

Altar Care – Late Service

Description: At the conclusion of the 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 the remaining silver cup-trays and set aside in the sacristy.
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.
6. The wine in the flagon and pour-chalices may be poured back into the wine bottle. The wine must be refrigerated, so put the opened wine bottle in the refrigerator in the kitchen. The wine in the common cup should be consumed (or poured out on to the grass).
7. Take the crumbs from the bread plate and toss them outside onto the grass.
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. Put the silver vestments into the burgundy sleeves and store them in the lower cabinet next to the sanctuary door.
10. Refill the silver cup-trays with the cleaned cups. Place the cup-trays in the lower cabinet next to the door to the sanctuary.
11. Optional: Check the candle lighters to make sure the tapers are in good shape (that they move freely and do not need to be replaced).
12. Take the soiled towels, washcloth and purificators home to be washed. Wash and dry the purificators by hand and press them. Return them to the sacristy before the 8:30 service the following Sunday.

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.