

Altar Care – Early Service

Description: At the conclusion of the early service, the altar care providers (preferably two per service) clean the communion ware, including the communion cups and common cup, refill the flagon and communion cup trays, and look after the worship space.

Eligibility: Any confirmed member of the congregation or youth accompanied by an adult may serve as an altar care provider.

Specific Duties:

1. At the conclusion of the service, the altar care providers will remove the bread plate, wine flagon, chalices, patens (silver plates), and purificators (linen cloths) from the altar and take them to the sacristy. Remove any crumbs from the altar by sweeping them with a purificator onto the bread plate.
2. Collect the silver cup-trays with the soiled cups from the sanctuary and take them back to the sacristy. Prepare for washing the cups by filling the sink with 2-3 inches of water with a little dishwashing liquid. Fill the other sink bowl with 2-3 inches of water and add a sanitizer tablet to the water (make sure it dissolves). Put the soiled cups into the soapy water and let them soak.
3. Go back to the sanctuary and remove any silver cup-trays that are less than full for refilling with the cleaned cups.
4. Gently clean the glass cups with a wash cloth. Be careful to wipe the rims of the cups completely to remove any lipstick residue. Once cleaned, place the cup in the sanitized water for a short soak.
5. Remove the cups from the sanitized water, shake and place on a drying cloth. Let the cups air dry for a few minutes while preparing the wine and bread for the next service.
6. The wine in the pour-chalices may be poured back into the wine flagon. The wine in the common cup should be consumed (or poured out onto the grass). Refill the wine flagon to just below the narrowing of the neck. Open wine bottles must be refrigerated and are kept in the kitchen refrigerator. New bottles are in the cases stored in the sacristy.

7. Take the crumbs from the bread plate and toss them outside onto the grass. There will be a loaf of new bread in the sacristy for the second service. Put a linen cloth on the bread plate (you can reuse the one from the first service, unless it is soiled), place the bread on the linen, and cover the bread with a new linen.
8. Wipe the common cup – particularly around the rim – and wipe off the chalices, patens and bread plate with a damp wash cloth. Do not use soap. Make sure the chalices are dried off with a cloth towel to avoid water spots.
9. Reset the altar with the bread, wine flagon, two pour-chalices, the common cup and the three clean purificators (found in the drawer in the sacristy). The two patens should be placed over top of the common cup and one of the pour chalices. (A picture is provided.)
10. Go back to the sacristy and refill the silver cup-trays with the clean cups. Put the trays under the first pew on each side of the church. There should be three filled trays at each station and three empty trays under the pew in the middle of the church for collection of soiled glass cups.
11. Finally, look over the communion stations from the first service. If there are breadcrumbs on the floor, use the sweeper in the sacristy to tidy up before the next service.

If you are ever unable to serve your duties in the assigned slot, please let the Parish Assistant, Neil Sunkel, know as soon as you are aware of the conflict, so that a replacement can be found. You can always email Neil at neil@tree-of-life.us, or you can call him at (717) 805-1176.