

~ Altar Guild Checklist ~
Church of the Incarnation

Before Sunday's Service:

- Take flower vase liner to Bookshelf Florist on Frederick St.
- Pick up flowers from Bookshelf and bring them to the church
- Polish the Silver
 - Chalice
 - Paten
 - Ciborium
 - Lid to the rectangular bread box
 - Silver crosses on the cruet stoppers
 - Lavabo Bowl
 - Offering Plates
- Remove covering from the Fair Linen
- Place Bible on Altar shelf
- Polish the brass
 - Candle Snuffer
 - Processional Cross
 - Missal Stand
 - Candle Sticks
 - Flower Container
- Fill all candles
 - Altar Candles
 - Retable Candles
 - Make sure all wicks are pulled up
- Place candles on altar and retable and wipe off fingerprints
- Place Gospel Book on Altar and wipe off fingerprints
- Set Altar for Communion
 - Corporal
 - Chalice
 - Purificator
 - Paten with Priest's Wafer

- Pall
- Veil
- Burse containing extra Purificator
- Set Credence Table for Communion
- At 8:30:
 - Large Cruet of Wine
 - Large Cruet of Water
 - Rectangular Box of Wafers with five wafers in each slot
- At 10:30
 - Large Cruet of Water
 - Rectangular Box with five wafers in each slot
 - Lavabo Bowl
 - Lavabo Towel
 - Tiny silver chalice with a tiny purificator over it
- At 10:30, set Oblations on Font
 - Large Cruet of Wine
 - Ciborium containing 50 wafers
 - Attendance Worksheet and pen

After Sunday's Service:

- Empty Wine Cruets back into wine bottles
- Rinse all Cruets in sink and place on drying rack
- Replace unused wafers in sealed boxes
- Rinse Bread Box and Ciborium in Piscina
- Rinse Chalice and Paten in Piscina
- Wash Chalice and Paten in sink
- Dry all silver, wrap it, and put it away
- Place all Candles in sacristy cabinets
- Put Gospel Book in its cover on Altar shelf
- Place Cover over Fair Linen
- Put Bible on Missal Stand in center of Altar
- Turn off all Lights, including behind the cross