

## Altar Guild Protocol for Weddings

<b>ONE WEEK Prior to Service</b>															
Confirm exact time of rehearsal and wedding															
Confirm planned time for photographs—before or after service—so that church will be completely ready when first needed (ie, no protective coverings still on hangings)															
Confirm whether or not there will be a Eucharist. If yes, confirm number of wafers															
<b>Prior to Service</b>															
Church entryway tract rack and excess printed material into vesting room?															
White Pulpit hangings?															
White lectern hangings?															
Large black Bible on lectern? (Clergy will mark lessons)															
Kneeler pillows uncovered?															
Hymn board ready? If there are hymns, numbers posted? If no hymns, all lettering removed?															
Altar gate open?															
New candles on altar, pre-lit so that acolytes won't have trouble lighting them?															
<i><b>If no Eucharist</b>, remove altar book and stand from altar</i>															
<b><i>If Eucharist:</i></b>															
<p>On altar:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Water flagon</td> <td style="width: 33%;">Wine flagon</td> <td style="width: 33%;">Wafers in Bread Box</td> </tr> <tr> <td>Large host</td> <td>Chalice</td> <td>Paten</td> </tr> <tr> <td>Small silver bowl</td> <td>Corporal</td> <td>2 Purificators (1 in burse)</td> </tr> <tr> <td>Pall (cardboard square)</td> <td>Altar book on stand</td> <td>White Veil</td> </tr> <tr> <td>White Burse (from top drawer)</td> <td></td> <td></td> </tr> </table>	Water flagon	Wine flagon	Wafers in Bread Box	Large host	Chalice	Paten	Small silver bowl	Corporal	2 Purificators (1 in burse)	Pall (cardboard square)	Altar book on stand	White Veil	White Burse (from top drawer)		
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<b>After Service</b>															
Tract rack and other literature back into church entryway?															
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?															
Hangings changed as necessary for season?															
Pulpit, lectern, altar, kneelers covered?															
Church door locked?															