

## Altar Servant

### Communion Bread

1. There are small loaves of bread wrapped in foil and stored in the back upright freezer where we keep coffee. It is easiest to take a loaf of bread home with you the Sunday before you are altar servant, thaw it the night before the service, and then cut it at home. If you don't, be sure to take the bread out of the freezer as soon as you arrive at church.

### Altar Set-Up

1. Arrive ½ hour before worship begins. Remove the sheet from the altar; fold neatly and place on the cabinet in the coat closet.
2. Hang the banner on the stand. The stand should be in the pastor's changing room. Place the stand farther back than the altar so that the pianist can see the pastor and assisting minister during worship.
3. Check which liturgy is used. The liturgy will be given in the Bulletin which should be in the crate. WOV, LBW, and Hymnal Supplement have a Pastor's Edition. Place the appropriate Pastor's Edition on the book stand on the center of the altar as you face the congregation.
4. Get a Bible from the cabinet and mark the readings for the day. Place on the lectern with the *Celebrate* Insert.
5. From the kitchen cabinet, find the candles: two candles go on each corner of the altar. The large candle, or Paschal or Easter candle, goes in the center. This candle is only used during Easter, baptisms, and funerals. During Easter, the candle is extinguished right before the Gospel reading on Ascension Day. (See Note).

### Communion Set-Up

1. The wine and white grape juice are in the right side of the refrigerator at the south end of the kitchen
2. Communion trays with cups, wine dispenser, chalice and communion cloth are in the kitchen cabinet with the coffee pots.
3. Use the wine dispenser to fill 3-4 communion trays filling the outside ring with wine and 10-12 inner cups with grape juice. Replace the lid.
4. Fill the chalice about ½ full with wine and cover with the lid.
5. Cut ¾ of the bread into ¾-1 inch chunks. Place on the small plate located in the lower cupboard. Place the remaining ¼ piece of bread on the plate alongside of the cubes. Cover the bread with the cloth.
6. Place the stacked communion trays, chalice, and bread on the right side of the altar when you are facing the congregation.

### Clean-Up

1. Put the candles back in the kitchen cupboard.
2. Fold the lace cloth back up onto the altar.
3. Remove the banner and fold. Place on the altar.
4. Cover the altar with the sheet that is on the cabinet.

5. Put the banner stand in the far corner of the pastor's dressing room next to the chair.
6. Leftover wine from the communion cups can be placed back in the dispenser. The grape juice and wine from the chalice should be thrown out. Grape juice should also not be left in the dispenser. Place the wine and grape juice back in the refrigerator.
7. Leftover bread can be wrapped and placed in the back freezer as long as it is only refrozen one time.
8. Wash and dry communion cups, chalice, and bread plate. Place in cupboard.
9. Place the wine and grape juice back in the refrigerator.

NOTE: Information for the Paschal candle is from *Manual on the Liturgy: Lutheran Book of Worship*, which can be found at the office.

COORDINATOR: Brad Kropp

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