

Skyline UCC Altar Guild

As a function of the Worship Commission, the responsibilities of the Altar Guild include but are not limited to:

- Preparing communion elements:
 - prepare bread by cutting it into small pieces
 - pour wine, grape juice and water into chalices
 - collect and discard cups after service
- Changing/caring for altar cloths
- Replacing candles
- Filling and emptying the baptismal font
- Preparing sanctuary for worship each week
- Checking to make sure sanctuary and sacristy have been cleaned by custodian and report any needs to Council
- Coordinating set-up for special worship services
- Develop awareness of Christian and liturgical calendar: Easter, Christmas, Lenten Season, Anniversaries, Healing Services, and Laity Services
- Making sure candle wicks are ready for lighting
- Putting clean glass of water on pulpit each Sunday morning

The Altar Guild should:

1. Arrange the flowers on the altar and elsewhere, as appropriate.
2. Make sure a fresh glass of water is in the pulpit and on the small table where the pastor sits.
3. Be sure the candles have sufficient oil, and that the wicks are approximately 1/4 inch long.
4. Arrange the paraments for the liturgical color of the day (follow the UCC Calendar, unless the pastor has made arrangements for a different color, as during Advent).
5. Place the offering plates on the table.
6. Prepare the Communion Table for Communion on Communion Sundays (instructions are below).
7. After the service, extinguish the candles and turn off the microphones. Remove the water from the pulpit.
8. Let the pastor or the church office know of any custodial needs.