

## ASSIGNMENT SHEET: Altar Guild

### BEFORE THE WEEKEND

1. Set up Eucharist at all team meetings, bringing grape juice, bread, wine vessels, etc. as needed. (It is recommended that we provide our own chalices, plates etc. rather than relying on the church where the meeting is to be held). Pita bread or Communion Bread made from Ann Pritchard's recipe are recommended.
2. Work with the teams for furnishing the Weekender's Chapel and Palanca Chapel. Fourth Day has diagrams for recommended set-up.
3. Find out quantity of bread, wine and grape juice to purchase for the Weekend (including Sponsor's Eucharist and Clausura). Let the rector know if you will be purchasing this or if they need to do that for you. (Communion is served each day to Weekenders, team and 4<sup>th</sup> Day Eucharist to the community on Sunday afternoon) (Recommended 16 rounds of bread)
4. If you are not experienced in altar duties, consult with the Palanca Spiritual Director or Weekend Spiritual Director.
5. Attend all team meetings.

### DURING THE WEEKEND

1. Make sure you have supplies of bread, wine and grape juice for the Weekend.
2. Make sure you have 4 chalices and 2 plates for communion.  
(Do not use supplies from the host church)
3. Set up Weekenders' altar and the Palanca altar for the Weekend according to the schedule. This includes morning and evening prayer and Eucharist each day.  
(Weekenders do not have Eucharist on Thursday evening.)
4. Get elements ready when needed for Sponsor's Eucharist on Thursday evening and Weekender's and Team Eucharists during the Weekend.
5. Assign team members to serve Eucharist and take offering for Clausura.
6. Check with Palanca Rector and/or the Weekend Rector as to where the Chapel visits should be set up. The church Sanctuary may be used for this purpose.
7. Change the altar and clean the linens as required during the Weekend.

### ***Altar Progression***

- Thursday night, white sheet only on the Weekender's altar plus two candles and a cross.
  - Friday morning, add a tight rose bud in a vase.
  - Friday after the morning chapel and Eucharist add a lace decorative cloth.
  - Saturday morning, have the rosebud slightly opened (get a fresh bud if needed).
  - Sunday morning you may make a more colorful and (festive) altar with colored candles and a more decorative cloth. The rose bud should be fully opened by now.
8. Set up Weekenders' chapel for Apostolic Hour including a list of Weekender's names and crosses. Locate these items on Friday. (List of names can be requested from 4<sup>th</sup> Day Computer Geek)

### ***List of Services for the Weekender's Chapel***

Thursday Evening	Communal Spiritual Examination and Celebration of Forgiveness.
Friday Morning	<ol style="list-style-type: none"><li>1. Morning prayer – place rose bud on altar before service.</li><li>2. Eucharist service – set up elements.</li></ol>
Friday Evening	Evening prayer – check on rose and the candles after the service. Refrigerate the rose overnight.
Saturday Morning	<ol style="list-style-type: none"><li>1. Morning prayer – set the rose bud (half opened) on the altar before the service.</li><li>2. Eucharist service – check with the Spiritual Director how to set up altar.</li></ol>
Saturday Evening	Chapel Visits – place six carpet squares in a circle in the designated locations, place a votive candle in the center of the circle and place tissues around the area. The exact number of places at each table should be checked with Fourth Day.
Saturday Evening	Examination of Conscience and Evening Prayer –remove the rose bud after the service. Refrigerate.
Sunday Morning	<ol style="list-style-type: none"><li>1. Morning Prayer – place the rose (full bloom) on the altar before the service.</li><li>2. Eucharist service – set up as requested by Spiritual Director.</li></ol>
Sunday Afternoon	Apostolic Hour – set the chairs so the Rollo Team members sit on one side of the chapel and the Weekenders on the other facing each other. The box containing the crosses and a list of names are place on the altar.