

**ALL SAINTS'**

EPISCOPAL CHURCH

**CONCORD, N.C.**

**ALTAR GUILD MANUAL**

*Revised January 2015*

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## **The Work and Worship of the Altar Guild**

Altar Guild Service is an extension of one's worship. Regular attendance at Sunday Services as well as other services is a basic requirement of Altar Guild membership. To arrange the altar for the celebration of our Lord's life, death and resurrection is in itself an act of worship and therefore should be done with reverence and joy. Plan to attend any service that you prepare. If each of us can perceive the elements of celebration and hope that are present in every experience of worship, our offering of work and worship will indeed be a "sacrifice of praise and thanksgiving."

### The Privilege of Altar Guild Service

Being a member of the Altar Guild is a privileged discipline, a service of love, an offering of time--when perhaps the children have dental appointments, ball games, and you yourself have people coming to dinner.

It is preparing the altar for a Saint's Day Celebration all alone in the sanctuary with the quiet, the peace, the beauty of it all--a special closeness to God; polishing brass and silver, knowing you are doing something beautiful for God, but something definitely lousy for your hands, dirty fingernails and ragged cuticles.

It is returning to the sacristy for altar work after the celebration and listening to the happy roar of the coffee crowd in the Parish Hall, and the hilarity and embarrassment when a visiting Priest at the offertory announces, "Will one of the fair ladies of the altar guild please bring the alms basins?"

You wonder, during the service, if you forgot something when you notice someone goes back to the sacristy-- and hope it is only to fetch a Kleenex for a sneeze coming on. It is the anxiety and weariness of getting something done for the midnight Christmas Eve Eucharist and arriving a bit early to sit quietly in the church--you see a halo of beauty around the adorned altar.

You feel sorrow while pressing the pall to be placed over the body of a beloved brother or sister in Christ, and then you sense that faithful departed is in the Lord's nearer presence.

It is vesting the chalice and prayer for all who will make their communion that day, and it is checking with the priest about any special needs, especially when you know he or she has had a hard week ministering to this parish family. You ask God to strengthen and help him or her as he looks after all who worship in this place.

The privilege of the Altar Guild Service--hard work, reliability, schedule juggling, and sometimes inconvenience, but also a service of peace, joy, and thanksgiving.

from the Tenn. Altar Guild Newsletter

Suggestions for Worship During Preparation

The Lord's Prayer...  
Any of the following:

Prayer for Quiet Confidence.....Page 832 (1979 Prayer Book)

O GOD of peace, who hast taught us that in returning and rest we shall be saved, in quietness and in confidence shall be our strength; By the might of thy spirit lift us, we pray thee, to thy presence where we may be still and know that thou art God; through Jesus Christ our Lord. Amen.

For Joy in God's Creation.....Page 814 (1979 Prayer Book)

O HEAVENLY Father, who hast filled the world with beauty; open, we beseech thee, our eyes to behold thy gracious hand in all thy works; that rejoicing in thy whole creation, we may learn to serve thee with gladness; or the sake of HIM by whom all things were made, thy Son, Jesus Christ our Lord. Amen.

For our Parish.....Page 817 (1979 Prayer Book)

Almighty and ever living God, ruler of all things in heaven and earth, hear our prayers for this parish family. Strengthen the faithful, arouse the careless and restore the penitent. Grant us all things necessary for our common life, and bring us all to be of one heart and mind within your holy church; through Jesus Christ our Lord. Amen.

For Those We Love.....Page 831 (1979 Prayer Book)

Almighty God, we entrust all who are dear to us to thy never-failing care and live, for this life and the life to come, knowing that thou art doing for them better things than we desire or pray for; through Jesus Christ our Lord. Amen.

Additional prayers may be found beginning on page 814 (1979 Prayer Book)

## **The Services At All Saints' Parish General Instructions**

### **I. Schedule of Services**

Fall – Sunday

Early Eucharist Rite I	8:00
Morning Contemporary Eucharist Rite II	9:00
Main Eucharist Rite II	11:10
Wednesday Eucharist Rite II	12:00 noon

Summer – Sunday

Early Eucharist Rite I	8:00
Casual Communion with music	9:00
Main Eucharist Rite II	10:30
Wednesday Eucharist Rite II	12:00 noon

Please read the bulletin service sheet to determine which services will be held during the week. Also note any variations.

### **II. General Altar Guild Responsibilities**

Altar Guild week begins on Friday and the team is responsible for all services in the church that week. Those persons serving together meet in the church for brief prayers as a reminder of the purpose of Altar Guild work prior to beginning their preparation. Suggested prayers are in this book.

1. Each new member should be assigned to work with an experienced member until he/she is thoroughly familiar with procedures.
2. Particular care should be given to the correct storage of linens, stoles and vestments. Corporal and credence covers are quite different in shape, and if properly folded, will not look similar enough to cause confusion.
3. Always check the liquid wax candles before each service. See the information on using and caring for these candles in this book. Each candle should be filled during preparation time on Friday or Saturday. The wicks last a very long time, and replacements are provided with orders of liquid wax. Always make sure there is adequate oil in the candle lighters and that they are polished and the bell cleaned to prevent soot and was from dropping on the fair linen.
4. Check for dust, etc. in Chancel and Sanctuary before and after the service.
5. Prepare Altar and Chancel for all services held in the church. This includes special services as well as those on the regular schedule.
6. Please see that all vessels, paraments, and other items auxiliary to parish worship are in good condition and ready for use at all times.

7. Refer to chart on clipboard for the current instructions for communion setup. In depth instructions are found under the heading for that particular service in this manual.

8. It is helpful to remain for and throughout the services for which you are responsible. If you cannot attend, let the priest know. If no one will be at the early service the team may set out the Holy Communion vessels, elements and alms basins on Friday or Saturday waiting to fill the wine and water cruets till the last minute.

9. Work with the Catechesis levels as requested.

10. Each team is responsible for washing your cleaning cloths and towels. Specific groups launder altar linens.

### **III. Team Captain Responsibilities**

1. To schedule the preparation session when her team is on duty for the week.

2. To act as the liaison between the clergy, the parish secretary, altar guild chairman and her team.

3. To assure that all responsibilities of her team are performed.

### **IV. Altar Guild Chair Responsibilities**

1. To organize teams and set schedule for the year

2. To train new members

3. To monitor and order supplies

4. To monitor condition of vessels, linens, paraments

5. To serve as a member of the worship ministry team

6. To work closely with the clergy to adjust service arrangements as needed.

## General Information

### I. Candles

#### Liquid Wax

1. When preparing the altar on Friday or Saturday, be sure to fill the candles (torches, Eucharistic candles and office candles). To fill the candles with liquid wax, unscrew candle top, pour liquid candle wax into candle to ½” from the top. Screw top back in place and wipe candles with a paper towel. It is expected that we will use about 8-oz. of the liquid wax each week. A quart bottle should last about a month. The squirt top must be kept for filling the candles. If the church is very cold, the wax will solidify. Run hot water over the candle exterior before filling to prevent the wick from pulling through the follower.
2. Office Candles (small candlesticks) should be placed close together on retable. (See picture.)
3. Each Eucharistic Candlestick should be placed on the altar the same distance from the end of the altar. Use cross "gadget" in black mailbox to measure.

#### Beeswax

1. Remnants of candles (shorter than acceptable for altar use) are stored in the used candle boxes in the candle cabinet in the Sacristy. These short candles may be used by the Catechesis Atriums.
2. The Pascal Candle, Advent wreath candles and the 7-branch candelabra are the only remaining beeswax candles used at All Saints'. ALWAYS use followers.
  - Clean wax from followers and stands over paper in order to keep from getting it on the floor or in the sink.
  - Do not use knives or sharp objects on brass to remove wax.
  - Followers can be cleaned by boiling in water in the "wax pan"(NOT the one used for silver) and immediately wiping with a paper towel.
  - Pour water outside *not* down the drain. ***The wax will clog the drain.***

#### **NOTE: Proper placement of the Pascal candle:**

1. Leave out by the pulpit from Easter Eve through the Day of Pentecost.
2. At the front of the casket (or by the lectern with cremains) for funerals.
3. By the font for baptisms.

### **Candles and Candlesticks: Definitions**

**Eucharistic Candles:** The two candles on the altar, used only for communion.

**Office Candles:** The six candlesticks on the retable. These may be lit for any service.

**Torches:** They are located on both sides of the Lectern and can be lit for any service.

**Candelabra:** (Seven-branch) are stored in upper cabinet to right of sink. They may be used on retable instead of office candles.

Paschal Candle: Tall decorated candle used throughout the Easter season, for funerals and baptisms. Ordered from Boric. Sanctuary – 1 <sup>15</sup>/<sub>16</sub>” x 39” Parish Hall – 2 <sup>1</sup>/<sub>2</sub>” (or 2 <sup>3</sup>/<sub>9</sub>”) x 36”

## II. Brass

**Large vases** (Church use only) on retable and other sets in lower cabinet to right of sink

**Tin or plastic liners** are for large vases. Florists usually provide their own.

**Large Pavement Candlesticks** are stored in closet and are used on wooden boxes for weddings and Christmas Eve.

**Advent Candle Ring** is stored in the closet and attaches to the paschal candle stand. Center spike is on shelf in closet.

**Brass Cleaning:** The Altar Guild is responsible for cleaning all brass. There is a schedule for this. Groups will schedule brass cleaning at regular intervals. Anytime you see fingerprints or spots on brass, however, try to remove them. Lacquered pieces should never be polished: however, they should be dusted with a clean dry rag and water spots dried immediately.

## III. Flowers

1. Check the Flower Chart to see if flowers are given. If not, greenery or flowers may be used. **Note:** On occasions when no flowers are given, creativity is encouraged.

- During Lent greenery only is used. Flowers and/or greenery are acceptable during all other seasons. (Flowers *may* be used during Advent).

2. If flowers are given, place vases on the altar (retable) when setting up for the service. Florists have access cards to the church. The office will notify the team chairman if another florist is bringing the flowers, and the team should arrange a time to meet the florist on Saturday.

3. Flowers are delivered by the Pastoral Care Committee to the hospitals, retirement and rest homes in the large plastic, tin, plastic or glass containers found in the flower closet.

- The All Saints' cards are in the drawer in the sacristy.
- Pastoral Care will take care of placing the flowers in containers, attaching the cards, and delivering to the persons that the Rector has listed on the board in the sacristy.

- Pastoral Care is responsible for returning the containers to the Altar Guild.

4. When emptying vases or liners, pour water on ground outside, **NOT IN SINK**. The oasis will clog the drain.

#### **IV. General Arrangements in Sanctuary**

1. Place proper hangings on altar, pulpit and lectern. (Refer to calendar in Sacristy unless notified differently by the priest). On the Lectern, hang the Jewish Symbol on the left in the Old Testament and the Christian Symbol on the right in the New Testament if present.

2. Post Hymn Board with:

(a) Slide designating day.

(b) Hymn numbers (do not post "S" numbers)

Carefully slide hymn numbers on and off boards to prevent bending.

3. Ensure there are, at all times, prayer books and hymnals on both sides of the Sanctuary and on the prayer desks.

#### **V. Housekeeping**

Dust all furnishings within the nave, the altar, retable, pulpit, credence tables, chairs and pews and the altar rail. The rail may need to be wiped down with a damp cloth periodically.

#### **VI. Missal**

The missal on it's stand is on the clergy's left as they face the congregation.

After the service it should be returned to the top shelf of the credence table with the front of the book facing the congregation.

#### **VII. Revised Common Lectionary**

The Bible on the lectern is removed prior to the regular Eucharistic services and replaced with the Revised Common Lectionary. The process is reversed after the last service of the day.

#### **VIII. The Gospel Book**

The Gospel Book is moved from it's stand on the left credence table to the front center of the altar, base toward the congregation, for the service & is returned to the stand after it is read.

#### **IX. Linens**

Altar linens should be clean and pressed. The ends of the fair linen may need to be "touched up" with the iron. Soiled "small linens" should be left in the basket by the sink (do not soak) for the linen care person of the month to pickup. Soiled fair linens should be left on top of the lift top cabinet with a note attached for the "large linen" care person.

## *ALTAR LINEN CARE COMMITTEE*

Caring for the altar linens is a very special service for members of the Altar Guild. Altar linen care is broken down into two categories. Large linens include fair linens and superfrontal etc., and small linens include purificators, corporals, lavabo towels, credence cloths etc. The large linens are cared for by Jane Liles. The small linens are cared for by Jan Millar, Rachael Towell, Debbie Lewallen, Elizabeth Solomon and Jeanne McCarthy. Soiled purificators etc. should be left in the basket by the sink in the Sacristy. Soiled fair linens should be folded and left on the counter in the Sacristy with a note attached. Please notify Jane or Jeanne that there is a soiled fair linen to pick up.

### ***SMALL LINENS***

Done regularly by Shane Moore. (2015) 704-433-8612

### ***LARGE LINENS***

Call Jane Liles for pickup of soiled fair linens.

## **PHONE NUMBERS**

2015

Jane Liles	704-782-2816
Jeanne McCarthy	704-795-4794
Jan Millar	704-782-1318

### ***CARING FOR LINENS AND VESTMENTS***

The linens should be hand-washed and never taken to the laundry. This phase of work should be done to the glory of God just as any other duties. If some member of the Guild is a particularly good laundress, she may discreetly take linens from time to time and give them a washing after her own heart, but, let her not forget that a poor laundress who does the work to the glory of God really, has done a better service in God's sight than the good laundress who "just can't stand to see such linen"!  
(author unknown)

Washing and ironing the linens can be such fun and is so rewarding. Snowy linens without a spot or blemish are a joy to see. If at first you have difficulty being a good laundress, just keep trying. Do not forget that linens lying around for a long time also get soiled and need doing over. Keep the linens immaculate. (author of above unknown) Do not use starch on linens. Bugs are attracted to starch. Do not bleach linens. They wear out quicker.

### ***Stains***

Wine or lipstick-Biz works well or soak in Efferdent

Candle wax-Rub with ice cubes or freeze dry linen in a plastic bag. Scrape off with fingernail. Place between several layers of absorbent tissue or a white blotter and press with a warm iron. Pour boiling water through stained area from the wrong side. If wax dye remains, sponge with alcohol.

Washing-Linens can be machine washed. Use a mild soap (Instant Fels, Ivory Snow, etc.) Calgon Water conditioner in the first washing and rinse cycle is recommended. Water temperature can be as hot as you like with white linens. With colored linens avoid prolonged soaking or excessively hot water.

Drying-Smooth out linen and dry on a smooth surface or line dry. If necessary machine dry on low setting. Remove while still damp. Linens taken from the dryer slightly damp are ready for ironing. If they are dry, sprinkle them and put them into a zip lock bag and place in the fridge for several hours. They will be evenly moist and ready to iron when removed.

Ironing-Have the linen uniformly damp. Set the heat indicator on your iron to "linen" for regular and heavyweight linens, iron face down on piece of heavy flannel or Turkish toweling. A thin pressing cloth is an added safety factor when ironing cutwork or lace. Because of its resilience, linen will change shape and size as you iron it in any direction. When ironing a fair linen, which should always be the exact depth of the altar from back to front, it is helpful to use a yardstick, shaping and measuring as you iron to be sure of finishing it to correct size.

Storage- Roll fair linen or large altar cloths on cardboard tubes covered with muslin to prevent wrinkling. Wrap in acid free tissue or muslin. When storing avoid areas of excessive heat or cedar lined chests and drawers. The fumes from cedar tend to yellow linen. Do not store linens starched. Linen is moth-proof, but moths like starch.

Vestments-Vestments should be dry cleaned as soon as spots are noticed and mended as needed.

### **X. Clergy Vestments**

Chasuble should be laid across side altar rail with top side folded up for easy access. Frequently used colors may be in closet outside Priest's office so won't need laying out.

Chasuble should be hung in the clergy vesting room or closet outside Priest's office and stoles placed in drawer in chest in vesting room after the service.

## **XI. Private Communion Boxes**

There will be a note left in the Sacristy if private communion boxes are needed. Prepare them with 5 wafers, a small purificator (there are small ones in the drawer specifically for the boxes), wine mixed with water. Place the box on the altar to the left of the vested chalice facing the altar (usually done at 9:00 service).

Or

There will be a note left in the Sacristy if private communion boxes are needed. Place a small purificator (there are small ones in the drawer specifically for the boxes) in the communion box. Place the box on the altar to the left of the vested chalice. The celebrant will prepare the box with wafers and wine following the Holy Eucharist service.

## **XII. Aumbry**

Small cabinet in the wall by the credence table, it contains a decanter, bread box and pix containing blessed elements. Outside of vessels should be cleaned as needed and bottom of cabinet wiped out. There is a gold box containing gluten free wafers that remain in place till the Priest needs them.

## **Capacity of Cruets and Vessels**

1. Small silver cruet holds wine for 40
2. Glass cruet holds wine for 80
3. Silver flagon holds wine for 120
4. Ciborium holds 200 wafers
5. Large bread box holds 100 wafers
6. Small bread box holds 50 wafers.

## **Brass Cleaning Schedule**

### **First Sunday of the Month**

Switch needlepoint kneelers in front of Altar rail from one side to the other (evens out the sun effects), Eucharistic candlesticks on altar in parish hall, small cross in same location (if being used).

### **Second Sunday of the Month**

Torches and Prayer Book Stand, altar crosses on Parish Hall altar if being used.

### **Third Sunday of the Month**

Lectern, candle lighters. Clean glass cruets with Polident.

### **Fourth Sunday of the Month**

Brass prayer desk in Prayer Room (2015), candle lighters (Please place paper under desk to protect carpet)

### **Fifth Sunday of the Month**

Handle Clergy cross (cross on right facing the altar), cross over the Sacristy door, cross and handle of processional cross on left (facing altar). Altar cross is coated and should not be polished.

### **Every Week**

Candle lighters. \*Wipe out inside of the bell snuffer to prevent soot from dropping on the fair linen. Wick and oil container need to be checked in lighters in Sanctuary and Parish Hall.

The vases, candlesticks and altar cross in the Sanctuary are lacquered. Do not polish them. Dust them with a *clean dry cloth*. (water, Endust, brass polish etc. will erode the lacquer)

If something needs polishing please do so even if it's not your turn. Let's keep everything shiny and clean. This is God's table that we are preparing!

**\*NOTE: Cross, all candlesticks and vases on main altar are coated, as is Pascal candlestick / advent candle wreath holder. Dust with clean, dry cloth only. NO POLISH OR WET CLOTHS.**

Wadding polish removes more easily if allowed to dry for a few minutes, otherwise leaves a film.

## **Silver Cleaning Schedule**

See page 12!

All silver used at a service, including alms basins, should be washed in hot, soapy water, rinsed and dried after each use. This removes oil from fingers and leaves it ready for the next use. Polish only as needed.

## What It Is And Where It Is

### Altar Silver

*(Church silver is stored in Sacristy cabinets)*

**Alms Basins:** Basins or plates used to receive the offering of money. (These are kept in the 2nd & 3rd drawers in the sacristy (Brass basins are kept in cabinet to right of sink.)

**Baptismal Shell:** Small silver trimmed shell sometimes used for Baptisms

**Bread Box:** Round silver or pottery box to contain bread

**Chalice:** Silver or pottery goblet for administering wine.

**Ciborium:** Chalice with lid, to contain wafers.

**Cruet:** Small pitcher shaped vessels for wine and water

**Flagon:** Large tankard-like container for wine.

**Lavabo:** Silver or glass bowl used to wash celebrant's fingers.

**Oil Stock:** Very small round silver container with oil and cotton used in unction

**Paten:** Bread plate for administering bread.

### Priest's Eucharistic Vestments

*(Stored in Vesting Room)*

**Alb:** Long, white cotton or linen robe with sleeves and front opening.

**Amice:** White-collared cloth with ties to form collar for vestments. This must be laundered after each use. (We have not used in a while.)

**Chasuble:** -Cape (poncho)-like garment in seasonal colors or white linen worn over all above listed vestments for church Eucharist.

**Con-Celebration Robe:** For chapel use only. Used with long chapel stole. This robe is derived from the typical monk's robe and was originally used when two priests were celebrating the Eucharist simultaneously.

**Eucharistic Stole:** Long narrow stole in seasonal colors worn with alb or con-celebration robe

**Girdle:** White rope worn around alb

**Maniple:** Short looped stole-like vestment worn on priest's left wrist robe

## **Priest's Other Vestments** (Stored in Vesting Room)

**Biretta:** Black brimless hat or cap with four pointed corners with pom pom on top.

**Cape: Full length cape of material to match hangings. Used for special occasions**

**Cassock:** Long black robe with front opening worn for non-Eucharistic services.

**Cincture:** Black cloth belt with snap fasteners (or buttons) and fringed sash. This is normally worn with cassock.

**Hood:** A hood worn over the shoulder and down the back, denoting a college or seminary degree.

**Surplice:** White, three quarter length over garment with full sleeves, worn over cassock.

**Tippet:** (Preaching stole) Black stole worn for any non-sacerdotal function.

## **Church Vestments or Hangings** (General locations)

**Church Super frontals** are kept in special lift top hangings cabinet in Sacristy. Hand painted silk frontal used for Pentecost is rolled on tube located under altar in Parish Hall where it is to be used. 2014

**Church Pulpit Falls and Bible Markers** are kept in drawer in sacristy.

**Funeral Pall** is kept in lift top cabinet in Sacristy.

**Veils for Crosses during Lent** are hanging in clergy vesting room

### **Description of Vestments**

**Bible Markers:** Originally to mark the lessons; these now decorate and are in seasonal colors.

**Cremation Veil:** This is a white square veil with a phoenix embroidered on it.

**Funeral Pall:** This is a white brocaded cloth with gold and red orfrees used to cover caskets.

***Pulpit Falls:*** These are rectangular hangings in seasonal colors hung from the church pulpit.

***Super frontals:*** Used on altar to denote the church season. They are in seasonal colors or white linen, which may be used with any season. We do not use a superfrontal during Lent.

## **Vestments for Chalice and Paten**

***(Located in Sacristy drawer)***

***Burse:*** Colored silk or brocade square with opening to hold linens.

***Pall:*** Stiff square covered in linen which fits over chalice.

***Veil:*** Colored silk or brocade material, which drapes over pall. (May be hung in lift top cabinet.)

## **Linens**

***(Located in Sacristy drawers)***

***Corporal:*** Square of fine linen with cross at one end. This is used to catch any crumbs, which may fall from the wafers on the altar. Chalice sits on it.

***Credence Covers:*** Rectangular linen cloth for credence and oblation tables.

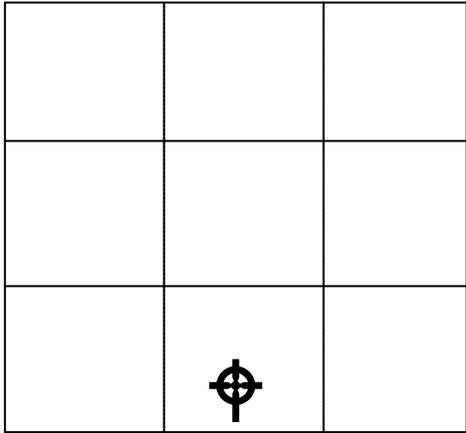
***Fair linen:*** Long linen cover for altar. This is the only vestment actually required by the church. These are kept in the bottom drawer in the chest and the wall rack in the Clergy Vesting Room. Lace frontals and large linens are on rack.

***Lavabo Towels:*** Small, oblong linen, folded in thirds, lengthwise, usually embroidered with a cross. Baptismal towels have a shell embroidered.

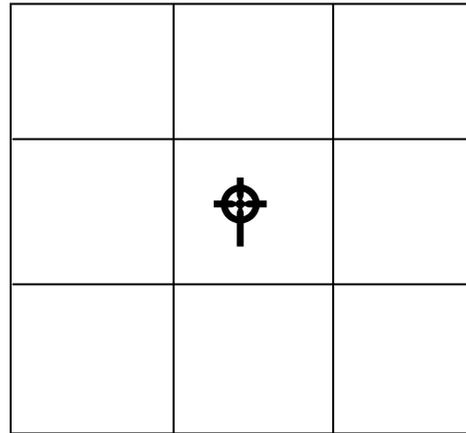
***Linen Chalice Veil or Fair linen Cloth:*** A Square of fine linen richly embroidered and trimmed with fine lace (to cover chalice after communion)

***Purificator:*** Fine linen with cross in center. These are used to wipe the chalice between communicants.

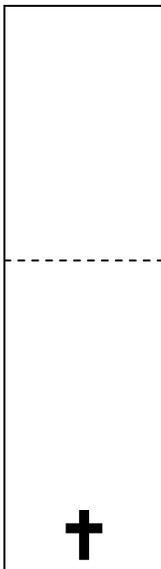
***Private Communion Purificators:*** Same as purificator, but much smaller. Used in private communion sets.



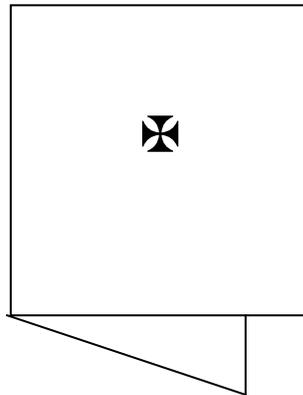
**(Fold inside out)  
Corporal**



**Purificator**



***Lavabo Towel***



***Burse***

## **SERVICES OF THE CHURCH**

### **GENERAL PREPARATION DUTIES**

#### **(Friday or Saturday AM)**

Check private communion boxes, clean if needed & put away.

Check bulletin service schedule for the week for additional service responsibilities.

Check bulletin for baptism (hangings white) & setup accordingly.

Check flower chart for altar flowers, if none, use greenery & or flowers.

Put vases on altar (retable), empty or filled.

Polish brass on monthly schedule.

Clean candle lighters' bell, polish & check oil.

Polish or wash alms basins.

Polish or wash silver if needed.

Polish anything that needs it regardless of the schedule.

Check all wicks and candles. Fill torches, two Eucharistic candles and six office candles with liquid wax every week and between services as needed.

Dust everything within chancel rail.

Check liturgical calendar located on sacristy bulletin board for color of hangings and change if necessary.

Check fair linen & frontal for wrinkles & stains, press or change if necessary.

Place credence cloths on credence table & oblations table.

Place corporal on altar (cross towards priest) with plastic underneath.

Post hymns for main service.

Place gospel book on altar.

Place missal & stand on altar to priest's left.

Set up communion per current chart on cabinet door .

Make sure burse contains 4 purificators.

Check for note in sacristy if private communion box needed & prepare accordingly.

\*Altar & credence table & alms basins may be set-up on Friday or Saturday.

## **Clean Up**

Carry vessels & linens to sacristy.

Carry corporal folded & shake outside to remove crumbs. Fold & return to drawer if clean.

Rinse crumbs off paten into chalice and pour in piscina.

Any wine left in chalice should be poured on ground or in piscina. Rinse piscina with water and wipe clean.

Wash chalices in hot soapy water.

Wash all silver in hot soapy water, dry & return to cabinet.

Return glass cruets to stand in cabinet & leave lids off.

Carry alms basins to sacristy, place money in blue bag.

Wash in hot soapy water & dry alms basins & place in correct bags and return to drawer.

Return missal & stand to credence table.

Return Gospel book to shelf under credence table.

Check fair linen for stains & replace if needed. Call linen person to pickup.

Clear hymn boards leaving season name.

Return credence cloths to drawer unless soiled.

Leave soiled purificators & other soiled linens in basket by sink for pickup.

Remove flower vases. After flowers are removed, dry vases and leave in sacristy.

Return chalice veil to drawer.

Return burse and pall to drawer.

Cover fair linen on altar with blue cloth.

Take used cleaning cloths and towels home and wash.

Check decanter and bread box in Aumbry and wash or polish outside as needed.

Place wafers on clean cloth then return to box after cleaning. Shake cloth outside.

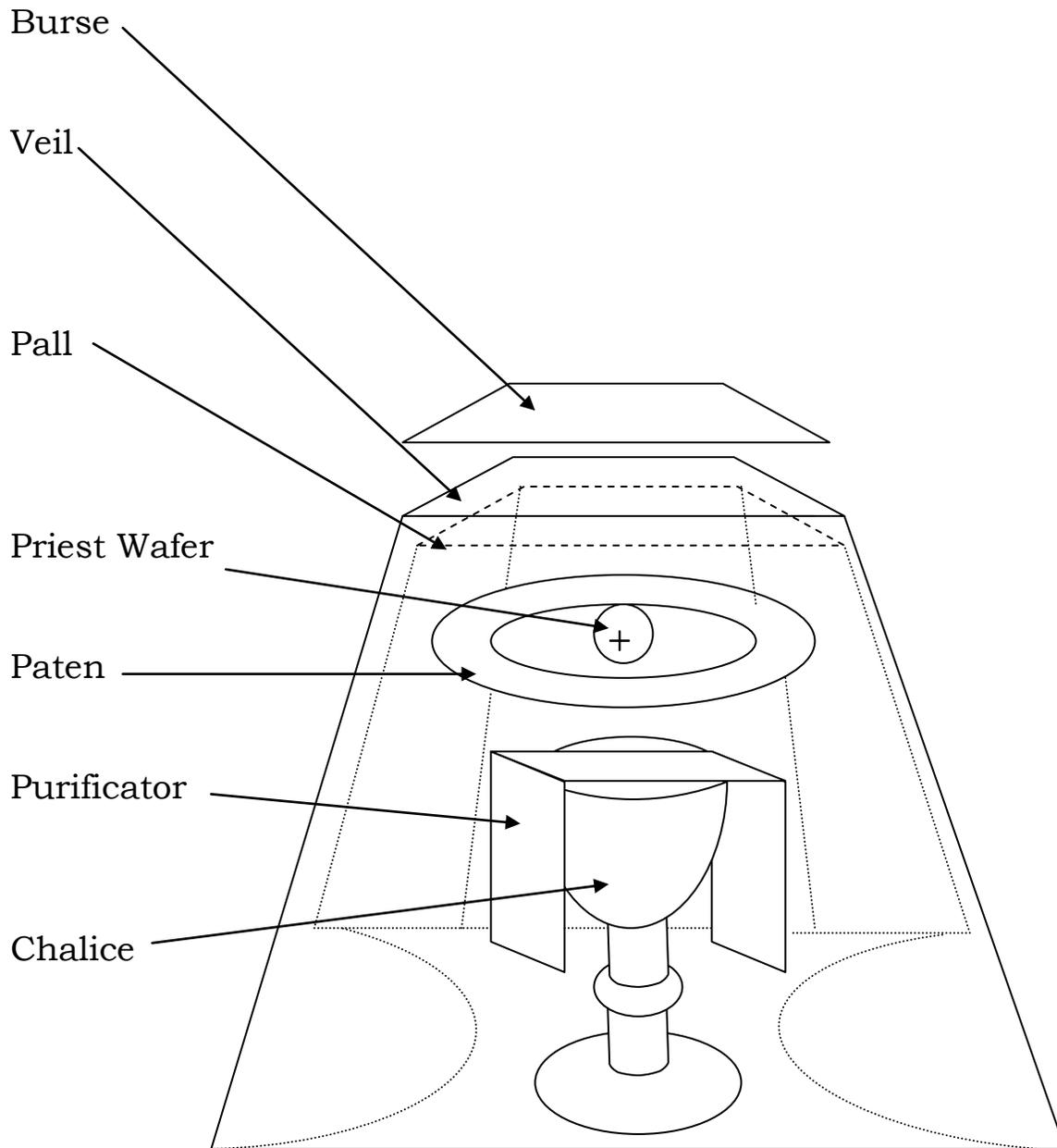
Wipe floor of Aumbry with damp cloth if sticky.

Lock Aumbry and place key under corner of altar frontal.

Lock all cabinets and replace key.

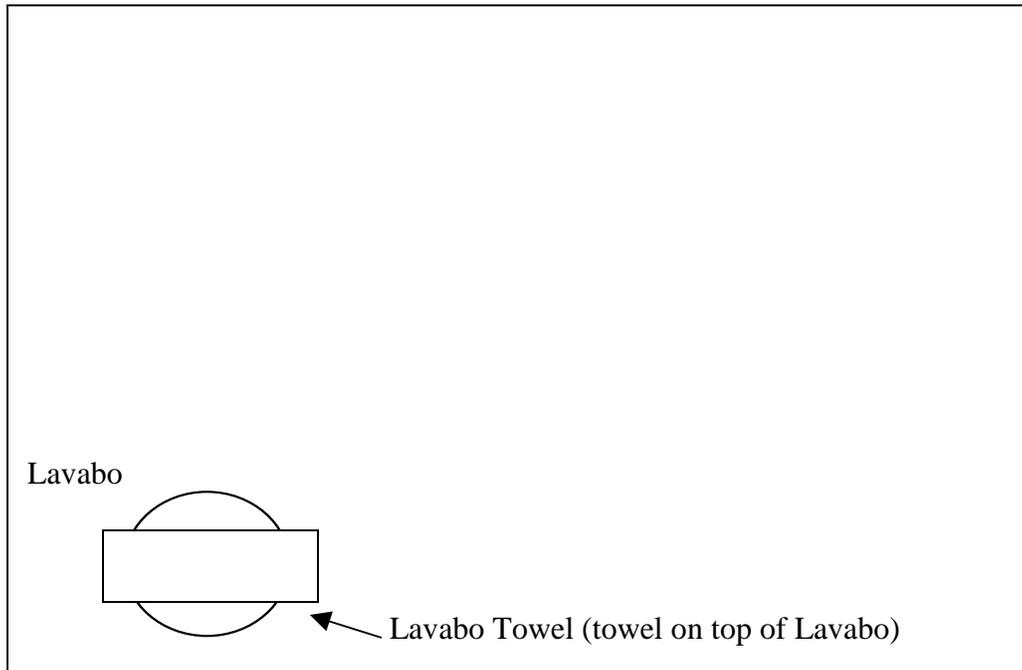
Leave sacristy tidy and straight.

# Vested Chalice

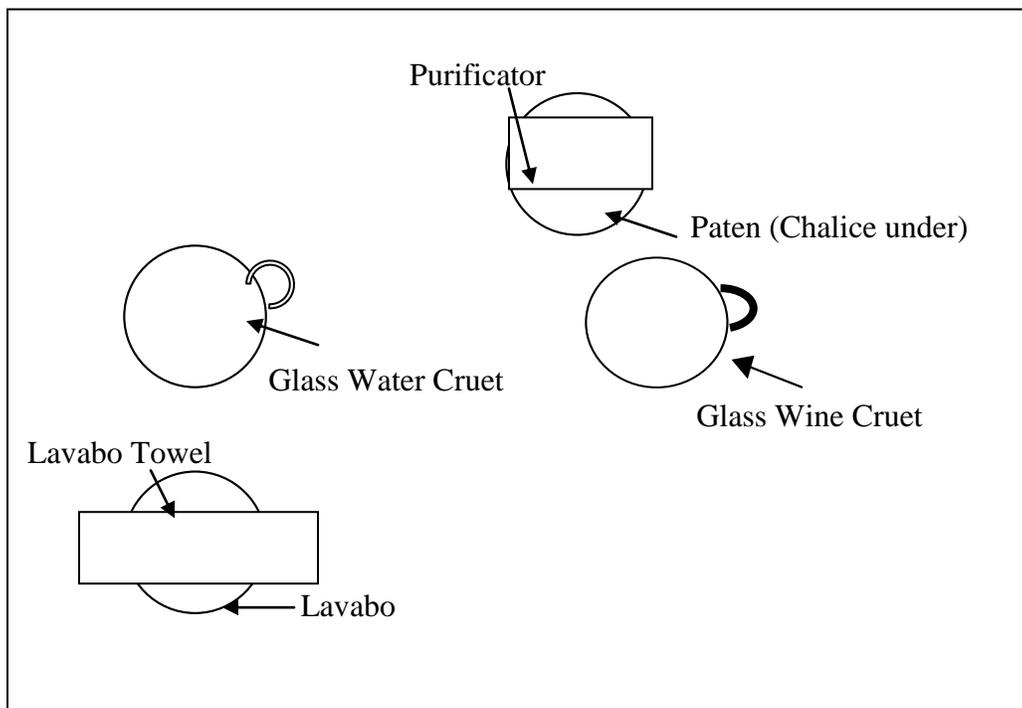


# Credence Table

## Early Service



## Main Service



## **Early 8:00 Eucharist Rite I**

Check to be sure color of hangings is correct according to the calendar in the sacristy. Blue is used for Advent and deep red is used for Holy Week.

### Preparation in Sacristy

1. Vest chalice- Silver Chalice, purificator, silver paten, host wafer, pall, veil and burse. These should be arranged according to chart in Sacristy. Make sure burse contains four (4) purificators. (See diagram on page 18).
2. Burse, with fold facing congregation, always goes on top of veil. Veil should be draped so that emblem, if present, is at front.
3. Fill glass cruets to a good inch below handle with wine and another with water.
4. Bread box with 40 loose wafers with and note on colored paper indicating number of wafers. Also have brass pix with 6 gluten free wafers.
5. Matches or lighter should be in box on counter in Sacristy.
6. Check the Aumbry. If the bread box and glass flagon in the Aumbry are quite full, adjust the suggested number of wafers and levels of wine.

### Preparation in Church

1. Remove protective dust cover on top of fair linen.
2. Check to be sure the fair linen is clean. There is an iron, ironing board and extension cord in the closet that can be brought out to the altar to press the ends of the fair linen if needed without removing it from the altar.
3. Place water proof sheet on the altar over the fair linen directly in front of where priest will stand. Place Corporal over water proof sheet, with the cross towards the priest. The corporal is folded as follows: from the right side to the left side 1/3 over; left side to right side, 1/3 over; the front folded up 1/3; and the back folded down 1/3. It will always be left folded, brought to the Altar, placed in the center of the Altar at the edge where the priest stands, unfolded, with cross closest to you. Always refold in this manner before removing from the Altar to safeguard that no crumbs of consecrated bread fall to the floor; shake onto the grass outside the Sacristy door. IT IS FOLDED INSIDE OUT so unfolds right side up.
4. Credence cloth, extra chalice with purificator and bowl paten and lavabo with towel should be placed on credence table. (Diagram for this is shown on page 20)
  - a. Small silver lavabo with towel over it is placed on left front of table.
5. The missal is placed on the altar on the clergy's' left as they face the congregation. (See picture on cabinet door in Sacristy).

6. Gospel Book should be placed on front center of altar with base towards congregation, so the clergy can pick it up without turning it.
7. Oblations Table in back of nave
  - a. Glass cruet of wine is placed on right side of table.
  - b. Bread box containing 40 loose wafers, with note indicating number, is placed in front of cruet.
  - c. Two small silver alms basins, nested, on left side
  - d. Cover silver with large corporal. Remove corporal, refold, and return to sacristy prior to service.
8. Remove Bible to sacristy and replace with Revised Common Lectionary.
9. Check to be sure that candles are filled and candlewicks are pulled up for easy lighting ( $\frac{1}{8}$  of an inch should be plenty).
10. Check oil in candle lighters and refill if necessary.
11. If clergy person or acolyte is not available at least 10 minutes prior to service, light the 2 Eucharistic candles.
12. Place vases with flowers or greenery on retable, if the florist has not already done so.
13. Check with priest to be sure proper chasuble is available. (May be by Priest's office).
14. Check marble angel's shell for salt rim and wipe out with soft damp cloth..

#### Post communion duties

1. The first rinse of chalice, patens, and other vessels containing consecrated elements should be poured in the piscina. Wash vessels in soap and hot water. Any wine left in the chalice should be poured in the piscina. If you are not sure what is consecrated, ask the clergy. If it is in the chalice, it is consecrated.
2. Replace burse, veil, vessels and silver in appropriate places in cabinet in Sacristy (or see # 3 below).
3. If another service is to take place that day, reset altar credence table and oblations table accordingly.
4. Fold corporal and carry carefully to prevent dropping any crumbs of consecrated Host when removing from altar. Shake corporal outside. Then place in drawer unless it needs cleaning or ironing. Replace waterproof sheet in drawer. (Or see #3)
5. Remove cloth from Credence table and Oblations table in back of Nave. (Or see #3)
6. Return Missal and stand to Credence table. Straighten Prayer Books and Hymnals on participants' chairs. (Prayer Book on top of hymnal.) (Or see #3)

7. Replace blue cloth on top of fair linen if no other services follow and return candles to altar.
8. Wash small alms basins and all other silver touched in hot soapy water and replace in correct bags in drawer or in cabinet. Place offering in blue bag in cabinet.
9. Turn off lights in the sanctuary if no service is to follow.
10. Hang clergy vestments if needed.
11. Place dirty linens in basket by sink (do not soak).
12. Ushers take vases with arrangements into Parish Hall and set on small tables in front of altar. Ask for assistance if needed & please use towel to carry. Replace empty vases in sacristy if no service is to follow.
13. Return Gospel book to shelf of credence table.
14. Any unconsecrated wine from flagon should be poured back into wine bottle.

Note: All items may be prepared on Friday or Saturday morning. No wine in silver flagon until Sunday morning. Hymn boards, credence cloths, brass polishing, taper check, altar book may be set up on Friday or Saturday.

### **Morning Contemporary Service if in Sanctuary**

See Set-up page and photos in Sacristy.

The basic rules are the same as for the early service.

1. Prior to the service, place corporal with plastic underneath the chalice on Altar in front of where priest stands.  
Chalice - The silver chalice is vested with a purificator, bowl paten, Priest's Host and pall only. It is placed as usual on corporal.
2. Place the following on the credence table:
  - a. Credence table cloth
  - b. Silver chalice with bowl paten on right back corner.
  - c. Glass water cruet filled to bottom of handle.
  - d. Gluten free wafers (12) in brass pix.
3. Have opened bottle of wine on top of hangings' cabinet (leave empty wine bottle in sacristy).
4. Gospel Book placed on altar as for early service.
5. Place two alms basins, nested, ciborium containing 125 wafers and note and glass wine and water cruets, filled to bottom of handle (8 ounces max.) on oblations table (covered with cloth) in back of sanctuary.
6. Leave cabinets unlocked during service.

### Post communion duties

Basic clean up is different from the early service only in the following places:

1. Wipe or wash alms basins and return to oblations table.
2. Small attendance note should be placed in the church secretary's box.
3. Set-up for Main Service.

## **Morning Contemporary Service if in Parish Hall**

Set up as previously noted with the following exceptions:

1. Fill Eucharistic candles and candle lighter if needed, check wicks, and clean bell of lighter.
2. Remove cover from fair linen, fold and place on the shelf under the altar. Replace the candles, on altar.
3. Place small glass cruet half filled with wine on credence table as reserve. Fill large glass cruet 1" below handle with wine, this goes on the oblations table.
4. Fill large glass cruet with water, place on credence table.
5. Two bread boxes – one with 100 wafers for oblations table and one with 50 on credence table. Place pix with (12) gluten free wafers on credence table.
6. Use small table at back of Parish table for oblations.

### Post communion duties

1. Vessels may be washed in the kitchen after 1<sup>st</sup> rinse of chalice and patens are poured outside on the ground. Wrap cleaned vessels in towels and place in tub under altar.
2. Return any extra wine and/or wafers in locked cabinet under altar.
3. Place used purificators and other soiled linens in the basket in the sacristy. Return clean linens needed for next service to tub under altar in Parish Hall.
4. Money from alms baskets needs to be put in blue zipped bag in cabinet in sacristy. Alms baskets may be stored under altar in Parish Hall on shelf.
5. Replace blue cover over the fair linen and return candlesticks to altar.

\* There are 2 Fair Linens and 2 Credence table covers specifically for use on the Parish Hall altar and credence table. Extras are rolled, wrapped in muslin covers and stored under the altar.

\*Extra brass polish and cloths are in a box under the altar for polishing the Eucharistic candlesticks, missal stand and candle lighter.

\*Ushers will transfer flowers from main altar to Parish Hall and back again.

\*Banners in Parish Hall need to be changed the first Sunday of each season.

## Main Eucharist Rite II

The basic rules for the main service are the same as for the early.

1. Prior to the service, place corporal with plastic underneath and vested chalice on Altar in front of where priest stands.

Chalice- The chalice is vested completely in the Sacristy then carried to the altar, holding the stem with one hand, and supporting the burse with the other. The Chalice is vested in the following manner (See diagram page 18).

- a. Chalice
  - b. Purificator
  - c. Bowl Paten
  - d. Priest's wafer
  - e. Pall
  - f. Burse with 4 purificators
  - g. Veil
2. Place the following on the credence table: (See the diagram page 19).
- a. Credence table cloth
  - b. Glass cruet (wine) - Fill to bottom of handle and place on right, handle facing rear.
  - c. Glass cruet (water) - Fill to bottom of handle and place on left, handle facing rear. Fill just prior to service.
  - d. Large silver Lavabo, with towel on front left
  - e. Chalice - with purificator and bowl paten between wine and water cruets.
  - f. Brass pix with gluten free wafers on credence table.
3. Place the following on the oblations table at back of the sanctuary:
- a. credence cloth
  - b. Flagon-depending on how much wine is in the Aumbry decanter, pour wine to 1" below inside spout. **Due to sensitivity of the vessel to hold wine without corroding, a few minutes prior to service pour wine into silver flagon and place on oblations table at the back of the church.**
  - c. Ciborium-150 loose wafers with note (check Aumbry bread box).
  - d. Two large alms basins, nested.
4. Have opened bottle of wine on top of hangings' cabinet (leave empty wine bottle in sacristy).
5. Check hymn boards to see if the proper season/day is listed and hymn numbers are correct.

6. Leave cabinets unlocked during service.

Post communion duties

Basic clean up is different from the other services only in the following places:

1. Teller will collect money from sacristy. (If not, place in blue bag and lock in cabinet).
2. Wash alms basins and put back in silver bags and place in drawer.
3. Remove vases from retable. Place flowers in plastic containers found in the Altar Guild closet for delivery. Leave vases in sacristy.
4. Empty burse if same color is not to be used at the next service and place in top drawer.
5. Take hymn numbers and week number off hymn boards and leave season name. (Slide numbers off to prevent bending).
6. Replace fair linen cover then return candlesticks to usual place on altar.
7. Put away credence table cover from Oblations table by front door.
8. Return Gospel book to shelf of credence table.
9. Return Bible to lectern and Revised Common Lectionary to sacristy.

## **12 NOON EUCHARIST, WEDNESDAY RITE II**

Service is usually Holy Eucharist Rite II (page 355 in BCP and Form II for Prayers of the People (page 385).

Set up

1. Nothing on the credence table
2. Remove fair linen cover to sacristy
3. Be sure candles are filled
4. Place on center back of altar: plastic and unfolded corporal.
5. Pour 1/4c. to 1/3 c. wine into chalice and add a few drops water just prior to service.
6. Cover chalice with purificator, flat paten holding Priest's host and pall only.
7. Place about 8- 15 wafers in small bread box on altar with chalice, right side.
8. Place service book and stand on altar (Priest's left).
9. Mark readings as follows:  
Usually from Holy Women, Holy Men which is on the windowsill in the sacristy. If there is no reading for that day, use the next day's readings. The readings are read in this order: Old Testament, Psalm, first New Testament reading then the 2<sup>nd</sup>, which is the Gospel and read by the Priest. Readings are to be marked in the Bible on the lectern. The Psalm is read from the Prayer Book. The Gospel is marked in a smaller Bible on the celebrant's kneeler. (Please copy in large font for Fr. Gary. He also usually only wants one New Testament reading.) Propers are in the front of the book.  
Check with whoever is celebrating in case there are any special requests.
10. Place two small alms basins on rail of front pews.

Post Communion duties

1. Clean vessels and return to proper place as usual.
2. Replace cover over Fair linen.
3. Remove markers from books.
4. Place any offerings in banker's bag in silver cabinet.

If no Altar Guild member can be at the service ahead of time, set out chalice, wine bottle, purificator, paten with host and pall on hangings cabinet. Priest will pour wine and add water. Altar Guild is responsible for clean up as soon as possible.

## **MORNING PRAYER** (without Eucharist)

### Set-up

1. Check color of hangings
2. Remove blue cover on altar.
3. Check fair linen for wrinkles and soil.
4. Check candles for oil level. Remove Eucharistic candles to sacristy.
5. Check oil in office candle lighters, clean bell and polish if needed.
6. Check box on counter for matches.
7. Place Missal and stand on credence table.
8. Put day title and hymn numbers on hymn boards.
9. Check Chancel and altar for dust.
10. Check flower chart for altar flowers, if none, arrange greenery or flowers.
12. Place two large alms basins on oblations in back of sanctuary.
13. Remove Bible from lectern and replace with Revised Common Lectionary.

### After the Service:

1. Remove hymn numbers and week number from hymn boards; leave season.
2. Remove flowers and vases from retable. Place in sacristy.
3. Dispose of flowers as indicated.
4. Wash alms basins in hot soapy water and replace in silver bags in drawer.
5. Straighten chancel and sacristy.
6. Refill candles.
7. Return Bible to lectern and return Revised Common Lectionary to sacristy.
8. Cover fair linen with blue cloth and replace Eucharistic candles on altar.

## **Evening Prayer**

### **Same as above**

1. Turn on light for stained glass window over altar.
2. Switch is located on wall above cabinet used for altar hangings.
3. Be sure to turn light off at end of service.

## **Holy Baptism**

### Setup

1. Setup for Eucharist as usual according to numbers expected.
2. Clean bowl of font, polishing if needed. Place font in center of aisle at altar. Put lid of font under pew at back of church.
3. Fill Ewer with warm water shortly before the service and place on floor next to font.
4. Place Baptismal towel(s), (with shell embroidery – not purificator or lavabo towel), on the edge of the font.
5. Place oil stock on the edge of the font. Oil stock is located in small silver container with lid and kept in silver cabinet on second shelf.
6. Change hangings to white.
7. Set up Pascal Candle near the font.
8. Put box(es) of baptism candle(s) in Rector's chair. These are in storeroom.
9. On floor beside font, place aspersorium (brass bucket) and aspergillum (brushes). These are located in cabinet with Baptismal Ewer.
10. Place silver shell for baptism on font. Shells are in blue bag on 2<sup>nd</sup> shelf in silver cabinet.
11. Check to see if step stool is needed for Baptismal candidate.

### Post duties

1. Empty water out of font onto ground outside sacristy door. Dry bowl well and return to font then return font to back of Nave. Replace font lid.
3. Empty Ewer, dry thoroughly.
4. Put oil stock back in cabinet. Replace in cabinet. Shake aspergillums to remove moisture, place handles in aspersorium being sure both are dry as possible. Store in cabinet with Ewer.
5. Refill candles, cover and store Pascal candle in box. Glass follower comes off easily when cooled. Put follower on shelf by candle in storeroom after cleaning. Candlestick is stored in storeroom.

## **Funerals**

### Non-Church Funerals

Funerals are generally held in the church. However, they can be held at a funeral home chapel or at the graveside. Memorial services are services without the body of the deceased present. They require no pall, no clergy cape or biretta.

### Church Funerals

#### Set up

1. Flowers- Flowers will generally be delivered for placement on the Retable on the morning of the service. Check with the office for details. Also ask to whom flowers are to be given after the service if not to be used for Sunday service.
2. Hangings- White hangings will be used unless otherwise notified.
3. Hymn boards- Use previous Sunday's slide on hymn boards, and post hymn numbers if hymns will be sung by congregation.
4. Pall – If the church pall is to be used, it should be taken to the Narthex entrance prior to the service. (Body enters church feet first.) Be prepared to receive pall by the door at the end of the service. Replace pall in the cabinet used for altar hangings.
5. Eucharist – If Eucharist is to be celebrated, prepare as for 8:00 a.m. service unless Rector requests otherwise.
6. Check to be sure that candles are filled.
7. Paschal Candle is to be out and used unless during Lent. Place between casket or urn and altar.

#### Urn with ashes

1. Bring oblations table to front of church for urn.
2. Cover table with Credence cloth
3. Place urn or wrapped box in center of table and cover with Cremation Veil. Material for wrapping and double sided tape is in bottom drawer in sacristy.
4. Be present to receive veil when ashes are removed and return it to cabinet used for altar hangings.

### Post duties

1. Extinguish candles
2. Replace pall in hangings cabinet. If cremation veil is used, return it to hangings cabinet. Be available as casket/ashes leave church to receive pall or veil.
3. Remove flowers
4. Clean vessels if Holy Communion was part of the service.
5. Straighten Chancel and sacristy.
6. Change hangings to correct color for season.
7. Remove hymn numbers from hymn boards
8. Refill candles.
9. Return table to rear of church if used.

## **Weddings**

The Wedding Director will pass on the information about the service from the Bride to the Altar Guild team on duty.

### Preparation

1. Flowers should be delivered in time to be placed on the Retable prior to the wedding. (Check to make sure the florist delivery is set so that you can place the flowers on the retable at least 3 hours before the service.)
2. White hangings will be used unless otherwise notified.
3. The Wedding kneelers (found in cabinet in Sacristy) will be placed at the altar rail gate. Kneeler (blue) for center section is removed to sacristy until service is finished.
4. If Eucharist is to accompany, prepare Eucharist as appropriate for number attending.
5. Check brass and proper linens for cleanliness.
6. Candles: The office, Eucharistic candles and torches are used. Pavement and extra candles can be added per Bride's request. Seven branch candlesticks may be used in place of usual office candles. If used, pavement candles on carved wooden blocks are set on floor at edge of raised altar area at back. All candles must have followers. Candle lighters should be polished, filled and bells cleaned. Check wicks on all candles.
7. Hurricane lamps and greenery may be used in the windows, if requested by family. Check with wedding committee. Candles must have followers. Greenery and/or flowers are to be provided by the Bride or florist and placed by same.
8. Aisle candles are stored in closet across from Parlor entrance. May be used if requested. Fill with oil. Return to closet after wedding.

### Rehearsal

Consult with the wedding committee to see if you are needed at the rehearsal. If there is to be Eucharist, Altar Guild member must be there to set up and clean up.

### Wedding

Altar Guild members will assist Wedding committee members if requested.

After fifteen minutes of photography following the service, Altar Guild will extinguish candles and replace hangings (if need be) with appropriate colors for next service.

If there has been a Eucharist, follow usual procedure for clean up. Check with the clergy for proper disposition of flowers.

### **Confirmation**

1. Red hangings will be used unless otherwise specified by the Bishop.
2. Check with Rector for any special arrangements.

### **Healing Service**

#### Healing Service at the Main Sunday Eucharist

1. Follow Eucharist procedures as usual
2. Place oil stocks (2 or 3 depending on number of priests) on bottom shelf of credence and one purificator.

## **Season of Advent**

### The first Sunday of Advent

1. Change hangings to blue.
2. Use rose brass Eucharistic candlesticks, cross and missal stand on altar in sanctuary. Store yellow brass candlesticks and cross in Storage Room. Yellow brass Eucharistic candles are used on altar in Parish Hall.
3. Greenery may be used on the retable.
4. Set up the advent wreath. The brass candlestick converts to an advent wreath stand. The brass candle ring attaches to the top (it is stored in the Altar Guild closet on a wall hook). Three blue candles and one pink with glass followers are placed in the outer holders. The Christ candle is placed in the center holder. A wreath of greenery is placed on the ring also. The altar guild chair should order the candles and the wreath. If the wreath is in an oasis ring it should be watered weekly. Dying greenery should be replaced as needed. Please dry water droplets on the brass.

### The second, third and fourth Sundays of advent.

1. Check condition of advent wreath. Water and/or replace dead greenery.
2. Check condition of advent candles. The pink candle is lit on the third Sunday.

### Christmas Eve

The Altar Guild is responsible for hanging of the greens. The parish secretary or Altar Guild chairperson orders the wreaths and garland. The entire parish is invited to participate in the hanging of the greens; however, the main responsibility belongs to the Altar Guild. The Altar Guild chair appoints persons to arrange the poinsettias and greenery on the retable. Also the chair coordinates with the captains of the teams on duty for magnolia, berries and greenery, if needed for the windows.

1. Change hangings to white.
2. Put out the wooden boxes on each side of the altar with the tall candlesticks and pavement candles.
3. Check with rector and parish secretary about number of wafers for both services.
4. Place candles in glass holders and hurricanes in the windows with greenery. Use brass followers in white box located in cabinet where Baptismal Ewer is kept. Tapers are located in cabinet where stands for refilling candles are kept.
5. Use the cut work white linen superfrontal and matching fair linen or large, festival frontal.

### Evening Advent Lessons and Carols Service

- \* Fill and place aisle candles on pews.
- \* Greens in vases on altar.
- \* Fill office candles on retable
- \* Fill candle lighters.
- \* Check all wicks in all candles.
- \* Remove Eucharistic candles from altar.
- \* Place small alms basins on oblations table at back of sanctuary.
- \* Place hymn numbers and season on hymn board.
- \* No books on lectern.
- \* Turn on outside light over stained glass window for evening service.
- \* Place hand-held individual candles and holders in basket at church entrance.
- \* Have children's battery operated candles available also.

### Service of Light – Always held on December 21<sup>st</sup> at 7:00 pm

- \* No Eucharistic candles on altar.
- \* Remove blue covering on altar.
- \* Bring the two small wooden flower tables from Parish Hall and place in front of altar rail.
- \* Place stainless steel bowls with stand on each table.
- \* Use tall crystal candle holder with thin beeswax tapers in it. Place this in center of aisle at altar.
- \* Place extra tapers in box on first pew.
- \* Cover altar with aluminum foil and votive candles.
- \* Turn light on for stain glass window.

### Christmas Day Service

Prepare as 8:00 am service

Poinsettias and greens may be left around the church till Epiphany if watered and are holding up well. If not, remove and arrange vases. Also, check flower chart and remove poinsettias and greens if flowers are ordered.

### Christmas Lessons and Carols Service

1. Poinsettias should still be on the altar though some rearrangement may be needed due to wilting.
2. Altar is cleared with no candles. Gospel Book and Missal should be on credence tables.
3. Small alms basins on oblations table at rear of sanctuary.
4. Hymn numbers and season on hymn boards
5. Remove blue cover from altar.

### Epiphany Service

No Eucharistic candles on altar. After service remove all hanging greens, window and altar decorations and flowers. Remove greenery from oasis ring around advent candles and ring. Put brass and oasis ring in the Altar Guild closet. The greenery

may be put in designated location for burning of the greens if this is to occur. All other wreaths are burned on metal frames. Remove bows prior to burning. Lights remain on Christmas trees. Ornaments are stored along with extension cords and surge protectors in box and placed in Altar Guild Storage Room. Poinsettias not on altar maybe taken by congregation.

## Season of Lent

### General preparation:

Sanctuary - All brass items are removed from the altar and retable.

\*Wooden processional cross is hung on pulpit side in holder. Other two crosses are removed to choir room.

\*Dark plaster candlesticks with white pillar candles are used as Eucharistic candles.

\*No candles are placed on retable.

\*Wooden missal stand is used.

\*Wooden cross is on retable – stabilized with florist clay.

\*Greenery may be used in glass vases, but flowers are not acceptable.

\*Superfrontal is removed from altar leaving only plain fair linen.

\*No veils or purple hangings are used at the discretion of the Priest.

\*Remove all banners (store Prayer Room).

\* Stations of the Cross pictures need to be hung in the sanctuary.

Starting on the pulpit side

### Parish Hall

\*Remove brass candlesticks and candles from altar and return to Altar Guild storeroom.

\*Replace with black wrought iron or purple glass candlesticks and white pillar candles from storeroom.

\*Rose brass Missal stand will need to be used if no other wooden one is available.

\*Second pair of glass vases are to be filled with greenery and placed on small tables in front of altar.

### Ash Wednesday

1. Check with Rector about container for ashes (possibly two small silver shells). (Ashes located in sacristy cabinet near wafers.)

2. Use plain fair linen on altar.

3. Put 1 dry and 1 damp small cloth or paper towel (not altar linens) on a white tile on second shelf of right credence table. Set out oil stock also; helps keep ashes from flying about.

4. Use small glass cruets for 7 AM & 12 PM services (8:00 AM set-up) and larger glass for 7:00 PM and oblations, large bread box and glass cruets for oblations on oblations table in back of sanctuary as well as two large alms basins, nested. Credence table cloth should cover table.

### Palm Sunday

1. Use palms in the altar vases for Sanctuary and Parish Hall.

2. Lay out 50 palm fronds on oblations table for 8:00 AM service.

3. Fill four baskets with palm fronds and place two for each service on oblations table which is moved immediately following the 8:00 AM service to down by the

church sign (by usher hopefully). These are to be passed out by Altar Guild members or ushers as congregation processes into the Parish Hall or Sanctuary.

4. After the last service, palms should be collected and brought to the sacristy to be dried (and burned for next years ashes for Ash Wednesday).

5. Clean up after services as usual, returning greenery to altar vases.

6. Youth may do a stations of the cross service that afternoon. No Altar guild responsibilities.

### Holy Week

1. Services will be at 7:00 PM Monday, Tuesday and Wednesday. All will be Holy Eucharist and Taize services. (See instruction sheet for Taize service. Clear glass votives on retable and in windows, 4-5 each). Ask Rector.

2. Eucharist is set up as for 8:00 AM unless otherwise noted by Rector.

### Maundy Thursday

All Altar Guild members should be present if possible, and sit together. Two pews on each side of the church should be reserved.

1. Set up as for 11:10 Holy Communion.

2. Two Altar Guilders should be designated as oblation bearers. (Inform person who schedules ushers ahead of time.)

3. When foot washing is done in the sanctuary, the set up is as follows:

a. Set one folding chair on each side of the aisle facing the front.

b. Next to the chairs along the front of the pews place a basket of clean small towels and another basket for used ones.

c. 3—4 clear plastic pitchers full of water should be next to baskets.

d. One plastic bin should be in front of the chair and another beside pitchers.

e. Acolytes should be instructed to put the chairs up empty bins as the get full, replace them with an empty one and return the emptied one to the front.

f. They should also refill pitchers as needed.

g. Following the foot washing they should take chairs, bins, towels and pitchers to the sacristy and return to their places.

h. CHECK WITH ACOLYTE HEAD TO BE SURE INSTRUCTIONS HAVE BEEN GIVEN.

4. Altar stripping is done at the end of the service, in silence, before the congregation leaves.

5. Acolytes should remove items with which they processed to the sacristy or choir room, de-vest and sit down with the congregation. (Torches must be kept upright so may be placed in the trash can till the bases are received.)

6. Ten Altar Guild members should be designated to help in altar stripping. All others remain in pews. ALL MUST ARRIVE AT LEAST 30 MINUTES PRIOR TO THE SERVICE FOR INSTRUCTION. Three will be in the sacristy and three in the choir room to take items brought to the door of same and put them away. Two Guilders should be on each side of the altar rail; one on each side to take items from the altar and credence tables when handed them by the Priests. The other will remove hymn numbers, torch stands, books, torch stands and kneelers.

7. Priests should stay within the altar rail till time to sit down.
8. After the altar is stripped, an Altar Guild member will hand the Priest a black veil and tie for the altar cross.
9. After cross is veiled, an empty chalice and flat paten is given to the Priest to put on the altar.
10. All Guilders should then return to their seats.
11. A black cord should be at the edge of a front pew for the ushers to block off the main aisle.
12. The Prayer vigil begins at the end of the service so those on duty need to quietly return to the sacristy to clean and put away communion vessels and restore some order to the sacristy and the choir room.

### Good Friday

1. Remove cord from center aisle.
2. Stations of the cross will be done at 12:00 noon. No Altar Guild duties.
3. If scheduled, the 7:00 PM service will be a Tenebrae service. Fifteen candles in ascending order (7 branch candlesticks and one other brass one in the center) are put on the altar. A heavy pan and metal spoon needs to be placed behind/under the altar.

### Tenebrae Service

1. This service may be on Wednesday, Thursday and or Friday of Holy Week. It represents "the shadows of increasing darkness" as the week progresses.
2. Check with the Priest for details.
3. See "3." Above. Candles may be placed in a semicircle.
4. Have candlesnuffer near altar (small pottery one is in cabinet next to silver cabinet).
5. See "3." Above. The noise made represents the noise of the stone closing the tomb.

### Holy Saturday

1. All Guilders gather and read Holy Saturday Liturgy prior to beginning set up.
2. Return Sanctuary and Parish Hall altars and chancel to pre-Lenten condition, polishing as needed; brass processional crosses (put wooden one on back of arch by sacristy), brass book stand, washed Eucharistic and office candles, pavement candles on wooden stands, vases, banners, kneelers, and books etc.
3. Fill all candles and candle lighters
4. Use large white frontal on altar.
5. New(est) Paschal candle with follower placed in candlestick by pulpit, on floor not step.

### Easter Vigil

1. Set up altar as for 11:15 service, checking with Priest as to numbers of wafers needed.
2. Two baskets of hand held candles should be placed in the back of the nave. The same baskets may be used for collection of candles after the service. Several Altar Guild members should be available to help light candles if needed.

3. Candles should remain lit in the sanctuary till the proclamation "He is risen", then blown out.
4. A waxed wick (candle cabinet) or small candle should be available for lighting the Paschal candle.
5. A small hibachi can be used for the small fire from which to light the Paschal candle. It can be started by combining rubbing alcohol and Epsom salts then sticks added.
6. Remove Bible from lectern. Leave clear. (no Lectionary either)
7. Check with priest to see if there will be a baptism. If so, place baptismal font in front in center aisle with filled brass ewer and place aspersorium and aspergillum besides ewer on floor. If no baptisms are to be done, no towels or oil will be needed.
8. Swinging incense burner may be used. Need acolyte to light same.
9. Two large alms basins should be on the oblations table with the bread and wine.
10. Remind all to bring bells (hand held).
11. No infant baptisms will be done at this service.
12. Easter Revels will follow the service in the Parish Hall.

### Sunrise Service, 6:00 AM

1. Before service set up 50 chairs on the front patio facing east. Have 25 more chairs available inside door of Parish Hall if needed.
2. Put two small drop leaf tables outside for credence table and altar and cover with credence cloths.
3. Put Gospel book on one table, Communion set up with glass cruets on the other.
4. A basket of hand held candles, about 75, needs to be near the "entrance" of the patio.
5. Also needed:
  - a. 2 flag stands
  - b. 2 telescoping poles with butterflies
  - c. 2 Easter banners
  - d. old Paschal candle with stand (to be placed by Parish Hall altar after the service).
  - e. one waxed wick
  - f. large glass bowl with about a gallon of water
  - g. one lighter
  - h. plastic egg
  - i. 3 flashlights
  - j. bowl of sand with stationery incense burner. Need acolyte to start it.
  - k. Epsom salts, rubbing alcohol and place to start fire (tin can)
  - l. Fire pit with wood (as for Easter Vigil)
  - m. Hose turned on with control nozzle
6. Vestry person of the month and ushers can assist in gathering and placing all of these items and returning them to their former places before the 9:00 AM service

### Easter Sunday, 9:00 AM in sanctuary (no 8:00 AM service)

1. Set up as usual but in sanctuary
2. Check with Priest or Altar Guild chair about numbers of wafers.

3. Clean up as usual and set up for 11:15 service.

#### Easter Sunday, 11:10 AM

1. Set up as usual but put 4 large alms basins on oblations table in back.
2. If possible, leave flowers for next week. (Check flower chart).
3. Flowers in pots bought by congregation will be removed following service.

#### **Taize and/or Celtic Service**

A meditative service of ritual, reverence and simplicity including prayer, music, Gospel readings, meditation and chants. Originated in Taize, France in 1940. Various sizes of clear glass votives are set up on retable in place of office candles. Three to five are placed in each window. Be sure wick is lightable. Check with Rector for additional instructions and service locations.

#### **Thanksgiving Eve Service**

Our Thanksgiving Service has occurred on Wednesday night at 7:30 PM for the past several years. The service is often followed by a dessert and coffee social or a meal.

The Altar Guild responsibilities are as follows:

1. Change hangings to white.
2. If flowers are not given, dried bearded wheat may be placed in the vases on the retable. The condition of the stored wheat should be checked ahead of time in case new needs to be purchased. Fall leaves or other seasonal arrangements may be used.
3. Prepare communion as for the main Sunday service checking with Priest as to number of wafers needed.
4. Post hymns.

#### **Blessing of the Animals**

1. Set up small oblations table or card table in covered porch area by front door.
2. If card table is used, cover with white tablecloth then with multicolored woven runner.
3. Use runner only if oblations table is used.
4. Set out large glass lavabo bowl, water in glass cruet, bunch of greenery and small hand towel.
5. Small arrangements/jar of flowers may be used if available and there is room on the table. Stability is important.
6. Return items to former location afterward.

## **Altar Guild Chair Calendar**

### January

Rotate Team Captains

Inventory Candles (check wedding schedule). Order Advent candles if needed.

Prepare for Lent

Press veils and ribbons if needed

Check on ashes

Check purple paraments

Order palms for altar and congregation

If hand held candles will be used for Easter vigil check to see if any need to be ordered. Check with Worship Chair & clergy for anything extra that may need to be ordered for Lent & Easter.

Order sarum blue and pink Advent candles (2" by 12", spike end)), white Christ candle (2" by 12", spike end) and Paschal (2" by 34", spike end) candle if needed. All should be 51% beeswax. They can usually be used for two years. Gwen King gives the Paschal candle.

### February

Ash Wednesday

Consult with clergy about any special arrangements

Consult with team on duty & refer them to A.G. Manual

### March & April

Coordinate decorating the church with Easter Flowers with Altar Guild and flower arrangers. Flower pots MUST be wrapped in foil. Also discuss distributing the flowers after the service with deliverers

Prepare for Holy Week

Consult with clergy about any special arrangements (# of wafers, stripping altar etc.) communicate with Altar Guild about Maundy Thursday stripping of altar, check on black veil, communicate with teams on duty about any special arrangements Palm Sunday (Altar Guild places palms in baskets or on silver trays.) Sometimes A.G. members pass them out & sometimes they are strategically placed on tables near the office door for pick up entering the columbarium.

Maundy Thursday

Meet with A.G. prior to service to review altar stripping.

Good Friday, Holy Saturday

Inform serving altar guild team about any needs.

Easter Vigil

Morning or afternoon Easter flowers are arranged on retable etc.

During the service, A.G. members hand out candles and 2 members stand at door lighting them as parishioners enter the nave.

Sunrise Service

Assist as needed with information and/or time.

Easter Day  
Celebrate

May  
Relax; you earned it.

June  
Start lining up captains for next year.  
Schedule hanging of greens with Clergy, Worship Chair and secretary.  
Discuss dates for hanging of greens.

July & August  
Relax

September  
Order Advent candles if haven't done so  
Is Christ the King candle OK for another year?

October  
Relax (you'll need to be rested for Christmas)

November  
Give next year's team captain's names to church secretary  
Prepare for Advent  
    Check with clergy for special arrangements  
    Check with secretary about wreath above altar  
    Communicate with team on duty for Advent about who will put up wreath and which frontal and fair linen to use, numbers of wafers etc.  
    Refer them to Manual for usual set up  
    Check, water and refresh Advent wreath weekly or as needed  
Write out blurb for Parish Meeting Booklet in January and give to church secretary  
Count candles for candlelight services and find baskets  
Prepare schedule for next year and mail to all Altar Guild members. May be done in Dec. but is less likely to get lost if sent early.

December  
Procure 1-2 members to arrange poinsettias for Christmas Eve  
Be there for hanging of the greens  
Procure folks to bring magnolia, berries and other greenery for windows and retable  
Resources for above:  
Jane Liles   Brenda Trott  
Gwen King   John Yelton  
Arrange for help to remove greens/altar arrangement at appointed time. Christmas arrangements may stay till Epiphany if can be kept fresh. Will need weekly checking.

Monthly

Inventory cleaning and polishing supplies, wine and wafers.

### **Glossary of Terms**

**ACOLYTE:** See "Server"

**ALMS BASIN:** A large plate, usually of metal, in which worshippers place their offerings.

**ALL SAINTS' DAY:** November 1, honoring the past Saints of the Church, once followed by "All Souls' Day" honoring all who have "died in the Lord." These two are now normally observed together on All Saints' Day (honoring all Saints past and present), especially since the Reformation emphasis that de-emphasized "canonized Saints." Preceded by "All Hallows Eve" (Halloween) the night when the spirits came out to roam.

**ALTAR:** Holy Table, central focus of the sanctuary; place of sacrifice in ancient times.

**BENEDICTION:** The words of blessing at the end of the service, pronounced by a priest or bishop.

**BISHOP'S CHAIR:** A chair placed on the Gospel side of the sanctuary for use by the bishop on his visitation.

**BREAD BOX:** A box, usually of silver, in which the bread or wafers for the Holy Communion are kept on the credence table (sometimes called the Ciborium)

**BURSE:** The square, book-like case that is used in the Communion service to contain the purificators.

**CANON:**

1. Law of the Church
2. Official list of books contained in the Bible.
3. Section of the Eucharist following the Offertory and Sanctus
4. Clergyman attached to staff of a cathedral church.

**CASSOCK:** A long garment, usually black, reaching from shoulder to ankles worn by clergy, choir and acolytes.

**CELEBRANT:** The priest who celebrates the Holy Communion

**CHALICE:** Communion cup

**CHANCEL:** In most churches the front part of the church, including the choir and sanctuary. Gets its name from the "Cancelli" or lattice work that used to separate it from the nave. Our chancel is greatly abbreviated. (Our choir is in the loft.)

**CHOIR:** The singers at a church service.

**CIBORIUM:** A covered chalice used for the wafers at Holy Communion.

**CINCTURE:** Belt or rope girdle worn with vestments.

**COADJUTOR:** An assistant Bishop who succeeds to the Bishopric on the death or retirement of the incumbent.

**COLLECT:** A type of formal, written prayer. In the Holy Communion, the prayer ordered to be said immediately before the Epistle and the Gospel. (See "Propers".)

**CORPORAL:** Square of linen spread beneath Communion vessels on altar.

**COTTA:** ("Little coat") A white garment, similar to a surplice, but shorter, not as full, and with a smaller sleeve; worn by choir and acolytes over a cassock.

**CREDESCENCE:** A shelf or table, at the side of the Sanctuary, upon which the cruets, lavabo and bread box are placed preparatory to the consecration of the elements.

**CRUCIFER:** The cross bearer in a procession

**CRUET:** A bottle in which wine or water is placed.

**DIOCESAN:** (noun) A title given to the chief bishop in a diocese. Also "Ordinary." He/she is the ecclesiastical authority. When there is no Bishop (through death or resignation) the "ecclesiastical authority" is the Standing Committee, and it performs all administrative functions. (adj.) Pertaining to a diocese.

**ELEMENTS:** The bread and wine of the Holy Communion and the water of Holy Baptism.

**EPISTLE:** Greek for "Letter". One of the letters in the New Testament. In the Holy Communion, a passage read from the Bible, normally, but not always, from one of the Epistles.

**EPISTLE SIDE:** The right side of the altar as one faces it, being the side on which the Epistle is read. (In most churches, not in All Saints')

**EUCCHARIST:** One of the names for the service of Holy Communion, meaning Thanksgiving.

**EUCCHARISTIC VESTMENTS:** The special vestments sometimes worn in celebrating the Holy Communion consisting of alb, amice, girdle, chasuble and maniple and stole.

**EWER:** A pitcher, which is used at a Baptism for holding the water.

**FAIR LINEN:** White linen cloth covering the altar.

**FLAGON:** A pitcher-shaped vessel to hold the unconsecrated wine.

**FONT:** Basin, usually in a stand, used to hold water for Baptism.

**GOSPEL:** "Good news" One of the four accounts in the New Testament of the ministry, death, and resurrection of Our Lord. In the Holy Communion, a reading from one of the four Gospels in the Bible.

**GOSPEL SIDE:** The left side of the altar as one faces it, being the side on which the Gospel is read. (not at All Saints')

**GRADUAL:** From the word "step", a portion of song or psalm used between the Gospel and Epistle in Holy Communion, so named because the gospeler (reader of the Gospel) stood on the altar step during the use of the "gradual."

**HOST:** The consecrated bread or wafer of the Holy Communion.

**LAVABO:** The part of the service when the celebrant ceremonially washes his hands. From the Latin "I will wash." Also the basin used for this washing.

**LECTERN:** A stand upon which the Bible is placed. Sometimes in the shape of an Eagle, with the Bible resting on its outstretched wings, symbolizing the flight of the Gospel into the entire world. The lections (or "lessons") are read from here.

**MISSAL:** The book containing the service of the Holy Communion and the Propers. Also called "the Altar book."

**NARTHEX:** Vestibule, at entrance of Church.

**NAVE:** (Literally, ship) The main part of the church, for the congregation.

**PALL:** A square of cardboard or aluminum covered with white linen, which is placed over the chalice at Holy Communion.

**PALL, FUNERAL:** A cloth used to cover the coffin while in the church.

**PARAMENTS:** Hangings or vestments used for services of the church.

**PATEN:** A plate upon which the bread of Holy Communion is placed.

**PISCINA:** A basin that drains to the ground for disposing of water and consecrated wine from liturgical ablutions.

**PRIEST HOST:** Large communion wafer used for the "fraction" in the Prayer of Consecration during the Holy Communion.

**PROCESSIONAL:** The entrance and exit of choir and clergy at the beginning and end of a church service. A processional cross usually leads. Also, any group moving in a fixed order, such as the procession of the Gospel, the Litany, or at weddings and funerals.

**PROPERS:** The term usually given to the proper Collect, Epistle, and Gospel for the day, found in the Book of Common Prayer on and after page 90.

**PURIFICATOR:** Small linen napkin used to cleanse the chalice and paten in Holy Communion.

**REDEDOS:** A screen or panel of carved wood or stone behind the altar.

**RETABLE:** Shelf at the back of the altar for flowers, cross and candles.

**RUBRIC:** A rule or direction FOR conducting the service, printed in red in the Altar Book (or Missal, and in italics in the Book of Common Prayer).

**SACRISTY:** Room in which the Altar vessels and hangings are prepared and stored.

**SANCTUARY:** Literally "Holy Place." The enclosure within the altar rail. Not used in the Episcopal Church to refer to the church building.

**SERVERS:** Persons who assist the priest in the services; also acolytes.

**SUFFRAGAN BISHOP:** Literally, a bishop "suffered" or "permitted" to assist. An elected assistant Bishop, but not having the right of succession; may be elected to be "diocesan."

**SUPERFRONTAL:** A white linen colored silk or brocade piece that covers the top of the altar and hangs down a few inches over the front. A fair linen is used on top of a superfrontal.

**SURPLICE:** A white, linen vestment with full open sleeves, worn by the clergy. It is longer than a cotta and has wider sleeves.

**TABERNACLE:** Locked repository used to keep consecrated Host, in parishes where (AUMBRY) Sacrament is "reserved," i.e. kept available for the sick.

**TIPPET:** A black scarf worn about the neck, with ends hanging down in front, used by clergy for the "choir offices". Originally was a sign of academic degree and was fur lined for additional warmth.

**TRANSEPT:** The short wings of a church built in the form of across.

**VEIL:** Large square covering usually of silk or brocade in the color of the season, used to cover the chalice and paten before and after the service.

**VESSELS:** The name given to all the containers (chalice, paten, cruets, lavabo, bowl, etc.) used for Holy Communion.

**VESTRY:** Vesting room for the clergy. Now used to refer to the governing body of the church.

**WAFER:** A small, flat disc of unleavened bread.

**WARDENS:** Senior Warden - the highest-ranking layperson, serves on the Vestry and presides over it in the absence of the Rector. He or she is appointed (in our diocese) by the Rector from the elected members of the Vestry.

Junior Warden - elected by the Vestry from among its own membership; he or she is responsible for the grounds and buildings.

## **Making Palm Crosses**

When making the crosses, palm fronds can be set aside (or the choir to carry in procession. These also must be wrapped in damp towels overnight.

When large pieces of palm are desired for decoration, they may be tacked on strips of light wood to hold them in place. Palm fronds in a fan-like arrangement may be put in the altar vases.

Palm fronds may be slipped through the ribbon tying the veil of the processional cross.

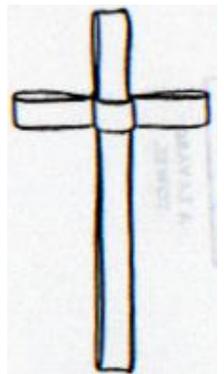
A few crosses or strips of palm should be reserved for the imposition of ashes on the next Ash Wednesday if it is the custom. Any others remaining after the services should be burned. All palms, wherever put, must be removed and burned at the close of the day.

Palm crosses and fronds that are taken home should be carefully kept from Palm Sunday until the next Ash Wednesday, when they should be reverently burned.

### ***Pattern No. 1 for Palm Crosses***

A palm frond about  $\frac{1}{4}$  Inch wide and 13 Inches long will make an average size cross.

- (1) Hold the frond horizontally.
- (2) Bend the right end straight up from the center to form a right angle.
- (3) Fold this same top strip, from the center, back and down, up and over again to form a square at the back. It will still be a right angle.
- (4) Bring the left strip forward and fold over the center toward the right. Fold away from you and pull through the square at back, all the way.
- (5) Bend the top strip forward and put the end through the center square to make a shaft of desired length.
- (6) Fold the right strip back, put through the back square and fasten.



### ***Pattern No. 2 for Palm Crosses***

- (1) Fold the top down, away from you, the bottom up, away from you, to form the shaft of a cross of desired length.
- (2) Turn the end down and twist around to the right and across the front of the shaft to make a cross-bar in proportion to the length.
- (3) Fold the end around behind the shaft.
- (4) Bring the end from behind, under the center. Fold from the bottom right to the top left and under

