

Trinity Episcopal Church – Altar Guild Schedule Second Service

First Sunday	Pat McMillan and Angela Sholough
Second Sunday	Demi and Lucien Lewin
Third Sunday	Susan Etherington and Wendy Gregory
Fourth Sunday	Lynne Steptoe and Robin Kent
Fifth Sunday	Cathy Ruley and Linda Guest
Back up assistance	Cathy Ruley and Linda Guest

Altar Guild Contact Information

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Cathy Ruley	410-302-4036	cathyruley@comcast.net
Linda Guest	304-579-7141	Lcg7wv@yahoo.com

Actions

Before the second service:

- Rinse and dry the chalice and paten
- Set up chalice with purificator and host wafer
- Add a small amount of wine to the cruet and water to the other cruet if needed.
- Put 40-50 wafers in bread box. Wafers are in cabinet next to sink.
- Place Chalice/Host stack back on altar and cover with veil and burse.
- Place cruets and bread box on credence table.
- Place small glass of water on credence table.
- Wine is on the right, water on the left of bread box on the credence table.
- REFILL OIL IN ALTAR CANDLES. HOT – PLEASE USE RUBBER GLOVES under the sink. Also use spouted refill bottle instead of large bottles of oil.

After the second service:

- Clear the altar and credence table items into the sacristy.
- Remove water bottle from pulpit.
- Remove bulletins from the server pews.
- Take Lectionary off the lectern and return to sacristy.
- Remove flowers from behind the altar. Place on small plastic plate on the chest outside the sacristy.
- Cover the fair linen on the altar with the white covering.
- Place offerings in alms box slot in sacristy counter top. Place offering basins into felt bag, top left drawer under the sacristy counter.
- Return consecrated wine and wafers from lower credence table shelf to the aumbry opening in the Chapel.
- Fold the veil and place with the burse into a plastic Ziploc bag. Place in left middle drawer.
- Hang credence table cloth over rod in storage cabinet on right side of counter.
- Spray any wine spots on altar linens with **Wine Away spray**, place in container with water and 1 Efferdent tablet.
- Pour wine and water from chalice and cruets into the piscina on the countertop.
- Rinse the chalice, cruets and paten well and wipe dry with paper towels or dishcloth – no soap. Place in labelled felt bags in overhead cupboard.
- Turn off the Good Shepherd window light, close doors to sacristy. AMEN and THANK YOU!