



St. Christopher's By-the-Sea Episcopal Church Altar Guild Guidelines for COVID - 19 Phase II

The following Altar Guild Protocols are a portion of St. Christopher's Regathering Plan. The plan was prepared by the Regathering Committee and approved by the Vestry and the Diocese and is in compliance with the Diocesan *On Being Faithful* Guidelines.

Sacristy

Limit Congestion and Activity in Sacristy noting Set-up, Cleaning and Pre-set-up notes below. One person should suffice. Sacrament Candle should be cycled each Sunday. Altar Candles should be checked for Oil monthly. There should be no switch of Altar Linens as we are now in the long season of Green for Pentecost.

Weekly Flowers: **TBD**

General

- Please "sign-in" before performing any altar guild duties.
- Regular Sunday 10 am weekly Holy Eucharist worship service
- The regular altar guild duties of setting up and cleaning up will be performed by only one member each week. If a member needs assistance with these duties one other member may assist.
- No oblation bearers will be used.
- Elements set up on Credence Table.
- No wine distribution. One small wine cruet for clergy only.

Set Up

- Set up prior to service allowing clergy to vest one at a time.
- Wear a mask before entering the building and during the entire time you are in the building.
- After entering the sacristy wash your hands with soap and water for at least 20 seconds.
- Put on gloves. A box of gloves will be in the sacristy. Please do not touch your face after putting on the gloves.
- Wipe down the counter tops, cabinets, drawers, and all handles and doorknobs with the sanitizer and let it dry.
- Place everything you will need on the countertop: chalice, paten, cruets, corporal, purificator, bread, wine, water.
- Remove your gloves, put them in the trash, and wash your hands with soap and water for at least 20 seconds.
- Put on a new pair of gloves.
- Set up for Eucharist (bread and wine) in the usual manner.
- After setup is complete wipe down again all counter tops, cabinets, drawers, and all handles and doorknobs with the sanitizer and let it dry.
- Remove your gloves, put them in the trash, and wash your hands with soap and water for at least 20 seconds.

Eucharistic Vessels and Accessories

As there will be no Offertory procession all Eucharistic components will be placed on the 'credence table' before service. (Not on the small table at Church Entrance.)

All Items should be placed on the silver tray which will be placed on Credence table before service.
Tray Items:

- 1 – Chalice [No wine will be distributed to congregation – priests use only]
- 1 – Ciborium [Maximum number of hosts will be **TBD**]
- 1 – Patten with Priest/ Celebratory Host
- 1 – Pall
- 1 – Corporal
- 1 – Purificator
- 1 – Small Cruet of Water
- 1 – Small Cruet of Wine
- 1 – Lavabo Bowl – Placed next to Silver Tray on Credence Table
- 1 – Lavabo Towel - Placed next to Silver Tray on Credence Table
- 1 – Hand Sanitizer - Placed next to Silver Tray on Credence Table
- 1 – Offering plate will be set up on back table behind last pew
- No Silver Cross at Reserve Sacrament Altar Table

Following the service, all items (except Purificator, Corporal and Lavabo towel) should be thoroughly cleaned and replaced on Silver tray “as Pre-set-up storage for next service. Purificator, Corporal and Lavabo towel should be removed to be cleaned. Clean Purificator, Corporal and Lavabo Towel should be added to Pre-set-up Tray.

Clean Up

- Wait until the clergy have finished divesting and have left the sacristy before entering and/or extinguishing the altar candles.
- Put on a face mask if you are not already wearing one.
- Wash your hands with soap and water for at least 20 seconds. Put on gloves.
- Please put 10 of the consecrated wafers in the tabernacle and eat the rest. Pour the wine onto the ground by a tree.
- Clean up in the usual manner.
- Wipe down the counter tops, cabinets, drawers, and all handles and doorknobs with the sanitizer and let it dry.
- Remove your gloves, put them in the trash, and wash your hands with soap and water for at least 20 seconds.