

## Current Procedures for Altar Care

Revised 01-01-24

### Preparation:

- Please buy one large or two smaller loaves of Italian uncut bread (if you forget, wafers can be used)
- Prefill two to three racks of plastic glasses with the communion cup funnel device (extra cups are on the shelving unit)

### On the Altar:

- Corporal (linen larger than purificator) on center of altar
- Three or four trays of prefilled glasses (123-164) in the racks with a lid on it (leftover glasses from the previous week should be on top)
- Pour a little wine in the chalice with the white cardboard square on top
- Loaf of Italian bread in a basket, wrapped in a purificator (or wafers in the chalice)
- Cover the wine chalice and bread with another corporal
- Leave out a smaller linen purificator in case it is needed

Please note – for the huge services (like Christmas and Easter), we usually need more bread and wine

### Baptismal Font:

- Please replace the water in the font bowl with clean water

### On the Front Pew Tables:

- On each side, at least a half dozen gluten free communion packets in the baskets

### Between Services:

- Please replace the bread loaf with another, if two were bought
- Please cycle the empty or half empty communion tray to the bottom of the rack

### After the Last Service:

- Remove all items and linens from the altar
- Please throw out the used communion glasses in the bowls by the front pews
- Pour unused wine from the chalice outside and place the unused bread on the hospitality table
- Wash and dry all items. Leave the chalice on counter to dry.
- Prefilled glasses can be covered and left to be used for the following week
- Leave all soiled linens in basket on top of refrigerator. A member will pick them up to launder them.

**For Baptisms:**

- Please move the baptismal font to the front of the church.
- Pour one pitcher of warm water into the font. Refill the pitcher with very hot water and place it on the floor under the font to be poured by the pastor during the service.
- Place the baptismal linen over the brass rung of the font on the left side (facing altar) where the pastor stands. One linen is used for each child being baptized.
- The baptismal candle and certificate should be on the altar.
- To clean the font, lift the bowl straight up and empty water outside. This is done when the crowd is out of the way.
- Wipe the font dry with a soft towel.