

GUIDELINES FOR WPC LILIES
(Updated for the new Sanctuary - January '05)

Setting up the communion table for services in the Sanctuary:

1. **Cloth:** We will use table “runners” on the communion table, which overhang the sides of the table, but not the front or back. Four new custom made runners -green, red, violet, and white (white linen with embroidered white cross motif in center and four corners) are hanging in the Parish Hall closet to the right of the choir area, where the cloths have always been. The “liturgically correct” cloth colors are listed on the enclosed schedule for your guidance. The schedule is posted in the closet. (Note that a cloth is not a “must”; a bare table is perfectly OK.)

We are not using pulpit cloths in the new sanctuary.

2. **The cross, candlesticks and offering plates:** These are now stored in the cupboard under the back of the communion table in the sanctuary. Let me know if you think they are due for polishing. The four offering plates should be placed on the center of the table in front of the cross. Candlesticks are usually placed in the back corners of the table. Place the square, clear plastic coasters under the candlesticks, and please clean if they have wax on them. Please light the candles prior to the start of the service, and blow them out just after the service, to prevent someone else from blowing them out and inadvertently dripping wax on the cloth. Return them gently to their laying down position in the cupboard after the service.
3. **Flowers or a plant:**
4. Only flowers for the communion table are needed for most services. They can be your own or a florist’s, arranged in any way that pleases you. A plant is also fine. The only two rules are:
 - a. No artificial, silk, or dyed flowers.
 - b. Please note when planning the flowers that nothing on the table should be higher than the cross.

Please note that a pair of low, round copper vases have been purchased for the church and either are available to be used in an arrangement if you wish. They are stored in the Parish Hall closet on the shelves where the cross and candles used to be kept. Please be sure that they are returned the closet after use. If you use your own container, please collect it after the service.

You may decide what to do with the flowers after the service.

You are not expected to foot the bill for the flowers. You can buy flowers at Stop&Shop, for instance, and get a receipt to submit to the church for reimbursement. Try to stay within a \$30 limit, and make sure to mark your receipts “WPC Flowers” or “Guilded Lilies”. Leave the receipts with your name and address in the treasurer’s box in the church office.

5. **Bible:** The Bible is now stored inside the lectern at the altar. Please place it on the lectern and mark the pages for the designated scripture readings for the service.
6. **Baptisms:** If you are scheduled for a Baptism Sunday, you will also need to supply one white rose for each child being baptized in a separate vase/container on the table, or individually wrapped in cello with ribbon to be laid on the table for each family to take home. You should call Susie Gross at the church during the week before to confirm how many children, if any, are to be baptized. You will also need to put out the silver baptism bowl with water in it for the baptism.

You are free to omit any other flower arrangement and just have the rose(s) on the table for this service if you like. On Baptism Sundays, the cloth is always white.

7. **Communion Sundays:** The table will be set by the Worship Committee. Lilies do not need to set up for these services.

After the service:

Return the cross and candlesticks to the cupboard under the table. Replace the Bible inside the lectern, and table runners should be carefully folded and replaced on their hangers in the Parish Hall closet. (A finance-type person will clear the offering plates.) You may take your flowers home or give them to someone who would appreciate them. Deacons may be able to give you suggestions.

P.S. If you are unable to serve that week, please trade Sundays with someone and notify the church office of the changes (762-5514). If you get in a jam or have questions, call Judy (762-8354).