

FIRST LUTHERAN CHURCH

ALTAR GUILD INSTRUCTIONS



Note: A video that describes the general duties of the Altar Guild ministry is available at www.flclincoln.org.

Click on Get Connected - Serve – Altar Guild.

This instruction document contains more specific and up-to-date instructions.

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ALTAR GUILD COMMUNION HELPERS

Thank you for your service!

Set Up for 8:15 AM Service During Pandemic

Wafers and disposable cups are being used.

Set up days/times - Set up takes about 45 minutes. Options to set up are on Friday or Saturday while the church is open. If on Saturday, contact Masako Bacon to be sure the church is open if you want to set up prior to the 5:30 PM Chapel service. Otherwise coming in at 4:30 PM. Saturday usually works. *Note: When the 5:30 PM Saturday service is held in the Sanctuary, coordinate with Masako regarding the set up for the Sunday 8:15 AM service.*

Turn on Sanctuary lights – In the south side aisle entry, tap on the tablet on the wall to activate it. On the right side of the tablet, tap on the Altar button to turn on the Sanctuary lights. To prevent someone turning off the lights while you are working, put a sticky note near the tablet (or in the crevice above the tablet) to let people know that communion set up is in progress and to please leave the lights on.

Cleaning – Check for sticky spots, dead flies, crumbs, etc. on the altar, on/around the communion rail area, and on/around the side aisle small tables. There is a cordless vacuum, cordless hand vacuum, and Swiffer sweeper in the Sacristy. Towels/dust cloths are in a drawer to the right of the sink. To prevent smudge marks on the altar cloth, it's better to vacuum up debris rather than wiping the cloth itself. Wipe the plastic protective sheet on top of the altar cloth. Dust the side tables, altar rail, and lectern. Also check for wax spots on the floor from the acolyte's lighting wand. Scrape up the cooled wax with a fingernail or small blade, pick up debris in a paper towel, then wipe the floor with a damp paper towel.

Altar candles – Grasp the neck of each oil cylinder and lift it up to check that the oil level is above the top of the notch. If the level is even with or lower than the notch, replace the oil cylinder.

Replacements are on the shelf above the white robes. Used cylinders should be capped and placed in the box marked “USED” on the shelf above the white robes.

Hand sanitizer bottles – Check the level of hand sanitizer in the silver pump bottles on the small tables in front of the altar area. If the sanitizer is low, there is usually a large bottle either at the usher station outside the entrance to the Sanctuary or in the lobby that can be used to top off the silver pump bottles. Please return the large bottle to where you found it.

Altar – Missal stand (brass book stand) on left center of altar. Veiled chalice centered. Communion elements placed to right side and covered with white square cloth.



- **Empty veiled chalice** – Refer to pictures in the section titled “Chalice Veiling and Altar Setup”.
- **Homebound basket** – 2 regular wafers in holder, bottle one-fourth full of wine, 1 purificator, 1 wooden cross, 2 plastic cups in a plastic bag.

- **2 pottery plates** with ramekins for wafers. Regular wafers are stored in the upper cupboard. Gluten-free wafers are stored in the refrigerator. Wash hands before handling gluten-free wafers, to avoid contaminating with residue from regular wafers. Each tube of regular wafers holds 100.

First service: 40 regular wafers on each plate and 2 gluten-free in each ramekin.

Second service: 50 regular wafers on each plate, and 2 gluten-free wafers in each ramekin.

(Note: For each service, ministers will also use the altar wafer which is another 20 servings.)

Rover tray – 2 regular wafers and 1 gluten-free wafer in the appropriate metal ramekins.

Crystal ramekin half-full of wine.

- **Wooden tray** with 7 glasses for ministers/assistants – 5 half-full of wine, 2 half-full of juice.
- **Cover** all plates and rover tray with 1 white square polyester cloth.
- **Silver trays with wine and juice cups** are placed on tables in front of the communion rail and covered by a white square polyester cloth.
- **Wine and juice** – Place glasses every other space (20-22 per tray) and fill cups half full. Fill 3 cups in the center of the silver tray with juice and fill the rest with wine.

Note: If using squeeze bottle to fill cups, here's how to keep it from spraying all over. Place the nozzle tip against side of cup and squeeze to half-fill it, then wait a couple seconds with the nozzle against side of cup for the air to pull back in. Leftover droplets will slide into cup.

8:15 AM service: 2 trays per serving table (4 trays total; serves 80). Prepare another 2 trays, each with 10 servings (serves 20 total), and leave covered in the Sacristy as backup.



Baskets for used cups are inserted into clear plastic bags. Place a paper towel in each basket. Place baskets on stools in front of the wood columns at sides of the altar rail.



Baptismal font – Dust the stand and the stool. Place copper pitcher, one-fourth full of water, on stool next to font. When there is a baptism, prior to the service put warm water in the pitcher.



Narthex – Pewter pitcher containing about a cup of wine. Small pewter plate with large altar wafer, covered by white square polyester cloth.



Sacristy – Leave containers with extra cups, wafers, trays with filled cups, etc., on the Sacristy worktable to supply during communion as needed. Cover cups and open containers.

To assist the altar guild helpers during communion, leave a sticky note on the Sacristy table with the total number of cups prepared. The communion helpers can compare that with the usher count during the service to see at a glance whether more supplies need to be prepared.



Wipe down sinks, counter, prep table/cart, and turn out sink light if it was turned on. The overhead Sacristy light is motion-activated and turns on and off automatically; there is not a switch for it.

Altar Guild Duties During and After Communion (8:15 AM and 10:45 AM)

1. After you take communion, stand near the Sacristy door to watch the server stations. Be ready to supply wafers, wine, juice as needed.

Note: The ushers take a count of attendees during the sermon, and then bring the number to the Sacristy (usually on a sticky note on the Sacristy prep table). Check the usher number to determine if more supplies are needed for the communion service. (If there is not a count from the ushers, you can also take a quick head count.) The 8:15 AM service is currently set up for 60-80 with another 20 as backup; the 10:45 AM service is set up for around 80 with another 20 as backup. (More will be set up for special events.)

2. Use doorstopper to prop open Sacristy door during communion; after communion ends close the door quietly. If you remain in the Sacristy for the last few minutes of the service, please be quiet as voices carry into the Sanctuary.
3. After the ministers/assistants have recessed during the closing hymn, bring the communion serving items to the Sacristy.
4. Clean the altar and wipe down the plastic cover. Check for wax and wine spots on the floor in front of the communion rail and on the path to the stools holding the baskets for used cups.

Guidelines for Reverent Consumption/Return to the Earth

Wine/juice/wafers prepared for the communion meal are considered consecrated for that service, even if the prepared trays were not actually taken into the Sanctuary. Consecrated wine/juice/wafers are to be reverently consumed or returned to the earth after each service rather than reused for another service. (There are two exceptions for the 10:45 AM service.)

Wine and juice are poured down the covered left side of the Sacristy sink. The covered sink, known as the piscina or sacrarium, drains directly to the earth. Rinse the left side thoroughly with water,

but do not put wafers or soap down this drain. Wafers go on the grass outside Door 1, southeast of the altar (prop the door open with your foot to prevent getting locked out).

- **8:15 AM service:** Wine/juice/wafers prepared for the 8:15 AM service, including trays that were not taken to the Sanctuary, are to be reverently returned to the earth.
- **10:45 AM service:** Reserve the consecrated wine and wafers that are in the homebound basket. In addition, reserve about 1 cup of consecrated wine in the bottle marked “Consecrated Wine” and store in refrigerator. For the remaining consecrated wine/juice/wafers, including trays that were not taken to the Sanctuary, Pastor may consume a small portion, but the remainder should be returned to the earth. (If Pastor does not come to the Sacristy by the time cleanup is done, return all of the consecrated elements to the earth as described above.)

8:15 AM Service Duties After Worship – Cleaning Up and Resetting for the 10:45 AM Service

- **Wine/juice (including items prepared in the Sacristy, but not taken to the Sanctuary)**
Pour all wine and juice down left side of sink and rinse the sink (no soap). Wash and dry the chalice, flagon, and crystal ramekin. Wipe down the silver trays if there are wine/juice drips. Discard used cups in the trash.
- **Wafers** – Return all leftover wafers to the earth, using Door 1 (southeast corner to the right of the altar; prop the door open with your foot to prevent getting locked out). Wash and dry the ramekins and plates.
- **Wafer plates:** Replenish each plate with 40 regular wafers, and 2 gluten-free wafers in the ramekin. Regular wafers are stored in the upper cupboard. Gluten-free wafers are stored in the refrigerator. Wash hands before handling gluten-free wafers, to avoid contaminating with residue from regular wafers.

- **Rover tray** – Replenish the 2 regular wafers and 1 gluten-free wafer in the appropriate metal ramekins. Fill the crystal ramekin half-full of wine.
- **Wooden tray for altar** – Discard used cups; replenish with 5 half-full of wine and 2 half-full of juice.
- **Homebound basket** – Pour wine down left side of sink and reverently return the wafers to the earth. Put 2 regular wafers in the holder. Fill the bottle one-fourth full of wine.
- **Chalice** – Reset the paten, pall, veil, and burse with corporal and 2 purificators. (Refer to pictures in the section titled “Chalice Veiling and Altar Setup”.)
- **Altar setup** – Place chalice and other items on the altar. Cover the wafers, rover tray and wooden tray with white square polyester cloth (refer to photos on the altar).



- **Cup trays** – Prepare 2 trays of wine/juice per serving table (cups in every other space and filled half full; 3 cups of juice in center of tray and wine in the rest). This makes 4 trays/80 servings total. In addition, prepare 2 trays each with 10 servings (2 juice, the rest wine) and leave in the Sacristy on the worktable.

Note: If using squeeze bottle to fill cups, here's how to keep it from spraying. Place the nozzle tip against side of cup and squeeze to half-fill it, then wait a couple seconds with the nozzle against side of cup for the air to pull back in. Leftover droplets will slide into cup.



- **Linens** – Add cold water and stained cloths to the cloth container with a quarter-scoop of OxiClean. Clean linens are in the black cupboard.



- **Pitcher and altar wafer** – Put about a cup of wine in the pitcher. Place a new altar wafer (large wafer) on the small pewter paten. Deliver both to narthex table (next to Bible table near the office) and cover the wafer plate with a white square polyester cloth.



- **Baptismal font** – Use sponge and basin to soak up water from baptismal font. If the water is clean, put it back in the pitcher. Wipe down the font with a dry towel to mop up any droplets. When there is a baptism, prior to the service put warm water in the pitcher.



- **Used cup baskets** – Dump used cups and paper towel liner in Sacristy trash. Put dry paper towels in bottom of baskets and replace on the stools. (No need to completely replace the plastic liner bag unless it's really messy.)



- **Homebound basket** – Pour wine down left side of sink and reverently return the wafers to the earth. Put 2 regular wafers in the holder. Fill the bottle one-fourth full of wine.
- **Floors around altar rail and cup baskets, and around altar** – Vacuum crumbs/dead insects. Wipe up wine/juice drips, as well as wax spots from the acolyte's lighting wand (works best to scrape up the cooled wax with a fingernail and pick up in a paper towel, then wipe the floor with a damp paper towel).

- **Sacristy** – Leave containers with extra cups, wafers, trays with cups, etc., on the Sacristy worktable to supply during communion as needed. Cover cups and open containers.

To assist the altar guild helpers during communion, leave a sticky note on the Sacristy table with the total number of cups prepared. The communion helpers can compare that with the usher count during the service to see at a glance whether more supplies need to be prepared.



Wipe down sinks, counter, prep table/cart, and turn out sink light if it was turned on. The overhead Sacristy light is motion-activated and turns on and off automatically; there is not a switch for it.

10:45 AM Service Duties After Worship – Clean Up & Store Communion

Service Pieces

- **Used cup baskets** – Remove the plastic bags containing used cups and place in Sacristy trash. Store baskets in the lower cupboard along with the other communion service pieces.
- **Wafers** – Reserve a few for Pastor to consume. If Pastor has not done so by the time cleanup is complete, return the wafers to the earth using Door 1 (southeast corner to the right of the altar; prop the door open with your foot to prevent getting locked out). Wash the ramekins and plates.
- **Wine/juice from cups** – Reserve the consecrated wine and wafers that are in the homebound basket. In addition, reserve about 1 cup of consecrated wine in the bottle marked “Consecrated Wine” and store in refrigerator for the homebound baskets. (If the bottle contains reserved wine from the previous week, pour that down the left sink and rinse the bottle before refilling with consecrated wine from the current week.)



For the remaining consecrated wine/juice (including trays prepared in the Sacristy but not taken to the Sanctuary), Pastor may consume a small portion but the remainder should be returned to the earth. (If Pastor does not do so by the time cleanup is done, return all of the

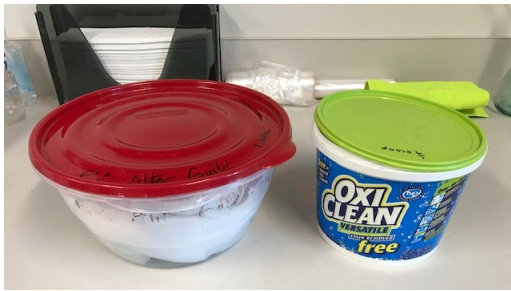
consecrated elements to the earth as described above.) Rinse the sink and discard the cups in the Sacristy trash.

- **Homebound basket** – Leave the consecrated wine and wafers in the basket and place the basket in the upper left cabinet. Homebound ministers will use the reserved consecrated wine in the refrigerator to refill the bottle when needed.
- **Wash and dry** communion serving pieces and put away in lower cupboard. Wipe down the dish drainer and set to dry in the sink.



- **Baptismal font** – Use sponge and basin to soak up water from baptismal font. Wipe the font and stand with a dry towel. Pour the water down the Sacristy sink. Dry the pitcher and store in the lower cupboard. Place the sponge in the dish rack to dry, and put the basin in the lower left cupboard.
- **Sacristy work space** – Wipe down sinks, counter, prep table/cart, and turn out sink light if it was turned on. The overhead Sacristy light is motion-activated and turns on and off automatically; there is not a switch for it.

- **Floors around altar rail and cup baskets, and around altar** – Vacuum crumbs/dead insects. Wipe up wine/juice drips, as well as wax spots from the acolyte's lighting wand (works best to scrape up the cooled wax with a fingernail and pick up in a paper towel, then wipe the floor with a damp paper towel).
- **Linens** – Put stained cloths in container with OxiClean.



Decide who is taking linens to launder. If not taking them, contact the monthly Altar Guild chair (see list on wall) or Tracy Knezevic 402-613-5258. Laundry instructions follow and also are affixed to the soaking container.

Communion Linen Care – Corporal, Purificators & Polyester squares

1. Soak soiled linens in OxiClean solution until stains disappear (this usually occurs pretty quickly).
2. Wash in warm water with regular detergent.
3. Check for stains and repeat soak/wash if necessary.
4. Dry on delicate cycle, warm heat. Minimize wrinkles by removing from dryer when cycle ends.
5. Press to remove dryer wrinkles, then fold in thirds (follow creases on cloths).
6. Return the clean linens and soaking container/lid to the Sacristy. Store linens in the black cupboard by the window. Store dishcloths in cupboard drawer.

Chalice Veiling and Altar Set Up

1. Top a chalice without a pouring spout with a small paten (pewter plate).
2. Add the pall (white square card).
3. Top with the veil (colored square cloth that matches the banner color), centered on the pall.
4. Top with the burse (colored v-shape tray that matches the veil).
5. Fill burse with 1 corporal (square white cloth with cross) and 2 purificators (rectangular white cloth with cross). Place chalice to the right of the brass missal stand.
6. Place rover tray, wooden tray, and wafer plates to the right of the chalice and cover with a square white cloth. Place homebound basket in front of the candlestick.

