

St. Matthias Altar Guild Guidelines

Basic Set Up

1. Check calendar for frontal color.
2. Remove dust cover from altar – change frontal if necessary.
3. Place glasses of clean water under lectern, altar, and wherever Rev. Laura will sit (prie-dieu).
4. Place altar book (missal) and stand on altar (Rev. Laura prefers to the left of the chalice).
5. Mark Gospel reading with ribbon in Gospel book and place book on altar.
6. Unlock aumbry and silver cupboard.

Communion Set Up

1. We are using bread (and a few wafers and gluten-free wafers) for communion.* At this time, there are plenty of consecrated wafers in the aumbry so they don't need to be put out. Three gluten-free wafers should be placed in the covered small ceramic container, unless the latter is in the aumbry with already-consecrated GF wafers.
2. Take the loaf of bread out of the refrigerator in the sacristy, place it in the wicker bread basket in a bread basket cloth.
3. Fill wine cruet(s) with wine. Currently we're filling one cruet to the neck.
4. Fill the water cruet about halfway full.

Place on Credence Table

1. Water cruet for communion.
2. Lavabo bowl and lavabo towel.
3. Extra chalice with purificator.

Place on Table Behind Baptismal Font

1. Wine cruet.
2. Bread basket

On the Altar Place (Center)

1. Corporal
2. Chalice with purificator
3. White square pall
4. Veil according to liturgical season (matches frontal)
5. Corresponding burse with 2 clean purificators inside.

*PLEASE NOTE:

1. If there is no bread for the service, we will use wafers and one priest's host instead of bread. They are in white boxes in the "wine refrigerator." There are 100 wafers in each plastic sleeve, which helps estimate how many wafers to put out.

For a “normal” Sunday, put about 70 wafers (+ or – based on number of wafers in reserve in the aumbry) in the silver box with pedestal. Place one large priest host wafer on the paten. (The paten is round silver plate in the silver cabinet).

Place the paten on top of chalice and purificator on the Altar. Then put pall, veil, and burse on top of paten as usual.

2. If you are not sure what to use, please feel free to ask Rev. Laura before the service. Thanks.

AFTER THE SERVICE

1. Return all items to sacristy.
2. Consume any wine from chalices or dispose of as noted below.
3. Add any consecrated wine remaining in cruet from altar in cruet in aumbry.
4. Consume any consecrated bread. Add any consecrated wafers to ciborium in aumbry. Rev. Laura will usually do this when finished passing the wafers during communion.
5. Rinse vessels, pouring water down piscina. After disposing of any wine in the piscina, pour a gallon of water down the piscina to prevent clogging. There is a pitcher in the lower cabinet to the right of the sink for that purpose.
6. Wash vessels in hot soapy water and dry.
7. Place soiled linens in black cylinder.
8. Empty water from cruets.
9. Return unsoiled linens to appropriate bags in top drawer.
10. Empty and wash Rev. Laura’s water glasses and leave them in sacristy
11. Cover altar, flip up Bishop’s Chair cushion.
12. Lock aumbry.
13. Turn off lights.
14. Close blinds and windows and lock sacristy.

Basic Principles

- Consecrated bread, wafers, and wine are not mixed with non-consecrated bread, wafers, or wine.
- Consecrated wafers and wine stay in the aumbry until needed at Communion– that is, they are not re-consecrated.
- Consecrated wine in the chalice that is not consumed at Communion is either consumed by the altar party or altar guild or poured down the piscina. It is not added to the consecrated wine in the aumbry.
- Consecrated bread and wine are treated with respect, but we should not be afraid to vacuum up crumbs or scrub up spots.