

Altar Guild Set-up Check list - Based on 4 pairs of wine/bread

- Altar cloth - green until December with the exception of All Saints
- 2 tall brass candles & light them
- 4 Thistle candles & light them
- Flowers (brought by volunteer)
- 5 round bread trays (4 stacked on center of the altar, 1 on big table in narthex for the bread brought by volunteer to be brought forward during the service by volunteer) ***If no bread shows up, wafers & large host are in the closet. Empty 3 sleeves of wafers & 1 large host onto the bread tray in the back. Each sleeve has 100.***
- 4 small baskets with 4 gluten free wafers in each (Gluten free wafers are found in box on a lower shelf in the closet. The 4 baskets are placed on the altar by the plates.)
- 1 large silver chalice & 3 smaller silver chalice (Fill all chalices with wine & a bit of water. Smaller ones on altar on either side of plate stack & 1 larger one on table in narthex with bread to be brought forward during the service) There are cloth covered cardboard squares that go on top of each of the chalices)
- 1 glass carafe with whatever is left from the bottle and a half of wine
- 1 large cloth is placed over the bread in the narthex (2nd plastic drawer on 2nd shelf)
- 4 smaller cloths for the chalices are placed on altar near the plates (1st plastic drawer on 2nd shelf)
- Gospel book - mark the day's reading page with the ribbon and leave on table in narthex for clergy to process in with - Gospel listed in bulletin insert
- Altar book - open to the Collect for the day (contemporary version) and leave on the podium near the organ
- Hand sanitizer on altar behind one of the brass candle sticks
- Set out the Children's Choir/nursery sign & easel
- Set out stand with children's coloring pages & basket of crayons
- Set out bulletins including the LARGE size ones
- Prepare home communion kit with some fresh wine and wafers and place on the altar

Altar Guild Clean-up Check list

- Bread crumbs & wine go back into the earth outside of Benton (after the kids eat the extras)
- Wash chalices & carafe with Dawn soap in bathroom (the bathroom behind the altar has a bigger sink)
- Everything back in the closet
 - Altar cloth - hang over rack on the right side of closet),
 - candles (top shelf),
 - altar book & Gospel book & possibly BCP (shelves on the right side of closet),
 - any clergy vestments that are left strewn about should be hung up,
 - bread plates, chalices, carafe, gluten free bread baskets, hand sanitizer (on the shelf with the wire stand)
 - coloring sheet stand, basket of crayons, easel, Children's Choir sign (go in front of the shelves & vestments)
- Dirty linens go in zip-lock bag on 2nd shelf
- Put the bulletins back in the bag
- Return the bulletins to the A-Frame conference room (can be sent with someone walking over for Sunday School)
- Recycle the hymns & inserts
- Recycle empty wine bottles (by A-Frame)