

ABC (Altar, Baptism, and Communion) Volunteer Role – Quick Guide

Before the Service:

1. Prepare the Altar

- Check the church calendar located in the Sacristy and the right-hand closet behind the altar.
- Verify the correct liturgical color for the season.
- Change altar paraments if required.
- Check altar candles and replace any that are running low.

2. Prepare for Baptisms (If Scheduled)

- Place the baptismal font in the center aisle at the front of the church.
- Gather baptism items and place them on the font: Candle, Oil, Rock for blessing bowl.
- Fill the baptismal jug halfway with warm water and place it beside the font.

3. Prepare Communion

- Pour a small amount of wine into the chalice.
- Place and slice the bread as needed.
- Ensure gluten-free wafers are available.
- Place the chalice and bread plate near the offering plates.

4. Fill Communion Trays

- Fill glasses with white grape juice (inner circle) and wine (outer circles).
 - Add 2-4 extra cups of grape juice in the middle circle.
 - Clean the dispenser after use.
 - Stack trays as directed and transport to the Credence Table.
 - Place fine linens on the altar.
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During the Service:

1. Monitor Communion Supplies

- Watch for communion stations running low and bring additional elements as needed.

2. Be Available for Assistance

- Assist with unexpected communion-related needs and follow directions from the Worship Coordinator or Pastor.
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After the Service:

1. Baptism Clean-Up

- Empty baptismal water into the sacristy sink.
- Return all supplies to storage locations.

2. Communion Clean-Up

- Empty used glasses and load dishwasher.
- Add detergent and start dishwasher.
- Hand wash the chalice and bread plate.
- Wipe down trays and return them to storage.

3. Store Remaining Elements

- Refrigerate remaining wine and appropriately store or dispose of juice based on service schedule.

Final Thoughts

- Contact the Worship Coordinator or one of the Pastors with questions.
- Thank you for helping prepare the Altar, Baptism, and Communion elements for worship.