

Altar Guild Members,

We have several changes that need to be noted in regard to the duties of the altar guild. If you have any questions, please feel free to give me a call at 982-4943.

Now that our parament cabinet is done, which is a most welcome addition to the deacon's room, I would like to call your attention to a few things.

Rules for the Parament Cabinet & Paraments

There is a drawer for every color parament set. Also, the pastor's stoles will be stored with the paraments. When changing the paraments, please put them in their separate drawer. The top drawer is currently being used to store the baptismal napkins, communion linens and the fair linens. Please try and keep the drawers in order. If the paraments need dry cleaning, please inform me of that. The Ladies Evening Circle members check the quantity and make the baptismal napkins. The communion linens need to be washed and possibly pressed after the communion weekends. The fair linens also need to be laundered, pressed and rolled on a core when need be. There are directions on the wall above the cabinet. The linens can be pressed with a little spray starch and if rolled on a core, it eliminates the wrinkles. There is a supply of white tissue paper in the top drawer that can be used between the white paraments.

Candles

The altar candles need to be filled before and after the weekend services (you might want to check on Mondays before the Monday evening service). If there is a wedding or funeral, you might want to check them as sometimes they are left burning longer than they need to be. The floor candelabras will only be used for special occasions, festival Sundays or Holidays, weddings or upon special instructions from the church office. Instructions for filling the candles are posted above the parament cabinet. Any problems, give me a call. Let me know when the supply of oil is getting depleted.

Communion

It is now our duty to put the communion tables out with the linens on them before the communion weekend. The tables are located against the wall on either side of the front of church.

Weddings

You need to check with the church office on a monthly basis and see if you have any weddings that month. If so, you need to either put the **white parament on or use the white lace fair linen on the altar. After the wedding, and before the Saturday evening service, the proper paraments need to be put back on the altar, lecturn and pulpit before the service. Check with the office if there are any special requests that the couple to be married would like. Remove the pulpit and lecturn paraments for the weddings.**

Paraments

Check to see what color parament needs to be put on the altar, etc. When changing the paraments, there is a piece of felt that goes on the altar first, then the parament (with the white one, slide the white bar in the pocket at the back of the parament—with the other colored ones, lay the white bar on top against the altar). Also with the white parament (only), you need to put the white fair linen on top, then place the Plexiglas on top of the paraments. You shouldn't need to thumb tack the paraments anymore as the Plexiglas and bar will hold them. Make sure the white bar is pushed all the way to the back up against the altar and pieces of Plexiglas are butted up against each other in the middle AND pushed all the way back to touch the white bar.

Bronze & Silver

If stated for your month, the candelabras, cross, book holder and baptismal dish need to be polished. There will be polish and cloths by the oil that you can use.

If you have any questions at all, please feel free to give me a call at 982-4943. I would like to thank you for your cooperation and the great job that all of you are doing in keeping our altar looking nice.

Sue Besaw