding paraments will be added on top of the usual paraments.

FUNERALS

Assistance with funerals or memorial services is usually provided by Helping Hands. In the event of a large or unusual service, or a service which includes Holy Communion, The Altar Guild may be asked to assist.

PARAMENTS

Check the calendar on the bulletin board in the Sacristy to see which color paraments are to be used for the season of the year. If in doubt as to which color to use, check with one of the pastors or Altar Guild chairperson.

When changing paraments, check the used ones for any stains and report that to the Altar Guild Chairperson for cleaning as needed. Return the used paraments to their correct drawer, neatly folded.

FLOWERS

If there are flowers remaining from the previous week when you arrive to set up on Saturday, they may be disposed of as you see fit (donated to someone if they are still in good shape or tossed away in the dumpster if they are not). During clean up on Sunday after the last service, check the flowers to see if they have enough water to get them through to Monday or Tuesday. They can be left on the pedestals or placed on a counter in the Sacristy for the caring committee to disperse.

TERMS OF THE CHURCH

- ALTAR---An article in the church's furnishings where the Holy Communion is administered.
- ALTAR FURNISHINGS—These are the candlesticks, missal stand, all the altar cloths and sacramental vessels and linens.
- ALTAR GUILD—An organization of church members whose chief activity is devoted to the service of the liturgy. This ministry involves preparing the worship space with the
- furnishings, appointments, vessels, elements, linens and paraments used in the liturgy. As these items are prepared and cared for, it is important that the altar guild understand their meaning and use in worship. If the altar linens and paraments are kept spotless and the Eucharistic vessels are beautiful, the congregation learns something of our respect for God.
- BURSE—Made of 2 squares of a sturdy material and covered to match the paraments on the altar, it is used to hold purificators or other sacramental linens when they are not in use.
- CHALICE—The cup used in administering wine during Holy Communion.
- CHANCEL—The elevated part of the church; i.e. the area containing the pulpit and altar.
- CIBORIUM—A cup like vessel fitted with a cross-topped cover in which the wafers are brought to the altar before Holy Communion, and from which they may be taken to be administered to the communicant.
- CORPORAL—The linen square on which communion elements are placed on top of the credence table.
- CREDENCE TABLE—Side tables used for holding the gifts (bread, wine) before and after communion.
- FAIR LINEN—A fine linen covering for the top of the altar. It should be changed frequently so that freshness is evident.
- FOLLOWER—A metal or glass cap fitting over the top of the candle to ensure a slow and even burning of the candles.
-
- FONT—The receptacle in which the water for the administration of Holy Baptism is placed.
- FUNERAL PALL—A cloth covering for a casket when borne into the church. It remains in place until the casket is removed from the church.
- HOST—The name given to the bread in the Lord's Supper.
- INTINCTION—A method of serving communion in which the bread is dipped into the wine.
- LECTURN—A stand for the Bible from which the lessons are read during worship. Some churches have both a pulpit and a lecturn.
- NARTHEX—The portion of the church building containing the main entrance. In a theatre this would be called the lobby.
- NAVE—The main body of the church, extending from the narthex to the chancel.
- PALL—A stiff, linen covered square used to cover the chalice at certain times during communion.
- PARAMENTS—The colored and designed fabric decorating the pulpit and altar.
- PATEN—The plate used to hold the "Host" wafer for distribution to the pastors.
- PULPIT—The article of furniture in the chancel of the church from which the sermon can be delivered.
- PURIFICATOR—The small linen cloth used to cleanse the rim of the chalice during administration of communion.
- SACRISTY—A room near the chancel containing closets for vestments, paraments, and articles necessary for worship.
- SANCTUARY—The part main building of the church including the narthex through the chancel.
- VEIL—A linen covering for sacramental vessels.
- VESTMENTS---The clothing (robe, alb) and colored /designed fabric coverings (stole, chasuble) worn by the pastors and assisting ministers...
- WAFER—Thin, unleavened bread, round in form, used as the element of bread in the Lord's Supper.

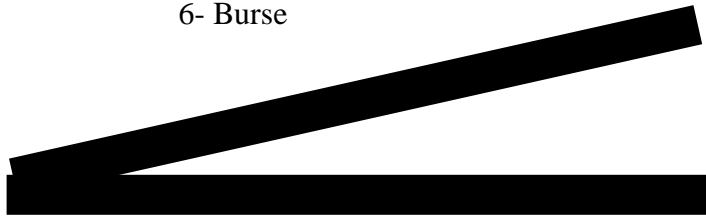
ALTAR GUILD ROSTER

Jan Beat-----482-7193
Joanna Wullschleger ----482-4851

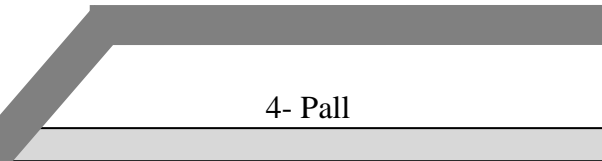
Gail Baird-----482-8047
Joan & Bob Brundage---482-2194
Jen Churchill-----482-3123
Sandy Fox-----482-1442
Karen Gramacki-----484-1911
Mary Goodenough-----484-5273
Dottie Keough-----484-0594
Stephanie McCormick---- 484-9180
Lucille Miley-----482-5382
Beverly Rueckert-----482-2518
LaJean Wenzel-----388-1547
Judy Winters-----484-4829
Pastor John-----302-3475

Preparing the altar for Communion - 8:30 AM Traditional Service

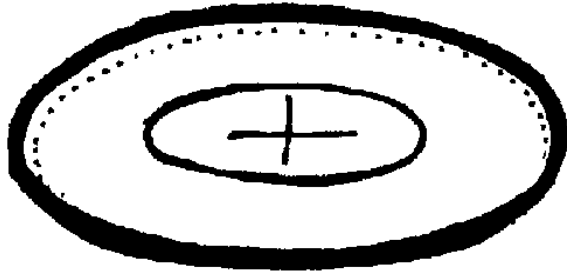
6- Burse



4- Pall



5- 1



2- Paten & 3-Host



1-Chalice

- A. Place the deep chalice in the center of the square (corporal).
- B. Place the paten on top of the chalice.
- C. Place a large host on the paten.
- D. Place the pall (cloth covered square) on top of the paten.
- E. Place the veil over the chalice/paten/pall.
- F. Place the burse on top of the veil. Put two napkins (purificators) inside the burse.