



## **Sunday Morning Ministries Guide**

### **Altar Guild**

Duties:

Set up for communion

- Put communion linens on altar
- Fill vessels and individual cups; place on altar
- Set out communion napkins, plates, baskets, and spoon
- Dust and polish communion rail, windowsills, lectern, pulpit, and chairs

Change Altar Paraments

Monitor wine supply and advise Elder to replenish

As needed:

- Wash linens, acolyte robes, assistant's robes, and Pastor's robe

Set up for Baptism (Prior to service)

- Prepare day before- fill silver pitcher day before so water is room temperature
- Fill basin and place in font
- Put baptism shell, candle, and napkin on font
- After service, remove basin and shell; rinse, and return to storage area

Caring for Candelabra, altar candles, and eternal light

- Monitor and fill with oil as needed

Clean sanctuary twice a year

- Wash and polish furniture in altar area, altar platform, all wainscoting
- Wash all windowsills
- Wipe off radiators
- Wash windows between the narthex and church
- Remove candles, wipe clean, replace wicks, and refill with oil