

## Worship Team

### Sanctuary set up and clean up

All supplies you will need can be found in the supply closet in the sacristy. The closet is just to the right of the two sinks.

#### Pre worship activities

1. Try to arrive by 9 am to set up.
2. Check the oil in the altar candles. If oil is needed, it is in the supply closet.
3. Set up Altar Communion. Locate the communion chalices, plates and coverings. The wine is in the cabinet to the left under the sink.
  - a. Fill a chalice about half full with wine and place a large wafer on a saucer.
  - b. Place the communion on the right side of the altar.
  - c. Cover the chalice with the small square cloth covered cardboard and the plate with bigger folded cloth.
4. Make sure there are communion kits for the leaders of worship.
5. Light the altar candles. If there is a baptism also light the large baptismal candle.
6. If weather permits and the air conditioner or heat are not on, open the windows on each side of the altar.

#### Post worship activities

1. Extinguish all candles. If there was a baptism, allow the family time to take pictures before extinguishing the candles.
2. Gather the used communion kits from the baskets at the end of each pew. And from the leader area.
3. Either drink the wine or it may be poured down the LEFT side of the sinks.
4. The wafer may be broken and set outside on the ground.
5. Wash out the chalice and plate. After drying, put them back in the closet.
6. If the windows were opened, close the windows.