

OTHER RESPONSIBILITIES—FLOWERS

Order **Flower Calendar** (November) and request mention of calendar in bulletin and Steeple Chimes in Nov/Dec and again in April/May.

Arrange for notice in Sunday bulletins for Advent **poinsettias** (*last two Sundays of Pentecost and first Sunday of Advent*) and Easter **lilies** (*second thru fourth Sunday in Lent*). We work with Peacock Hill and provide our order about 4 weeks before Christmas and Easter, respectively

If you have any questions or problems call our Altar Guild Chairperson, or you ask a Pastor.

MY NOTES & REMINDERS

ALTAR GUILD GUIDEBOOK

THOMSON FIRST UNITED METHODIST CHURCH



SERVING ON THE ALTAR GUILD PROVIDES AN OPPORTUNITY TO MAKE EVERY TASK A PRAYER, AND YOU ARE ENCOURAGED TO CONSIDER ALL THAT YOU DO AS A OFFERING TO GOD.

ALTAR GUILD PRAYERS

Gracious Lord, You have called us to work with the things of beauty which enhance our worship. Assist us by your Holy Spirit that we shall always treasure this service, rejoicing in this calling and joyfully doing those tasks which this vocation may include. This we ask in the holy name of Jesus Christ, our Savior. Amen

--Charles L. Wood

Gracious Lord, Grant, O Lord, we beseech Thee, that we may handle holy things with reverence and godly fear, and perform our work with such faithfulness and devotion that it may rise with acceptance before Thee and obtain Thy blessing; through Jesus Christ our Lord. Amen

From the Orthodox Anglican Communion 2002

ROLES & RESPONSIBILITIES OF THE ALTAR GUILD

The altar guild at TFUMC consists of four teams. Each team (unless otherwise noted) services for one month. Anyone who wishes to serve more often is encouraged to do so, or to let the guild chair know so that they may assist when substitutes are needed.

All members of the Guild should attend training as offered by the pastor responsible for the liturgy. Additional training can be offered upon the request of any member of the altar guild.

The duties of the four teams are::

I. CHANCEL-SANCTUARY

1. **PARAMENTS:** Change the pulpit scarves in the sanctuary and Knox Chapel for the seasons and days of the Christian Year (See Calendar for dates each specific year).
2. **LORD'S TABLE LINENS:** Place the fair linens on the Lord's Table for communion Sundays.
3. **BAPTISMAL FONT:** Change the water in the font weekly.
4. **CANDLES:** Check and replace as needed, and tend the wicks
5. **OFFERING PLATES:** Check the color of the insert in the bottom of the plates and change as needed to match the paraments.
6. **FLOWERS:** Check flower calendar, and if there are flowers for Sunday, place flower stand(s) and container(s) in chancel

II. COMMUNION: Purchase and prepare the bread and grape juice, prepare hand washing station, set the Lord's Table, collect the offering for pastor's discretionary fund, clean the chancel after services, and wash fair linens and towels.

ADVANCE PREP FOR COMMUNION

Ideally, the preparatory work should be done on the same day communion is celebrated, and completed immediately before anyone arrives for the service.

Realistically, preparation for the use of the individual glasses often happens the evening before the service. It is not recommended that the brass Communionware be placed in the refrigerator, but this is sometimes necessary because communion is prepared the night before it is served.

All open juice and bread must be refrigerated whether it is still in its original container or not.

The bread should be fresh and kept wrapped securely until Sunday morning.

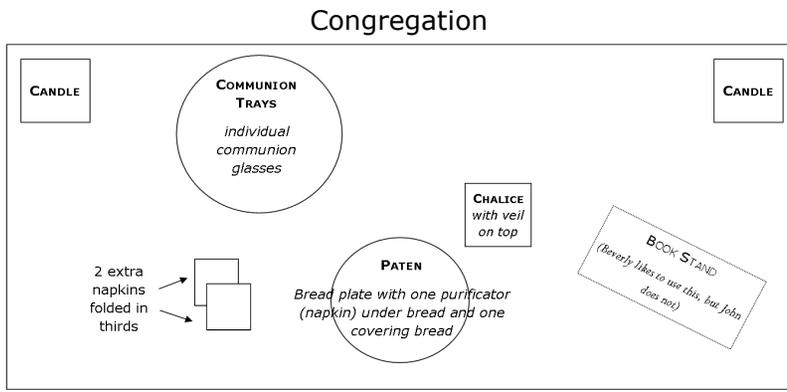
ITEMS TO PURCHASE EACH MONTH

- Two 32-ounce bottles of Welch's Grape Juice
- Three packages of fresh pita bread (white or whole wheat)
- Café Praise—Check on inventory of 10-ounce Welch's Grape Juice. These bottles are bought in a 6-pack as needed

All other supplies should be checked regularly so that items can be repaired or replaced as needed. Replacement of expensive items should be brought to the worship committee for approval. Many items are ordered through the church office. Each month check on:

Plastic communion cups
Communion wafers (regular and gluten-free; 1.5" and 5" sizes)
Candles
Matches
Wicks for acolyte tapers
Hand sanitizer (with alcohol)
White terrycloth towels

**WHAT THE LORD'S TABLE LOOKS LIKE FOR COMMUNION
(INDIVIDUAL GLASSES)**



Please make sure that the Lord's Table is moved far enough away from the pulpit that the pastor can easily move behind it without disturbing the pulpit scarf.

If the bookstand is not being used, it should be placed in the window with the open Bible. Otherwise, the open Bible can be placed on the window sill without the stand.

CAFÉ PRAISE

Take one of the 10-ounce juice bottles and one of the bags of pita bread (should be at least 4 pitas) to Café Praise by 8:15 AM on Sunday morning. You are encouraged to bring this to the Family Life Center the night before, and place on the Lord's Table.

INTINCTION

In this method of receiving, a piece of bread is placed in the communicants hands. The communicant then dips the bread into a common chalice of juice before placing it in his/her mouth.

This is the method used for Café Praise, as well as for Advent, Christmas Eve, Maundy Thursday, and other times at the discretion of the pastor.

III. BACK TABLE: Place an arrangement of flowers and/or plants that are appropriate to the season of the Christian year, or in some cases a secular holiday on the table at the back door. The round table in the fellowship hall may also be decorated.

IV. SEASONAL DECORATIONS: Obtain, maintain and store seasonal materials; and decorate the sanctuary for Advent, Christmas, Lent, and Easter.

CHANCEL-SANCTUARY TEAM

PARAMENTS

The pulpit scarf and bible marker are the paraments used at TFUMC. It is possible to use a frontal for the Lord's Table. A frontal can be a runner, a half frontal (hangs over the front and back but not the sides), or one that is tailored for all four sides. The colors of the paraments vary with the season of the Christian Year as well as the special day of the year:

SEASONS OF THE CHRISTIAN YEAR

- Advent—Purple (or Blue)
- Season of Epiphany (Ordinary Time)—Green
- Lent—Purple
- Easter—White
- Pentecost Sunday—Red
- Kingdomtide (Season of Pentecost)—Green (or Red)

SPECIAL DAYS & OCCASSIONS

White paraments are used on the following special days or occasions:

- Communion Sundays
- Funerals
- Weddings
- Christmas Eve and Day
- Epiphany
- Baptism of our Lord
- Trinity Sunday
- All Saints Day
- Christ the King Sunday

Lent and Holy Week includes several changes in paraments. The season is purple, but communion Sundays are still white, as is Easter Sunday. Plus:

Ash Wednesday—Black or Gray

Holy Thursday—none

The paraments and all decorations are removed from the sanctuary as prior to the Holy Thursday service, as part of that service, or immediately after (if there is to be a Good Friday Service)

THE LORD'S TABLE

The fair linens are washed and ironed by the previous month's communion team, and should be in the sacristy. No matter how carefully they are prepared, the linens will not look their best without some touching up. An iron (and ironing board are located in the sacristy so that the linens can be pressed as needed before being placed on the Lord's Table.

- The cloth is placed underneath the glass top of the Lord's Table to protect the linens from stains.
- The glass top should be washed and dried on both sides monthly or as needed .

BAPTISMAL FONT

Fresh water should be placed in the font every Sunday. If there has been a baptism, the water has been consecrated, and should be poured on the ground, and not down the sink.

If there is no baptism, the water can be poured in the sink.

CANDLES

TWO CANDLES ON THE LORD'S TABLE consist of a permanent outer covering topped by a follower with a spring-supported candle inside. The covering and followers need cleaning and polishing as needed. Care of the candles themselves involves:

5. Collect the offering for the pastor's discretionary fund, place in an enveloped marked for the fund. If possible, give to the head usher to be turned in. If not place in lock box in office door.
6. Clean the Lord's Table and chancel rail, removing cups and cleaning up spilled juice

AFTER SERVICES

1. Dispose of the **consecrated** elements properly either by eating and drinking them, or by pouring the juice on the ground and giving the bread crumbs to the birds in the cemetery
2. Throw away emptied cups
3. Wash the Communionware and make sure that it is completely dry before putting back in sacristy
4. Take any leftover juice that has not been consecrated home with you, or give it away to be used.
5. Stains on the fair linen should be treated* **immediately**, and the linens washed as soon as possible. Fair linens should be washed separately from other clothing.

* Grape juice stains can be very stubborn. Check to make sure that the spot treatment is safe for linens and effective on grape juice. An effective old-fashioned treatment is to wet the stain with cold water and coat with salt. Do not delay in getting stained linens into the wash.

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PURIFICATORS: FOUR (4)

- One on the paten under the bread
- One covering the bread
- Two folded like a napkin (in thirds both ways) on the Lord's Table for the pastors to use as needed

VEILS: ONE FOR EACH CHALICE

These are rigid plastic squares covered with white linen with an embroidered cross. It covers the chalice after it is filled and placed on the Lord's Table

COMMUNION TRAYS & BREAD

As a guide to preparing the correct number of trays, each of the trays holds 40 cups. Considering the average attendance for each service:

- 8:30 – 3 trays and 4 pitas
- 11:00 – 6 trays and 8 pitas

If at all possible, a member of the guild should be present at services in the event that there are more people than expected.

ON COMMUNION SUNDAY

BETWEEN SERVICES

1. Remove bread from early service and replace with new bread
2. Remove the trays and replace—make sure that all the trays contain full juice cups
3. Replace any soiled linens with clean
4. Replace water and towel for hand washing bowl with clean. Make sure there is enough disinfecting hand wash.

- Replacement of candles when there is 3" or less of candle left.
- Preparation of new candles by lighting them and letting them burn for 1-2 minutes. Then, put them out and straighten wicks while still warm so that the wicks are easier to light
- Checking the wicks between or after services. Wicks tend to turn down slightly when the candles are put out with the candle snuffers. If the wicks are bent down so that they do not extend above the brass followers, light briefly and put out, so that you can straighten them. This helps the acolytes, especially the smaller ones, get the candles lit more easily.

ADVENT WREATH uses five candles (3 purple, 1 pink and a center white candle). The purple and pink candles are made and maintained in a similar way to the candles on the Lord's Table. The Christ Candle in the center of the wreath is a 4" diameter wax candle and is bought new every November.

CHRIST CANDLE is first lit on Christmas Eve. It is burned on Easter Sunday from the first through the last service of the day; on every Sunday of Eastertide. It is lit before the first service of the day and burns until after the congregation has left the last service of the day.

The Christ Candle also lit whenever there is a baptism or funeral.

OFFERING PLATES

The padded inserts for the offering plates are in the sacristy. The colors are red, green, white, and purple; and should match the color of the paraments for that day.

COMMUNION TEAM

Preparing for communion for all services is the responsibility of the communion team for that month. This

includes the two traditional services and a separate team for Café Praise (please see page 9).

As a rule, Communion is held on the first Sunday of each month. This can vary for a number of reasons. Planning for these changes generally occurs during Worship Committee Meetings. The chairman receives the worship planning documents, and is responsible for informing those assigned for the month.

Expect Communion to be celebrated on:

- Christmas Eve (11:00 p.m.)
- Maundy Thursday of Holy Week
- Weddings (Pastor will notify the guild)
- As directed by the pastor (Pastor will notify the guild)

PREPARATION

- The traditional method of preparation of the wine is followed when using juice: 1 part water to 3 parts juice.
- As a rule, the bread should be either
 - whole, uncut (white or whole wheat) pita bread without flavoring.
 - Or—
 - unleavened communion wafers (white or whole wheat) with one pita or one of the 5” communion hosts for the pastor to break
- Gluten-free communion bread is also provided for those individuals with allergies and other conditions that do not allow them to have grain products. No more than 3 or 4 of these wafers are needed.

COMMUNIONWARE

The following items should be in the sacristy either on shelf, in plastic drawers, or in the case of large linens, hanging:

- Fair linens (the white table cloths that the chancel team will have placed on the table), veils (square covers) and purificators (white napkins)
- Plastic communion cups are in stacks in white boxes
- Brass Communionware: Six communion trays with two covers, chalice and paten (bread plate) (*Keep wrappings that are around all brass items to place back on Communionware after clean-up*)
- Crystal bowl and white towels
- Grape juice dispenser (2)

We do have a set of sterling silver communion ware including chalices, trays for individual glasses and patens.

We also have pottery communion ware that we use when we receive the elements by intinction (see information for Café Praise on page 9), or common cup. In the event that we need two chalices, we can use either the two silver chalices or pottery chalices. If something like this is needed, you will be contacted in advance

HAND WASHING

Place disinfecting liquid hand cleaner, crystal bowl half-full of water and a clean white towel on plant stand epistle side (opposite side of table to where flowers are placed).

FAIR LINENS