

Altar Guild Protocol for Holy Eucharist

	On the first of the month												
	Polish all brass (altar candlesticks; altar cross; crucifer cross; acolyte torches)												
	Check wick in candle lighter/snuffer to see if it needs to be changed.												
	Before the Service												
	Pulpit hangings changed/uncovered?												
	Lectern hangings changed/uncovered?												
	Readings for day marked in book on lectern?												
	2 small alms basins on lectern-side acolyte pew?												
	Kneeler pillows uncovered?												
	Hymns posted?												
	Candles on altar still serviceable? If new candles, are they pre-lit so that acolytes won't have trouble lighting them?												
	80 wafers in bread box? <i>If holiday or special occasion</i> , may need more wafers in baggie on altar												
	Bread box and wine flagon on sacristy counter?												
	On altar: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Water flagon</td> <td style="width: 33%;">Gluten-free wafers (4 on small silver paten)</td> <td style="width: 33%;">Large host</td> </tr> <tr> <td>Chalice</td> <td>Small silver bowl</td> <td>Corporal</td> </tr> <tr> <td>2 Purificators (1 in burse)</td> <td>Pall (cardboard square)</td> <td>Paten</td> </tr> <tr> <td>Burse (from top drawer)</td> <td>Altar book on stand</td> <td>Veil</td> </tr> </table>	Water flagon	Gluten-free wafers (4 on small silver paten)	Large host	Chalice	Small silver bowl	Corporal	2 Purificators (1 in burse)	Pall (cardboard square)	Paten	Burse (from top drawer)	Altar book on stand	Veil
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	Gate to altar area open?												
	After Service												
	Two traveling communion kits refilled as necessary from aumbry?												
	Silver and linens put away/readied for washing?												
	Unconsecrated leftover wafers counted and put into plastic container? Number on container changed to reflect new total of wafers inside?												
	Pulpit, lectern, altar, kneelers covered?												
	Church door locked?												