

#### ALTAR WATCH DUTIES 2009

1. CHECK CANDLES. ADD OIL IF NEEDED. POLISH BRASS CANDLE HOLDERS AS NEEDED. CLEANER IS IN CUPBOARD UNDER SINK
2. CLEAN GLASS ON ALTAR. GLASS CLEANER IS IN CUPBOARD UNDER SINK.
3. PLACE 4 CHALICE COVERS & 2 UNFOLDED COMMUNION CLOTHES ON ALTAR. THESE CAN BE FOUND IN THE COMMUNION DRAWER.
4. CHECK CONDITION OF THE ALTAR CLOTH, CHALICE COVERS, ETC. STRAIGHTEN, OR CLEAN AS NEEDED
5. CHECK THAT BANNERS, ETC ARE HANGING STRAIGHT. IF THEY NEED IRONING THERE ARE IRONS & AN IRONING BOARD IN THE SACRISTY.
6. DUST ALTAR AREA. FLOWER STANDS, CROSS, LECTERN AREA AS NEEDED.
7. IF THERE ARE FLOWERS CHECK TO SEE IF THEY ARE PRESENTABLE FOR SUNDAY S SERVICE. IF THEY ARE WILTED, THROW THEM OUT.. IF THERE ARE NO PLANTS DO NOT LEAVE EMPTY PLANT STANDS, PUT THEM IN THE SACRISTY.
8. CLEAN SACRISTY & BANNER ROOM IF NEEDED.
9. VACUUM AROUND ALTAR, IF NEEDED.
10. THE OLD BAPTISMAL FONT IS TO BE USED AS THE OFFERING TABLE. PLEASE LEAVE THIS AT THE CORNER OF THE ALTAR STEPS
11. COORDINATE WITH YOUR ALTAR PARTNER TO BE SURE EACH WEEK IS COVERED. THE KEY TO CHURCH IS ON A HOOK IN THE UPPER LEFTHAND CUPBOARD. THE KEY CAN BE PICKED UP ON THE LAST SUNDAY OF THE MONTH BEFORE YOUR MONTH ANYTIME AFTER THE 8 A. M. SERVICE. RETURN IT TO THE HOOK AFTER YOU HAVE FINISHED YOUR MONTH.
12. THE ALTAR WATCH BOOK IS IN THE LEFTHAND TOP DRAWER. IT IS A GREY BOOK & SHOULD HAVE PICTURES OF EVERYTHING IN IT IN CASE YOU HAVE QUESTIONS.