

CONCORDIA LUTHERAN CHURCH

ALTAR GUILD PROCEDURES 2010

CANDLES

The Kerry candles will be maintained by Greg and Vickie Peterson (651-552-1886). The Altar Guild is no longer responsible for the care and maintenance of the candles. Any questions and concerns should be directed to Roy Martin or JoAnn Sobaski.

COMMUNION TRAYS

At a regular Sunday service, there are usually four trays set out. Make sure the center circle has three cups filled with grape juice. (For Holidays/special services five or six trays maybe used as well as the common cup.) Leave two spaces open at opposite sides for Pastor's finger. Each cup should be filled to the tray level mark or half full. Use the base for the bottom tray and stack the rest using the cross cover for the top. Place the trays on the right side of the altar on the small square cloth called the corporal that is about twenty inches and kept in the drawer. Make sure there is enough room to place the empty trays (in front of the communion candle).

The paten (plate) and host box (bowl) that hold the wafers are placed to the left and behind the communion trays. Put an extra package of wafers on the paten (plate). The trays and wafer bowl are covered with a cloth called a veil. There is a cross set in the center of the veil and this is placed in the center-front of the trays. The cloths should not hang over the altar edge.

DISPOSING OF BLESSED WINE

Wine that has not been used or blessed (any wine that was not on the altar) can be poured back into the wine bottle. Any wine not used and on the altar has been blessed and should be poured on the ground outside.

PARAMENTS

Paraments are colored cloths that are used with the liturgical day or season. The schedule for changing these cloths is written on the calendar in the banner room (to the right of the altar). Also listed under "Preparation For Special Services and Seasons." Slide the appropriate colors of banners over the three-armed ring on the Christ Candle throughout the year.

LAUNDERING LINENS

Always check the Altar linen and Communion linen for wine stains etc. They may be laundered in the washing machine on a gentle cycle. Ironing will be necessary. An iron and ironing board should be available in the Banner room. Make sure the linens for the communion trays are tri-folded. The cross must be in the middle of the tri-fold.

CLEANING THE ALTAR

This is a very important part of preparing the Altar but all too often gets neglected! Dusting of the altar includes, candles shelves, communion rails top and bottom, communion candle holders, shelf area behind the altar, any and all things on the altar, pulpit, and lectern. The floor should be wiped off after all dusting is done on the altar. No vacuuming should be necessary, however there is a small portable vacuum available in the banner room for touch up cleaning. You may need to pick up the floor but this should be minimal.

REORDERING SUPPLIES

Communion wafers and wine is usually monitored and replenished by Roy Martin. If for some reason the supply has not been replenished, please call Roy or the altar guild chairperson.

THE ADVENT WREATH

(The Advent Wreath will be Kerry Candles.)

The Advent Wreath is an important part - often a focal point of our Advent and Christmas celebration. The wreath itself is symbolic of the eternity of God since it is a circle with no beginning and no ending. "In the beginning was the Word, and the Word was with God, and the Word was God" (John 1:1). In the wreath can be three purple or blue candles and one pink candle. Purple can reflect the penitential aspect of Advent; royal blue can reflect the coming of our King Jesus. Traditions vary as to when the pink candle should be lighted. The old church year (in *The Lutheran Hymnal*, pp.54-55) made Advent III "Rejoice Sunday," a break in the otherwise penitential thrust of the lessons. The current church year uses Zech. 9:9, "Rejoice greatly, O daughter of Zion," as a theme verse for all of Advent, so the pink candle can be reserved for the climax of the season on Advent IV.

Tradition also names the four Advent candles: Prophecy Candle, Bethlehem Candle, Shepherd's Candle, and Angel Candle.

The white candle in the middle of the wreath (or four white candles replacing the purple/blue and pink) is the Christ Candle, to be lighted on Christmas Eve and Day - the Light of the world has come! Rejoice in this season of hope. God is coming to save, heal, and deliver.

BANNERS

Check the bulletin - if a baptism is scheduled ***make sure the Baptism banner is hanging on the left side*** (as you face the altar) and the seasonal banner should remain on the right side. Make sure the Communion banner is in place for the next service. Follow the "Preparation for Special Services & Seasons" for additional information on when to hang what banners. If the banner covers need to be laundered/pressed, please do so, inside out.

ADDITIONAL INFORMATION

- The traditional bouquet of flowers should always be placed on the altar with any roses ordered placed to the right or left of the bouquet. If there has been a funeral or wedding and the flowers have been left for the Sunday service, place the bouquets to the right/left of the altar on the flower stands. (The flower stands can be located in the stairwell on the west side of the Church.)
- Check the flowers on the altar; especially around the Christmas and Easter Holidays, they may need watering.
- Each Altar Guild person will be responsible for getting a small bottle of *white* grape juice for the communion trays on the month they serve.
- The Acolyte gowns should be checked. Take home and wash if needed. Gentle cycle and hang on hanger to dry. No ironing necessary.
- Be sure to wash the communion trays with warm soapy water and dry thoroughly after each use.
- Leave the cup stand table setting out at all times. Not necessary to remove for non-communion services. The communion railing should be taken down for non-communion services.
- Mid-week services. If communion was served on the previous Sunday then it will be served for the mid-week service also. Remember to give the flowers fresh water and move to the Courtyard room for the mid-week service.
- Pass the church keys on to the next Altar Guild person for the next month.

PREPARATION FOR SPECIAL SERVICES & SEASONS

1. First Sunday in Advent (four Sundays before Christmas). Beginning of the Church Year.
BANNER - Blue Christmas banner with picture of Bethlehem town. Paraments - BLUE.
(Put the seasonal banner on the left side while the tree is up.) Advent Super Frontal stays on until Dec.24.
2. Christmas Eve Christmas Banner and Christmas Super Frontal stays on through Epiphany Sunday.
Paraments - White (if we have white) otherwise blue for Christmas Eve & Christmas Day.

3. Sunday after Christmas.
BANNER - Christmas banner. Paraments – White (if we have white). Christmas Super Frontal.
4. Epiphany – Banner & Super Frontal - Three Kings - stays up until Ash Wednesday. Paraments - Green.
Epiphany Super Frontal stays on the altar until Ash Wednesday.
5. Ash Wednesday.
Place purple veil (in drawer in working sacristy) over the Processional Cross.
Place “Christmas tree trunk cross” (made from the last live Christmas tree used at Concordia - stored in the Mechanical Room #103) in the corner of chancel, to the right of the altar. Drape with purple veil.
Paraments - Purple
BANNER - Communion & Purple Lenten banner w/lamb. Purple Lenten Super Frontal.
6. Maundy Thursday.
Place purple veil over the Processional Cross. Paraments - Purple. Drape the purple veil over the “Christmas tree trunk cross.” BANNER - Communion & Purple Lenten banner w/lamb.
The altar may be striped as part of the service. Pastor will let you know. (Good time to wash altar.)
7. Good Friday.
Place black veil over the Processional Cross.
Drape black veil over the “Christmas tree trunk cross.”
Drape black veil/covering over the altar. Remove Communion candles.
Lectern and pulpit will have no paraments for Good Friday. Remove Paraments.
BANNER - Black “My God My God”. Take down the Communion banner. Altar is completely bare.
8. Easter.
Place Processional Cross to the right of the altar, right at the corner of the marble step with the white veil.
Remove veil from “Christmas tree trunk cross” and replace with white veil. Paraments - White.
White Communion Super Frontal.
Place the three white banners on the banner holder.
Place the wrought-iron cross to the left of the altar (for Easter lilies, etc.). You may need help! It is stored in the Mechanical Room #103.
BANNER - Communion & Easter Alleluia banners.
9. Second Sunday of Easter (first Sunday after Easter). Communion Super Frontal.
BANNER - Easter banner stays up for seven Sundays of Easter. The Paraments are White.
Remove wrought iron cross - store in Mechanical Room #103. (If used.)
Remove “Christmas tree trunk cross” - store in Mechanical Room #103. Tree stand is kept in the working sacristy cabinet.
10. Confirmation Sunday.
BANNER - Communion & King of Kings. Paraments - White. (Communion Super Frontal stays up until Trinity season. Then switch the Trinity Super Frontal back and forth with Communion Super Frontal depending on the service.)
11. Ascension Sunday.
BANNER – Red Ascension banner & King of Kings banner
Paraments - White. Communion Super Frontal.
12. Pentecost Sunday.
BANNER - Communion & White & Red banner with Dove. Communion Super Frontal.
Paraments - Red. (Red is only up for one Sunday - Pentecost Sunday.)

13. Trinity Sunday.

BANNER - Communion & Green Trinity banner (stays up until Fall)

Paraments - White. The Trinity Super Frontal gets switched back and forth with Communion Super Frontal depending on the service.

**IF YOU HAVE ANY QUESTIONS ABOUT WHAT PARAMENTS AND WHICH BANNERS,
CHECK THE CALENDAR IN THE ALTAR GUILD ROOM
OR CHECK WITH PASTOR.**

ALTAR GUILD PRAYERS

God accept and bless the work of my hands and all who minister to thee in the care
and adornment of the sanctuary, that thy holy name may be
glorified through Jesus Christ our Lord.
Amen

Lord our God, quicken my heart.
Let me serve thee in all humility.
Let me serve thee in all reverence.
Let me serve thee in all obedience.
Give me a clean heart.
Give me clean hands.
Give me clean thoughts.
Through Jesus Christ our Lord.
Amen

ALTAR GUILD CHECK LIST

1. ***Wash or dust Altar top and the floor around the altar***
2. ***Wash or dust off the candle shelves***
3. ***Change linen if necessary and launder***
4. ***Check acolyte robes - launder if necessary***
5. ***Change banners / super frontal (check for baptism service)***
6. ***Check the calendar / Special Services & Seasons listing (on bulletin board)***
7. ***When preparing for your services, please check with the office for possible Baptisms on Saturday or Sunday***
8. ***When changing the banner, take the candles out of their wall hanging holders. They can be placed in the convenient, temporary holder found in the side room. This way, if the banner drops while you are placing it on the high hanger, it won't fall on the candles and get soot stains on the banner.***