

4/10/2025

Altar / Podium Placement

1. Grab the altar that is in the coat cove where the nametags hang up.
2. The main clothes will be on there.
 - a. Set the altar up in the Church Sanctuary in front of the cross with the cross centered to the altar with the altar sitting on the main floor in front Wesley United Methodist Church's Chancel. This is where Spirit Alive!'s band plays.
3. Grab a music stand from where Wesley United Methodists choir and music players set by the baptismal font: the bible, tablecloth with the golden cross on it, and the lectern will be laying on the podium in the office.
 - a. Place the music stand to the left of the altar.

You might have to move some of WUMC microphones and music stands closer to their chairs to make more room and less of a tripping hazard.

The music stand will then set in between the altar and the WMC's choir setup facing the congregation.
 - b. The white tablecloth with the cross on it goes onto the altar: the gold cross is placed as centered as possible hanging in front of the altar.
 - c. The lectern is then placed on the altar. As you are facing the congregation it is situated on the right-hand side of the altar. To the top right-hand corner.
 - d. The bible is then placed on the lectern, I try to open it to the gospel for that day: you will be able to get this from the bulletin.
 - e. You will then get one of the candles off from WUMC's altar that is sitting to the back of their chancel closest to the windows: then place the candle on the left-hand side of our altar across from where you have the bible on the right-hand side.

Here is how the altar will look like:



You have now completed the setting up Spirit Alive! extended chancel for church service.

The communion set up / take down volunteer will now be able to start their list.

After church service, please place everything back: the bible, lectern, and white cloth with the golden cross will be placed on top of the podium located in the office.

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The music stand will need to go back to where the WMC's Choir / Music Players sit.

The altar goes back into the coat cove with the main table clothes.

If assistance is needed, please ask Pastor Wesley