

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 Fr. Andrew will sit (prie-dieu).
4. Place altar book (missal) and stand on altar (Fr. Andrew 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. Retrieve bread from freezer and thaw (microwave). Currently we are using one large and one small loaf.
2. Place in a linen in a basket and wrap bread to keep from drying out.
3. If there are less than 10 consecrated wafers in the ciborium (bread box in aumbry), then add 10 unconsecrated wafers to the basket with the bread.
4. Fill wine cruet(s) with wine. Currently we're filling one cruet to the neck and a second cruet half-full of wine.
5. Fill the water cruet about halfway full.

Place on Credence Table

1. Basket of bread and/or wafers.
2. Water and (2) wine cruets for communion.
3. Lavabo bowl and lavabo towel.
4. Extra chalice with purificator.

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.

After the Service

1. Return all items to sacristy.
2. Consume extra consecrated bread and 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. Add any consecrated wafers to ciborium in aumbry.
5. Rinse vessels, pouring water down piscina.
6. Wash them 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 Fr. Andrew's water glasses and leave them in sacristy
11. Cover altar, flip up Bishop's Chair cushion.
12. Lock aumbry.
13. Turn off lights, leaving the top 3 stop lights over the altar on and at full power.
14. Close blinds and windows and lock sacristy.

Basic Principles

- Consecrated bread/wafers and wine are not mixed with non-consecrated bread or wine.
- Consecrated bread 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 not consumed at Communion is either consumed by the altar party or altar guild or spread outside where the birds can eat it but where it won't get walked on by humans.
- Consecrated bread and wine are treated with respect, but we should not be afraid to vacuum up crumbs or scrub up spots.