

Altar Guild Set-Up for Intinction

Updated 07/2019



Set-Up

Bread: Use the bread plates that have a deeper bowl and place the GF container on the plate as well.

In the freezer each gallon bag has sandwich bags of cut bread. Each sandwich bag has 50 cut pieces in it. The bread will thaw by the time communion starts, so this does not need to be set out early. Please also add the small silver containers, with lid, filled with wheat wafers. These will be used if they run out of bread.

5:00 & 8:00 – put 1 baggie worth on each bread plate,

9:30 – put 1 ½ baggies on each bread plate.

Wine/Grape Juice – Pre-fill all 4 cups almost to the top so that people don't need to reach in very far to dip their bread. Cover each with a purificator (if the cloth is big you can cover both with one – use your judgement.)

In pew Communion: 3-4 GF wafers, 5-6 small cut bread pieces, 1 grape juice, 5 wine.

Baptism Font: Fill with 1 plastic cup worth of water (this can be cleaned out with a towel after 5:00 & 9:30)

Offering: Place one full loaf of bread (frozen is fine) on small plate, and the filled wine container in the narthex. If we run out of full loaves use the large wafers in the butter keeper in the fridge.

Clean-Up

Toss all remaining bread, wine and grape juice outside after each service. The bread is crumbly and will not last another week.

Wash and put away the dishes. Hopefully there won't be many crumbs, but please vacuum and wipe down the communion rail area as normal, as well as any wine stains on the altar. Empty Baptismal font. Take home any cloths that need to be washed and return as soon as you are able. (Iron purificators into 9ths)