

Ascension Lutheran Church, Pratt Altar Duties/Assignments
Responsibilities to be shared by individuals and families signed up for each month

- Communion & Altar Setup/Cleanup
- Greeters – (at entrance 9:45-10:10)
- Co-Communion server
- Communion Usher
- Make sure offering plate is counted/collected

Altar Setup

- Consult Liturgical Year Calendar for proper altar colors
- Fill Communion trays – Wine is stored in refrigerator (may need to purchase new bottle at Quint's - \$9)
 - o Fill/Space cups apart, 20/tray, fill 40-50 cups (2 trays)
 - Hint – each tray holds 40 cups (cups are stored in a box in the cabinet)
 - Hint – use the white cup with red pump dispenser to fill the cups
 - o Fill glass “common cup” (chalice) approx. ¼ full (for Pastor)
- Fill wafer tray (paten) – wafers stored in cabinet
- Make sure gluten free wafers are in 2-3 cups (1 wafer in 1 cup) in the center of the paten
- Place paten, communion trays, and common cup (chalice) on altar and cover with the Eucharistic linen cloth (corporal)
- Set basket on stand(s) for individual communion cup disposal
- Make sure candles are sharpened!
 - o The sharpener is a 3” metal tool (like a crayon sharpener) on the shelf above the sink
 - o Replace candles (in a box above the sink) if they are approx. 3.5” or shorter
 - o Be careful not to get any wax filings on the altar cloths
- Make sure hand sanitizer and plastic gloves are available on table north of altar

Altar Cleanup

- Remove trays, chalice, cloth from altar
- Extinguish candles; candles need to cool and harden before they can be sharpened
- Wash chalice and wipe off communion ware
- Check supplies: wine, wafers, cups for the following Sunday
- Hang Eucharistic cloth, wash, and iron if necessary

Coffee Bar

- Make/Serve coffee; coffee stored in Sacristy
- Fill tub with water bottles and juice (stored in refrigerator)
- Cups and napkins stored in metal cabinet behind the coffee bar/table
- Pick up or recruit someone to bring snacks (once covid safe to do so)
- Wipe down tables, if necessary

Other

- Check thermostats – should be set to 80 degrees in Summer and 55 degrees in Winter (during off-hours)
- Dump trash if necessary
- Make sure lights are out and doors are locked – assuming you are last to leave