

## GENERAL ALTAR GUILD CHECKLIST

- 1) Dust the following: Altar; Communion rail; Lectern; Pulpit; Pastor chairs; Chapel area
- 2) Vacuum the altar area if needed.
- 3) Fill both sets of candles and the communion candles with oil. Make sure the wicks are good and properly adjusted and that the “o” rings are in place. The “o” rings may slip off with the oil sweat. New wicks are in the bottom left-hand cupboard. The oil candles burn for approximately 2 hours. Both sets of candles need to be filled before the Saturday night service. The **Worship Assistants** will replace the candles after the Saturday night service. Please check the calendar and **fill one set of candles after the Sunday service** according to the number of services, ie. Wednesday night services, wedding and funerals. Weddings need candles filled for pictures (2 hours) and the wedding service (1 hour). The Paschal (Christ) candle is lit for funerals. The group that is in charge of the Sunday services should watch for funerals that may be held during the following week.  
**IMPORTANT: LET JOAN KNOW WHEN YOU ARE USING THE LAST OF THE OIL.** The oil comes in a large jug. The oil is put into a smaller bottle from the large jug and we use that smaller bottle to fill the candles. Using this bottle to fill the candles is much easier than trying to fill from the jug. A very small amount of oil needs to be put in the Candle Lighters. Please check to see if they need any oil. One filling should last for three (3) services.
- 4) Check the color chart for the color of the altar parament.
- 5) **FLOWER INSTRUCTIONS:**
  - a) Check the church bulletin for altar flowers for special events, ie. anniversaries, birthdays, weddings, etc. If there are special flowers listed, please check the flower refrigerator. If there are no flowers in the refrigerator but there is a note in the bulletin that there is supposed to be flowers, give Joan or the family that is putting the flowers on the altar a call.
  - b) The Altar Guild will place the flowers on the altar or in the altar area. Please note: “The mood of the church year is at times such that no flowers at all are suitable, ie. no flowers are used in Advent and Lent.” Easter plants and Christmas plants will be handled as in previous years by filling out an order form and returning it to the church office.
  - c) Check the flower refrigerator for flowers from funerals, etc. Funeral bouquets should not be used more than **two** Sundays. When placing funeral flowers in the altar area, remove the bows from the bouquet. When the service on Sunday is done place the flowers back in the refrigerator or put the bouquet(s) by the back door and the janitor will put them in the dumpster. Please use your good judgment as to whether the flowers look good enough to be placed in the altar area. If the flowers are in a special vase or basket that can be reused, please place it in the storage area next to the flower refrigeration. Dee from Dee’s Floral will reuse them or, the family may come and get the vase or basket. The baskets can also be used for the school basket auction.
- 6) Prepare for communion for every service. See checklist – communion. **Please note your group is always in charge of the any services during the week following the weekend that you serve.**