

# Altar Book Set Up

The **Lay Leader** is responsible for setting up the Altar Book. The ribbon colors are those in the current altar book. When setting up the Altar Book make sure you have the current week's Bulletin.

1. Mark the beginning of The Holy Eucharist: Rite Two on page 147 – there is a TAB on this page.
2. Paper clip in any special prayers as noted in the bulleting. Examples, Veteran's Day, Mother's Day, Father's Day, Memorial Day, etc.
3. Mark the Collect of the Day with the BLACK ribbon Pages 199 thru 249.
4. Mark the lessons Page 150 with the GREEN ribbon.
5. Mark Prayers of the People with the PURPLE ribbon Pages 293 thru 303.
6. Mark Collect for the Prayers of the People there is a TAB on Page 304.
7. Mark the Confession on Page 152 with the GOLD ribbon.
8. Paper clip any special prayers just before the Peace. These are things like blessing prayer shawls, children, or outreach partners. These will be in the bulletin just before the Peace.
9. After the Peace and placing the Altar Book on the Altar, turn the Page 154.
10. Mark Eucharist Prayers (155 thru 193) with the WHITE ribbon.
  - a. Paper clip the offering prayer which is in the bulletin on the first page of the Eucharistic Prayer for the week.
  - b. Holy Eucharist C (177) and D (183) can be marked with the WHITE ribbon and everything is following first page of the Eucharistic Prayer.
  - c. Holy Eucharist A and B start on page 156 after page 159 go to the Prayer Page. After the opening Eucharistic prayers are said, the celebrant inserts one of the prayers for the specific service. Mark with the RED ribbon
    - i. Prayer A = Page 167 – Mark with the WHITE ribbon
    - ii. Prayer B = Page 172 – Mark with the WHITE ribbon
11. After The Holy Eucharist go to Page 194 there is a TAB on this page and stand by the Celebrant.
12. Paper Clip any special prayers or a four-fold blessing, which will be in the vesting room.

**\*\* Lay Leader is responsible for checking that everything is in its proper place in the sanctuary, the lectern is properly marked for the readings, the Gospel is properly marked, and each person serving understands what they will be doing including any serving visitor and priests.**