

WEEKLY DUTIES OF THE ALTAR GUILD

5 pages =

SATURDAY ( OR FRIDAY )

Church:

1. Check to be sure altar, pulpit and lectern have been dusted.
2. Check candles, change if appear too short.
3. Clean candles, trim wicks.
4. Clean wax from candlesticks using hot water and rub dry with soft cloth.
5. Polish offering plates with brass polish as needed or buff off finger prints. Place in cabinet in Prayer Room.

Check each week and do when needed:

1. Check candle lighters, polish with brass polish, replace tapers, and when needed/clean inside with hot water to get wax out. (New tapers need to be cut or burned to fit candlelighters.)
2. Check acolytes Vestments in vestment cabinet. <sup>for cleanliness</sup> ~~laundry any cottas that are soiled - keep black cassocks pressed.~~
3. Polish brass (~~cross on Altar table as needed~~) and buff brass (lacquered) candle sticks with soft cloth.
4. Keep brass flower containers buffed.
5. Consult calender in (sacristy) Altar Guild Room to see if parament seasonal colors are correct - if not change them.
6. Check paraments for cleanliness - dry clean if needed.
7. Place one current church bulletin in each of ministers hymnals.
8. Place two hymnals with current bulletin in each on center front seat for acolytes.
9. Replace flower arrangement from Guild Room on Narthex table. Church bulletins are placed on this table.
10. Check Narthex for cleanliness ] ~~notify Sexton if cleaning hasn't been done.~~  
Brass door plates should be polished or buffed - also clear glass windows in doors kept clean.
11. Call Acolytes to serve on Sunday to remind them to meet you at 10:15 - 10:30 Sunday morning in Guild Room ] ~~Check names on bulletin board and on Acolyte serving sheet monthly committee chairman holds.~~
12. Check Choir loft, balcony and Prayer Room for cleanliness ] ~~report to Sexton if cleaning and dusting needed.~~
13. Be sure Upper Rooms are in file boxes at foot of stairs in Narthex.
14. Check and replace, if needed, offering envelopes and vistor's cards in pews.
15. Always turn engraving on cross, vases, candlesticks etc. to back when in use.

SUNDAY MORNING

1. Arrive in Guild Room (Sacristy) by 10:00 A.M.
2. Put warm water in Baptismal Font.
3. Recheck flowers for water and be sure they are in right location from Cross - depending on height of arrangements.
4. Put four Offering Plates on each side of Chancel between flower arrangement and Pulpit (near Pulpit).
5. Put two large offering plates on Narthex table - for balcony use.
6. Help Acolytes put on their vestments. + Review procedure - stressing pace of walk.
  - (a) Be sure hair is combed.
  - (b) Give them candle lighters.
  - (c) Review procedure of lighting candles and of extinguishing candles-with them.
7. Wait for minister to come for prayer.
8. Proceed to assigned places in Sanctuary.
9. Light tapers and start Acolytes down aisles after Minister is seated.
10. After Service:
  - (a) Carefully hang Acolyte vestments straight as you put them back in cabinet.
  - (b) Remove flowers from Altar to Prayer Room - unless donors take them from Altar.
11. If flowers are given to church - take them to the sick or shut-ins.
12. Place used vases in Sacristy and put vases in Sacristy in Prayer Room.
13. Empty water from Baptismal Font and dry vessel.
14. Straighten books and papers on Ministers' chairs and on Pulpit.
15. Put Narthex table arrangement back in Sacristy - this is done to prevent misplacement of flower vase.
16. Check to see Sexton collects discarded bulletins and puts hymnals back in racks.
17. Lock all cabinets in Sacristy.
18. Lock door to Sacristy.