

Altar Guild Protocol for Holy Baptism

	Before the Service
	White Pulpit hangings?
	White Lectern hangings?
	White altar hangings?
	Readings for day marked in book on lectern?
	2 small alms basins on lectern-side acolyte pew?
	Candles on altar still serviceable? If new candles, are they pre-lit so that acolytes won't have trouble lighting them?
	Kneeler pillows uncovered?
	Hymns posted?
	Candidates' initials marked on baptismal candles?
	Baptismal candle(s) on edge of font stand?
	Chrism in small glass dish on edge of font stand?
	Baptismal towel hung over back of font?
	Glass bowl in font turned rightside up?
	Glass pitcher filled with warm water placed on floor in back of font?
	Paschal candle lit?
	80 wafers in bread box? <i>If holiday or special occasion</i> , may need more wafers in baggie on altar
	Bread box and wine flagon on sacristy counter?
	On altar: Water flagon Large host Chalice Paten Small silver bowl White Burse White Veil Corporal Altar book on stand Gluten-free wafers (4 on small paten) Pall (cardboard square) 2 Purificators (1 in burse)
	Gate to altar area open?
	After Service
	Two traveling communion kits refilled as necessary from aumbry?
	Silver and linens put away/readied for washing?
	Unconsecrated leftover wafers counted and put into plastic container? Number on container changed to reflect new total of wafers inside?
	Baptismal glassware washed and put away?
	Pulpit, lectern, altar, kneelers covered?
	Church door locked?