

**BEAUTIFUL SAVIOR LUTHERAN CHURCH
ALTAR GUILD
DUTIES & RESPONSIBILITIES APRIL 8, 2013**

THE ALTAR GUILD is a service group within the congregation. Its purpose is to serve by doing certain kinds of work. Let every member of the Altar Guild be impressed with the importance and dignity of this work and do it humbly to the Glory of God.

If the purposes of the Altar Guild are properly carried out, the members of the Guild will render a great service to the Lord and the congregation. They are the successors of the wise hearted women who helped furnish the Tabernacle of GOD in the wilderness. Of them it is written: “All the women that were wise hearted did spin with their hands and brought that which they had spun, both of blue and purple and of scarlet and of fine linen” (Ex. 35.25). They are the pastor’s assistants, who relieve him of certain work in the chancel which they can do, so that he can devote himself to other important matters. Their service is a beautiful and blessed one, a labour of love in the church.

“SERVE THE LORD WITH GLADNESS”

ALTAR GUILD

GENERAL DUTIES & RESPONSIBILITIES

- Arrive 30 minutes before service on Communion Sundays to set up the Communion ware. Always try to allow at least 15 minutes on other Sundays to check for flowers, paraments or banner changes, or to prepare for Baptisms.
- Check parament colours to match Church calendar.
- Put up appropriate banner.
- Ensure candles and missal stand are placed according to diagram.
- Flowers or plants are placed on the floor in front of the Altar.
- Turn on spotlights and turn off after service.
- Turn fan to low before service and high after service.
- Check level of oil in candles on Altar and by pulpit (Paschal candle during Easter season and for Baptisms) and replace if necessary.
- Put glass of fresh water for Pastor in the pulpit.

COMMUNION SERVICE:

- See attached diagram for placement of Communion ware.
- Place wine in Brass Flagon, cups 80.
- Fill 1.5 trays of little cups with the 5 in the middle of each, place water with one drop of wine in each using the eye dropper.
- Place 80-100 wafers (host) in the ciborium
- Place one folded purificator on the top of the paten.
- Place the silver trays on the holders to retrieve the used plastic cups.
- Place on the credence, behind the Altar, one part wine bottle, and 35 wafers in the spare ciborium.
- After service remove the table setting. Any wine and wafers left over must be consumed. Wait for the Pastor/Elders to consume leftovers. That which is not consumed must be poured into the ground. Use the side door on the north side of the church to complete this action.
- Rinse the individual cups with water before recycling them. Use the white bowl in the cupboard and be sure to pour this out into the ground.
- Wash Communion ware with hot soapy water and rinse well. Use clean cloths and towels to dry the Communion ware.
- Return all Communion ware to cloth bags and place in cupboard.
- Lock the cupboard doors.
- Launder Communion linens and iron while damp. Fold into 3 sections.

BAPTISM SERVICE:

- Fill Baptismal font with quite warm (almost hot) water.
- Put Baptismal candle on the Altar and the Cloth under the shell in the font. Place the box for the candle on the front pew for the family to take home, after the service.
- Empty the Baptismal font after the service. Water is to be poured into the ground.
- Always be aware of supplies -ie: Baptismal napkins, candles.
Advent. Notify Elder for Worship.
Baptismal Napkins (minimum of 10 on hand)
- Maintain existing Banners and plan for new ones.

ASH WEDNESDAY

- Set up for Communion Service, see procedures for Communion Service.

MAUNDY THURSDAY

- Set up for Communion Service, see procedures for Communion Service.
- Strip the Altar at the end of the SERVICE.
- Remove Pulpit and Lectern paraments.
- Remove Offering Plates, Candle Sticks, Missal Stand.
- Remove Altar Cloth, and fold (two Ladies).
- Place black paraments on pulpit and lectern.
- Place black Altar Cloth on Altar (two Ladies).
- Remove all Banners from Altar Area.
- Turn off the Cross light and the Chancel lights.
- Drape the black cloth on to the Cross.

GOOD FRIDAY

- After the service:
- Remove all the black paraments from the pulpit, lectern and Altar.
- Black drape cloth is removed from Cross by a tug on the pull string.
- Place white paraments on the Altar, Pulpit, and Lectern.
- Return the candle sticks, missal stand, offering plates to their regular spots

EASTER

- Set up for communion service. See procedures for communion service.
- Arrange for Lilies to be ordered and placed on the Altar floor.
- Change paraments to white.

THANKSGIVING

- Request items for the Altar Thanksgiving display, two weeks prior.
- Set arrangements on floor appropriate to regular or Communion Service.
- Follow church calendar for parament colour and place Thanksgiving Banner on pole.

ADVENT

- Member on duty to order/purchase the Advent Wreath (we use the Brass one currently) Cedar boughs from Florist. Submit receipts to Treasurer for reimbursement.
 - Set up Advent Wreath prior to First Sunday in Advent (4 Sundays before Christmas). B & G does this for us.
 - Alternate Advent candles if necessary as they burn down. Candles required - 3 blue, 1 pink and 1 white. Always have extra on hand for replacement or breakage.
- Paraments will be the colour Blue for Advent Season.

CHRISTMAS

- Set up for communion service. See procedure for communion service.
- Change the paraments to white on Christmas Eve, this will be the colour used throughout the Christmas Season.
- Install New Altar Candles for Christmas Services.
- Plan for candlelight services. If candles needed, arrange for purchase.
- After candlelight service sort and store re-useable candles.
- Place appropriate banners, flowers and poinsettias as needed.
- Dismantle Advent Wreath as soon as possible after the Christmas Day Service. Wreath remains in place until Epiphany Sunday.

DETAILS FOR PROCEDURES AND PREPARATION:

- Participate in Special Services and assist with duties as may be requested on occasion.
- Attend meetings when called by Altar Guild Chairperson.
- Wash offering plates or candle holders, in warm soapy water.
- Use Brass Polish on the missal stand.
- Use silver polish on the little trays used to hold the used plastic cups.
- Clean all Linens as required.
- Order wine and candles as needed
- Order wafers and communion cups from Stephanchew's Church Supplies. 337 William Ave at Hargrave Street , Ph 204-943-7779. Stephanchew's will invoice Beautiful Savior.

BANNERS

Advent: Watch, Prepare, Rejoice, Immanuel, Come Lord.

Baptism: Child of God.

Christmas Eve: Glory to god in the Highest

Communion Sunday: Body and Blood

Confirmation Sunday: Lord Be In My Life

Easter: Alive in Christ, Risen in Deed, Given for You,
 I am the Resurrection and the Life

Epiphany: Black with Shiny Stars

Good Friday: It is Finished

Palm Sunday: Jesus Christ is Lord (can be used for Pentecost)

Pentecost: Come Holy Spirit,
 Sanctified by Grace (can be used for Reformation)

Reformation: Scripture Grace Faith

Stewardship: Seek First His Kingdom

Thanksgiving: Give Thanks

VBS Tell the Children His Story

DUTIES:

1. Regular Services

- Check parament colours to match Church Calendar.
- Put up appropriate Banner
- Ensure candles and missal stand are placed according to diagram.
- Flowers or plants are placed on the floor in front of the Altar.
- Turn on spotlights and turn off after service.
- Turn fan to 2:00 before service and 11:00 after service.
- Check the level of oil in candles on the Altar and by the Pulpit (and the Paschal Candle during Easter season and for Baptisms) and replace if necessary.
- Put glass of water for Pastor in the pulpit stand.
- Check if there is a Baptism.

2. Communion Service

- See diagram for placement of Communion ware.
- In Brass flagon pour 80 mls of wine(use bottle for measurement).
- 1.5 trays of 60/70 little cups with 5 in the middle. Into these put water with one drop of wine using the eye dropper.
- 80 to 100 wafers in the Ciborium. Note One sleeve has a 100 wafers.
- Put one folded purificator on top of the paten
- Put out silver trays to hold the used cups.
- On the credence table behind the Altar, place one part bottle of wine and 35 wafers in the spare ciborium.
- After service remove table setting. Any wine and wafers left must be consumed. Wait for Pastor and/or Elders to do this. Any that cannot be consumed must be poured out into the ground. Use the door on the north side of the church at the top of the stairway.
- Rinse the individual cups with water before recycling them. Use the white bowl in the cupboard and be sure to pour this out into the ground.
- Communion ware should be washed with hot soapy water and rinsed well. Use clean cloths and towels to wash and dry.
- Return all communion ware to bags and place in cupboard. Be sure to lock cupboards.
- Launder communion linens and iron while damp. Fold into 3 sections.

3. BAPTISM SERVICE

- Fill baptismal font with quite warm (almost hot) water.
- Put baptismal candle on the altar and the Cloth under the shell in the font. Place the box for the candle on the front pew for the family to pick up after the service.
- Empty the font after the service. Water is to be poured out into the ground.
- Remind Pastor to have the Acolyte light the Paschal candle.

CLEANING

- Do not polish communion ware, offering plates or candle holders , just wash in warm soapy water. Brass polish may be used on the missal stand. Use silver polish on the little trays used to hold the used empty cups.
- Clean linens as needed.

ORDERING

Wine Advise Al Mushumanski that more wine is required.

WAFERS, CANDLES, all other supplies, pick up at Stephanchews at 337 William at Hargrave street 204-943-7779. Stephanchews will invoice Beautiful Savior.

ALTAR GUILD GUIDE

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REVISED APRIL 8TH, 2013

