**Church Altar Guild Sacred Safety Checklist**

**Duties of the Altar Guild**

* Prepare all things necessary for the Celebration of the Eucharist.

**Preparing the Vessels for Holy Communion**

* Clean the Chalice, Ciborium, and Cruets with boiling water @ 150 degrees with ammonia for sterilization for ten minutes.
* The Chalice is placed with a purificator on top followed by the Paten. The Paten is the plate used for the Bread (Priest Host) at Holy Communion.
* On the Paten lay the Pall. Over all items, arrange the Veil. Followed by the Burse which carries the Corporal.
* Ciborium resembles the Chalice except it has a lid and carries the Communion Wafers.
* Make sure the Cruets are used for the Wine Lavabo and Water, Pitcher with Water and Lavabo Towel are placed for the Priest to wash hands before the Eucharist begins.
* Confirm all items have been placed on the Credence Table.

**Additional Duties of the Altar Guild**

* Polish the Tabernacle and Candles
* Polish Baptismal Font and Paschal Candle
* Maintain/Polish the Votive candles stand and change candles as needed
* Clean the Priest Sacristy and cleaning of the Vestments
* Change Fair linen as needed
* Change the colors on the Altar as needed for the seasons of the year
* Polish the candles holders and change the candles as needed on the Altar
* Polish the Acolytes Torches/Crosses
* Polish the Incense Boat/Thurible

**Sacred Safety**

* If a member of the altar guild unknowingly had the corona virus, that includes precautions that might prevent exposure to other guild members or clergy.
* Wear masks
* Wash hands or use hand sanitizer **before and after** every method of preparation of each vessel for holy communion
* Wear gloves and masks during the removal of vessels after the service
* Wear gloves and masks during the cleaning/washing of the Sacramental Table clothes and napkins