



ST. MARY'S EPISCOPAL
CHURCH

Where Word and Sacrament
Come Together
In Celebration and Service

Altar Guild Customary

Includes Glossary of Terms

Updated
January, 2025

Every Liturgy at St. Mary's Church begins and ends with the Altar Guild. To the glory of God, we prepare and maintain the altar for the Holy Eucharist and other sacraments and offices of the church. We reverently and devoutly care for the bread and wine, sacred vessels, fair linens, candles, torches, hangings and other accoutrements in the sanctuary. Fulfilling these tasks is more than a service: It is a true ministry that we undertake in fellowship and with worshipful joy.

As written by Josephine Smith Wood in her Altar Guild Manual, 1915,

“Before entering upon work about the Altar, kneel a few moments at the Chancel rail, and, offering your work to God, ask Him to accept and bless it, and enable you to do it worthily as unto Him. It is a great honor and privilege to be allowed to care for the holy things in God’s house, and a devout spirit and reverent demeanor should characterize those who are thus engaged.”

General Saturday Morning Preparations

Saturday Morning Duties

1. Empty stoups (either in piscena or reverently in the ground), wash and dry stoups and replace holy water.
2. Check rota calendar on sacristy bulletin board for season colors to be used on dressed altar and vested chalice veil and burse. Change skirt on St. Joseph's table to match season color. Priests' chasubles and stoles will match season colors.
3. Dust communion rail, statues of St. Mary and St. Joseph, shake flags and banners to remove dust.
4. Open silver vault and **immediately** return key to hidden location.
5. Wearing gloves, remove dust cover from high altar. **Brass candle sticks and vases in chancel should not be handled with bare hands because body acids eat into the brass finish.**
6. Wipe soot from taper bells. Do not adjust taper wicks.
7. Change sanctuary candle and light new candle, using old flame to ignite new candle. Flame should never be extinguished.
8. Check votive candles. Replace burned out candles, making sure wicks are upright. Make sure match sticks are available.
9. Check credence cloth on each of the three credence tables and replace any that are soiled.
10. Check water levels for flowers in vases on Reredos table.

Preparation for Sunday 8 a.m. at the High Altar

In the sacristy, fill small mason jar with wine to the bottom of the rubber band on the jar. Transfer the measured wine into the silver tankard, using the small green funnel.

Check bulletin for Gospel reading. Mark the reading with a ribbon in the Gospel book. Stand the book on the Gospel side of the Altar if there is one priest listed in the bulletin, and no deacon present. If there are more than one priest or priest and deacon listed in the bulletin, place the marked Gospel on the credence table in the back of the church along with the ciborium and tankard.

On credence table, Epistle side: Set vested ornate chalice (check rota for color) on table, facing the altar. Include 3 purificators and corporal in the burse. The corporal is on top of the purificators and folded to open with the wrong side up when opened to catch any crumbs from host. Large priest's hosts are kept in the sacristy tabernacle. Place one chalice with purificator behind the dressed chalice. Place **Rite I Missal** on its stand beside dressed chalice, facing the organ. Missal should rest on its spine.

On credence table, Gospel side: As you are facing the congregation, place the small flat top water cruet at front left of credence table, handle facing the sacristy. ("Front" is side of table closest to the congregation.) Place the small wine cruet behind the water cruet. Place the lavabo on center front of table with lavabo towel behind it. Place the large bread box on right front of table. The small bread box is behind the large bread box. The loose wafer count is placed inside each bread box. Bagged wafers are labeled and placed underneath loose wafers. (Check note in sacristy for wafer count in bread boxes and ciborium.)

Skirt on St. Joseph's table: color must match veil, burse and priest's vestments.

****** Place post communion veil on bottom shelf of Gospel side credence table**

Credence table in nave of church: Place Higgins Ciborium on center of table. (Check note on sacristy counter for wafer count. Place printed note with wafer count in box.) Place wine tankard beside the ciborium, handle facing the wall.




Alms basins: Place two on top shelf of Epistle lectern.

Set four bank bags on left counter in sacristy near the holy water bottles.

Close vault door; check to be sure it is locked. Lock sacristy door when leaving.

Final Step: Go to the Parish Hall. Hang chasubles and under stoles for priest and assisting priest and stoles for all priests in vesting area in parish hall. (Chasubles are hung with labels at front.) Stoles differ from under stoles. Under stoles are not as wide as stoles. Stoles are worn on top of the alb by priests who are not serving as celebrant. Color of chasubles and stoles are same as burse and veil.

8 A.M. Sunday Eucharist Preparation

| | |
|--|---|
|  <p>A wooden credence table with a white cloth. On the table is a silver chalice with a white veil, a bourse, and a Rite I Missal on a stand.</p> | <p>Credence Table, Epistle Side</p> <ul style="list-style-type: none"> • Credence cloth • Vested ornate chalice -Back of veil folded up for ease in carrying to altar • Burse • One back up ornate chalice with purificator • Rite I Missal on stand, resting on spine |
|  <p>A wooden credence table with a white cloth. On the table are flat top cruets, a lavabo, and bread boxes. A purple and white cloth is draped over the side.</p> | <p>Credence Table, Gospel Side</p> <ul style="list-style-type: none"> • Credence cloth • Flat top cruets, water and wine, handles toward sacristy • Lavabo and towel • Large bread box (wafer count in sacristy) • Small bread box (wafer count in sacristy) • Post communion veil |
|  <p>A small wooden credence table with a white cloth. On the table is a silver tankard and a ciborium. A Gospel book is also present.</p> | <p>Credence Table, Nave</p> <ul style="list-style-type: none"> • Silver tankard, handle facing the wall • Ciborium <p>Gospel book (only if deacon or assisting priest is listed to serve in the bulletin to carry it forward)</p> |

8 A.M. Eucharist Preparations



- Placement of Gospel book on the altar when a deacon or assisting priest is not scheduled to carry it forward during the processional



Note placement Inside Higgins ciborium

- Plastic bag is at bottom of ciborium (count is posted in sacristy and printed on bag)
- Loose wafers placed on top of bag along with printed count of loose wafers

Sunday 10 a.m. Preparation (after 8 a.m.) Return used vessels to sacristy and cleanse.

1. Unlock vault. **Immediately** return vault key to its hidden location.
2. Check credence cloth on each of the three credence tables and replace any that are soiled.
- 3. On credence table, Epistle side:** Set vested ornate chalice (purificator, paten, large priest's host, pall, veil.) Include one corporal and 3 purificators in the burse. Corporal is on top of purificators and is folded to open with wrong side up to catch any crumbs from consecrated hosts. Add one chalice with purificator behind vested chalice. Return Rite I Missal to drawer in sacristy and place Rite II Missal on brass stand, resting on its spine.
- 4. On credence table, Gospel side:** Place large flat top water cruet on left front of table. Flat top wine cruet is behind the water. Lavabo is placed at the center of table with lavabo towel below, facing acolyte. Elevated paten, large bread box (50 wafers with note) and small bread box (25 wafers with note) are aligned on the right side of the table, leaving space for the ciborium (Check note in sacristy for changes in wafer counts.)
 - 4. a. ****Place post communion veil on lower shelf of credence table.**
5. In the sacristy, fill small mason jar with wine to the bottom of the rubber band on the jar. Transfer the measured wine into the silver tankard, using the small green funnel.
- 6. On credence table in nave of church.** Ciborium is placed on front center of table. Include wafer count note ciborium. Silver tankard is beside ciborium, handle facing the wall. Place the Gospel book on the table beside the tankard and large bread box if there is a deacon or assisting priest listed in the bulleting who will carry it forward in the processional. If no deacon or assisting priest is listed, Gospel book stands on the altar. Check that the Gospel reading is marked correctly.
7. Place 10 a.m. bulletins on acolyte and server chairs. Bulletins for assisting clergy are placed in holders attached to the chairs.
8. Alms basins: Place two alms basins on top shelf of Epistle lectern if two ushers are listed in the bulletin. Place 4 alms basins if there are 4 ushers listed.
9. Epistle readings for 10 a.m. are listed in the bulletin. Be sure these readings match the bulletin, and they are on the Epistle lectern.
10. Close vault door.
11. Close sacristy door; do not lock it.

10 A.M. Sunday Eucharist Preparation



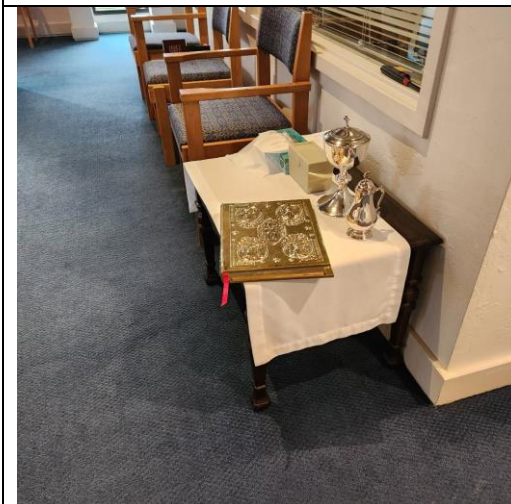
Credence table, Epistle side

- Credence cloth
- Vested ornate chalice
- Back up chalice(s) with purificator(s) (See note in sacristy for number of back up chalices)
- Rite II Missal on brass stand



Credence table, Gospel side

- Credence cloth
- Large flat top cruets with wine and water, handles toward sacristy
- Lavabo with towel
- Elevated paten, large and small bread boxes, leaving space for ciborium to be brought forward
- Check note in sacristy for wafer count – if necessary, place extra wafers in plastic bag in bottom of ciborium
- Post communion veil



Credence table, nave

- Credence cloth
- Silver tankard, handle facing wall
- Ciborium with wafer count
- Gospel book (if there is a deacon or assisting priest scheduled to carry it forward. If not, place on altar as in picture on preceding pages.)

General Cleansing

1. Rinse all vessels that contained consecrated elements in piscina and shake corporal in piscina to remove any crumbs. Piscina is a special sink in corner of sacristy that is used to rinse all vessels and linens that may retain traces of consecrated elements (wine and wafers.) The drain is plumbed directly into the ground.

Using glycerin soap, remove lipstick from purificators. Use boiling water from electric tea kettle to remove wine stains without using harsh chemicals that are hard on the linens. Soak soiled purificators and corporals. Do not soak lavabo towels.

2. Wash all vessels in hot soapy water. **Do not submerge bottom of chalices in water.** Dry and put silver vessels and patens in silver bags and store on vault shelves in sacristy. Small silver tankard is stored in display case beside Waterford crystal decanters. Elevated paten is stored in white silver cloth bag in vault.
3. Wash and dry glassware. Place bottom-up on wooden racks to dry insides.
4. Place Gospel book in red silver bag and set on shelf with silver in vault.
5. Place Rite II Missal on lower shelf of credence table, Epistle side. Rite I Missal is stored in microphone drawer in sacristy.
6. Wearing gloves, remove candles and cover high altar with dust cloth. Replace candles on altar.
7. If chapel is not set for use, cover chapel altar with dust cloth. Set candles on altar.
8. Bring alms basins to sacristy. When ushers have emptied basins, wipe fingerprints from the rims and place empty basins in navy silver-cloth bags. Store on vault shelves in sacristy.
9. Water flowers/greenery on reredos, if needed.
10. Replace extinguished votive candles. Check wicks are upright and matches are available.
11. In parish hall, hang vestments in closet. Check that vestments for the next week are available from closet in the sacristy.

Preparation of Lady Chapel for:

- Saturday 5 p.m.,
- Wednesday noon Eucharist,
- Tuesday Recovery Eucharist (First Tuesday of every month at main altar)

1. Check all linen for stains. Replace any with stains.
2. Check season color on sacristy rota calendar.
3. Unlock vault and **immediately** return key to its hidden location.
4. Set weekday plain silver chalice (silver inside and out) on sacristy counter. It is vested with dented paten, large priest's host, pall and weekday (ordinary) burse and veil. Burse contains 3 purificators and a corporal on top of them. Veil is folded back on top of pall because chalice will be carried. Fold on burse faces symbol on veil.* Place small flat top glass cruets for wine and water on the left side of the credence table with water cruet closest to the wall. Handles face the wall. (Cruets will be filled prior to service.) At the center of the credence table, set the blue lined lavabo, one lavabo towel and the small bread box containing 25 wafers. (Include printed number in box.)



Post communion veil is not used. Alms basin is placed on bottom shelf of credence table, Gospel side.






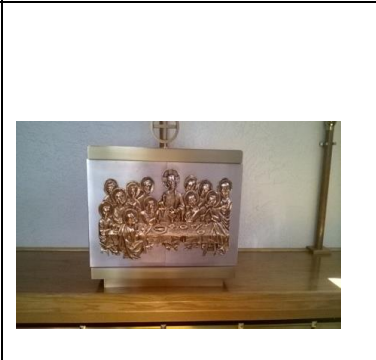
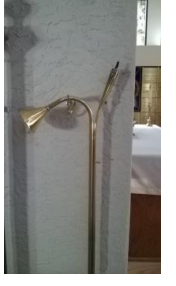
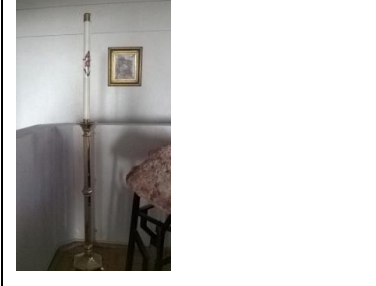

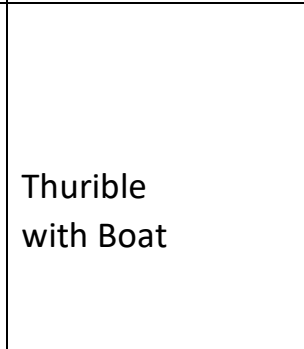
5. For Wednesday service, set about 20 Sunday bulletins on a chair in the chapel.








6. Close vault door; check to secure it is locked. Lock the sacristy door when leaving.

7. In the church hall vesting area, set out plain chasuble (color matches burse and veil) and under stole for weekday Eucharist.










*Fold on burse faces embroidered symbol on veil. Only exception is the plain violet burse embroidered with nails that is used in the chapel during Lent. The nail embroidery on the burse matches the embroidery on the veil and the burse opening is on the side.

Picture Glossary of Terms

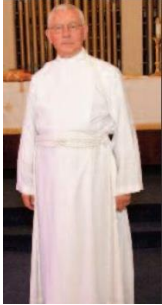

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|---|--|--|---|--|
|  | | <p>Prie Dieu or Prie Dieux Small kneeler</p> |  | <p>Torch</p> |
|  | | <p>Sanctuary Lamp Indicates the presence of the Reserved Sacrament</p> |  | <p>Tabernacle Holds Reserved Sacrament</p> |
|  | | <p>Taper/Snuffer</p> |  | <p>Paschal Candle</p> |
|  | | <p>Reredos</p> |  | <p>Thurible with Boat</p> |


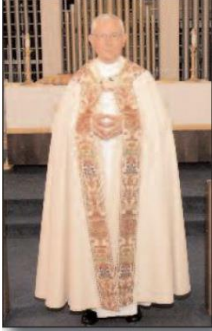


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|  | <p>Credence Table with Cloth</p> |  | <p>Sacristy Piscina sink is in corner</p> |
|  | <p>Alms Basin</p> |  | <p>Aspergillum Liturgical implement used with the Aspersorium to sprinkle holy water</p> |
|  | <p>Processional Cross and Torches</p> |  | <p>Aspersorium Liturgical implement used to hold holy water</p> |
| | |  | <p>Burse Covered cardboard purses that hold corporal and additional purificator(s)</p> |

Vessels

| | | | |
|---|--|--|--|
|  | <p>Bread Box With Lid</p> |  | <p>Ciborium</p> |
|  | <p>Chalices</p> |  | <p>Cruet (when small) or Flagon (when large)</p> |
|   | <p>Paten with Bread and Priest's Host</p> <p>Elevated Paten</p> |  | <p>Lavabo</p> |
|  | <p>Tankard flagon</p> |  | <p>Pyx</p> <p>Small vessel used to carry consecrated hosts to the sick</p> |

Vestments

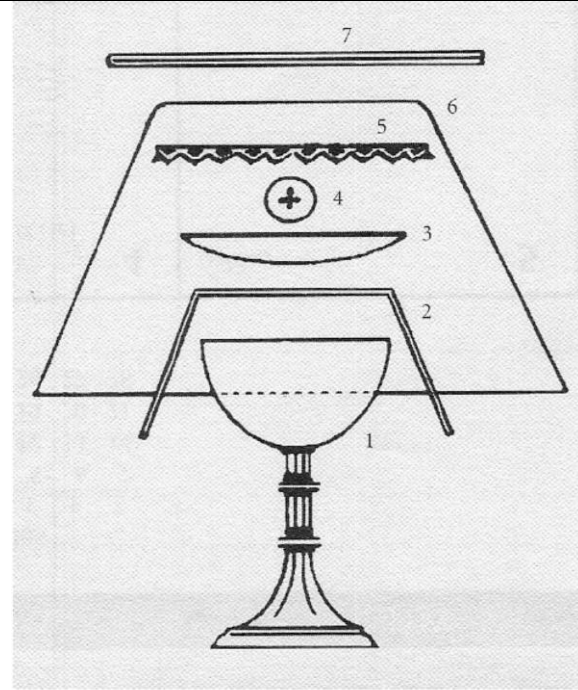
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|---|--|---|---|
|  | <p>Alb An ample white garment coming down to the ankles and is usually girdled with a cincture</p> <p>Cincture Woven rope used as a belt</p> |  | <p>Dalmatic</p> <p>Like a chasuble, but with sleeves, worn by Deacon</p> |
|  | <p>Cassock Black dress-like garment</p> <p>Surplus/Cotta White, loose tunic worn over a Cassock</p> |  | <p>Tippet</p> <p>Long black stole worn for any non-Eucharistic service</p> |
|  | <p>Ordinary Chasuble</p> <p>Seasonally colored vestment worn for daily Eucharist, not ornate. Narrow stole is worn underneath chasuble</p> |  | <p>Ornate Stole</p> <p>Worn by Eucharistic ministers on Sunday. Wider than the narrow stole, It often is embroidered with symbols and is seasonally colored.</p> |

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|--|---|---|--|
|  | <p>Ornate Chasuble</p> <p>Poncho-type outer garment worn by priest celebrating Communion, usually of elaborate fabric with embroidery</p> |  | <p>Cope</p> <p>Festive cloak worn by presiding priest or bishop</p> |
|  | <p>Under Stole</p> <p>Worn by eucharistic celebrant underneath chasuble. It is cut narrower at the neck than the broad stole and is typically not heavily embroidered. It is therefore lighter in weight than the ornate (broad) stole. Hanger is marked with "Under Stole" label.</p> |  | <p>How the Under Stole is Worn</p> <p>Celebrant wears both under stole and chasuble. Check rota for season color.</p> |

How to Dress a Chalice

1. The Chalice
2. Tri folded purificator
3. Paten
4. Priest's Host
5. Pall
6. The Veil (folded back if the chalice is to be carried)
7. Burse

The veil and burse are vested in seasonal color.



How to determine the liturgical cycle year: A, B, or C to set the Gospel reading

When does the liturgical year begin? It runs from Advent to Advent
Advent

- Advent is the first season of the church year starting 4 Sundays before Christmas through Christmas eve and is observed as a time of waiting and preparation of the birth of Christ. Advent also usually includes mid-week evening church services. The liturgical colors for Advent is purple or blue.
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- One of the simplest ways to determine the cycle year is to **add the digits** of the calendar year and see if they are **divisible by three**. If it is divisible by three, then it is “**Year C.**” Once you figure that out, the rest of the years are easy to determine.
- Here is 2019 to use as an example.
- $2 + 0 + 1 + 9 = 12$. Since 12 is divisible by 3, **2019 is “Year C.”**
- This means that **2020** will be “**Year A,**” since it is a three-year cycle.
- However, its important to note that the **liturgical year** begins in **Advent**. As a result, the 2020 liturgical year **started in December 2019.**
- To check your work, you can always look at the [USCCB liturgical calendar](#) on your cell phone, which clearly states which year we are in for the Sunday readings.

Eucharist Funeral Preparation (without cremains)

Each funeral is unique. Check with church office and clergy to estimate the number of hosts and amount of wine to be used as well as other details.

1. Wearing gloves, fill candles, check taper wicks.
2. Unlock vault. **Immediately** return vault key to its hidden location.
3. Check credence cloth on each of the three credence tables and replace any that are soiled.
4. Remove dust cover from high altar. Missal is located on lower shelf of credence table, Epistle side. Book is pre-marked for funeral.

On credence table, Epistle side: Use ornate white veil and burse to vest ornate chalice (purificator, paten, priest's host, pall, veil.) Include one corporal on top of 3 purificators in the burse. Place at least one additional ornate chalice with purificator behind vested chalice. Missal is placed as for 10 A.M. Sunday eucharist service.

On credence table, Gospel side: Check instructions with church office. Set as for Sunday 10 A.M. *Place post communion veil on lower shelf of credence table.*

On credence table in nave of church. Check to be sure a clean credence cloth is placed on table. Details will be determined by clergy.

5. Bulletins for funeral service should be in the narthex. If not, check in church office.

Readings will be printed by church office and placed on Epistle side lectern.

6. Open bulletins and fold appropriately. Place bulletins in chair racks for priests and lay servers. Bishop's chair has no chair rack. Folded bulletin is placed in chair rack on Epistle side of bishop's chair.
7. Mark reading in Gospel book and place where clergy instructs
8. Place Paschal candle beside the altar on the Epistle side. Be sure candle is filled with oil.
9. Close vault door; check to secure it is locked. Lock sacristy door when leaving.
10. Move lectern from chapel to narthex for guest book. Place a basket (not an alms basin) on a bench on narthex for funeral guests to leave cards.
11. Set out white lamb vestments for clergy in vesting area of church hall. Bulletin indicates number of clergy participating. If more than one clergy is participating, the other(s) will wear ornate white stole(s).

Eucharist Funeral Preparation

(With cremains)

1. Follow set up directions for Funeral without cremains. Place a table in nave for Eucharistic elements. Cover table with clean credence cloth.
2. Move small credence table from nave of church and place beside the altar. Cover with credence cloth. White ornate funeral pall hangs on roller in sacristy closet. Fold pall and lay on credence cloth. (See picture following.) Urn with cremains is either brought by funeral director just prior to service or may be in rector's office. Check church office for details.
3. Put holy water in aspersorium. Holy water should just cover the ball of the aspergillum. Place aspersorium with aspergillum inside on floor below the cremains table.
4. Cordon off seating for family: first three rows of middle section, Epistle side. This is usually a function of the ushers. Check to be sure it is done.

Flowers

Do not place anything, including flowers, in front of cremains table. All flowers are to be placed appropriately and never in front of cremains or around the altar.

Check with clergy about placement of flowers.

Eucharist Funeral Preparation with cremains continued



Credence Table Gospel Side -Check with office for details

- Credence cloth
- Lavabo with towel
- Bread box(es) with wafers (count from office)
- Flat top cruets of water and wine
- Note(s) indicating bread box (if used) and ciborium count
- Post communion veil



Credence Table Epistle Side

- Credence cloth
- Vested Chalice (always white)
- One back up chalice with purificator; clergy will instruct on number of back up chalices needed



Credence Table Nave

- Credence cloth
- Silver flagon
- Bread box
- Gospel book if deacon or assisting priest. If neither is available, Gospel is placed on altar as for 8 and 10 A.M Sunday



Credence table for cremains

- Sexton places table
- Credence cloth
- Folded white ornate funeral pall

Eucharist Funeral Preparation with cremains continued



Baptism Preparation

1. Wearing gloves, fill Paschal candle.
2. Remove plastic container of baptism items from top shelf of locked sacristy cabinet. List of items to be used is taped on end of box. Lucite tray is nested underneath the container.
3. Baptism candles are located in locked sacristy in box on bottom shelf along with "The Light of Christ" pamphlets. Place one candle and pamphlet for each baptismal candidate on lucite tray. (Candle boxes are kept on counter in sacristy for presentation to family(ies) after the service.)
4. Oil of Chrism is stored in small tabernacle on sacristy counter. The small container for oil of Chrism is marked SC. Check to assure that the oil is damp. Do not use healing oil (marked O1).
5. Place on lucite tray: (a) oil of Chrism, (b) small silver bowl lined in gold, (c) silver shell, (d) baptismal towel -- one for each candidate, (e) silver spoon, (f) one baptismal candle and "The Light of Christ" pamphlet for each candidate, (g) small white bowl for blessed salt. Salt is located in small tabernacle, marked "blessed." Place small amount of blessed salt in bottom of white bowl.
6. Ewer is in silver cloth bag on top shelf in locked sacristy. Place water for baptism in ewer immediately prior to service, using judgement as to warmth of water.

All items for baptism are placed on lucite tray, except for ewer, aspersorium and aspergillum. The tray and ewer are placed on the wall behind the baptismal font. Place the aspersorium and aspergillum at foot of font. Put holy water in aspersorium immediately prior to service (to bottom of aspergillum.)



Lucite tray contains

(counterclockwise)

- Oil of Chrism
- Small silver bowl
- Silver shell
- Baptismal towel(s)
- Silver spoon
- Baptismal salt
- Baptismal candle(s) with "The Light of Christ" pamphlet(s)



Ewer



Font

- Lucite tray with contents and ewer on wall
- Aspersorium with aspergillum beside font
- Paschal candle filled

Lent and Holy Week

Lent

Fifth Sunday of Lent - Crosses in church are veiled in PURPLE

Palm Sunday

All services set per usual

Best ornate chalice vested in ornate red.

Vestments are Red ornate –skirt on Joseph statue table remains PURPLE, matching veils on crosses

Priest decides whether cope is to be used. Check with clergy.

Gospel of the Palms may be used. Check bulletin –Set Old Testament and Epistle (Check to see if years A, B, C all use Year A Epistle readings.)

Aspersorium, filled to ball of aspergillum, set out beside credence table, Gospel side

Holy Week

Monday, Tuesday, Wednesday – Eucharist in chapel set up is same as for weekday. Check calendar for color.

Maundy Thursday - Eucharist set up as for Sunday 10 a.m. Gospel book is on credence table in nave with elements.



Two gold cushions on floor under credence table, Epistle side.

Incense is used – put out two large gold cushions for the thurifer and boat boy on the altar stair. Note photo of foot washing station shown below with gold cushion for thurifer on altar stair.

Preparation for Foot Washing: Four foot washing stations are set in front of altar rail. Two blue chairs at each station. Towels beside one chair. Pitcher and bowl at each station. Large blue bucket (sexton provides) at each station.



Preparation for washing the stripped altars:

Place bowl and towel sets for washing the stripped altars. One set is placed on the top shelf of the lectern, Gospel side, and two additional sets are placed in the chapel on either side of the Tabernacle.



Garden of Gethsemane Altar setting: In garden, altar and cross are placed by sexton. Place credence cloth on altar. Candles are placed on both sides of altar. Set flowers. Torches are moved during service (not an altar guild task)



Maundy Thursday 7 PM Altar Guild Notes:

Uniform for Maundy Thursday: Black skirt or slacks, white top, dark shoes. Gloves furnished at church.

1. Remove flags, stoups, vigil candles before the service begins
2. Lights in sacristy are turned off, only bathroom light is left burning
3. Altar Guild sits in reserved pews (2 pews are more than enough)
4. **Washing of the feet** – two members stand at each station – one member watches that there is water in pitcher, assists priest with towels, both clean and wet, and second member empties water into bucket and empties when appropriate **CLEAN TOWEL FOR EACH PERSON**
5. **Procession of the Blessed Sacrament** – Kneel until procession reenters the church nave
6. At appropriate time (when procession re-enters the church) altar guild puts on white gloves and stands and quietly moves to back of nave center aisle, lines up in double file behind director
7. Proceed to front of church, bows in response to priest's bow
8. As altar is stripped, members receive vessels, candles, etc. and move them to the sacristy, using the ramp walkway
9. Priests' robes are placed on chair in front of window at back of church, not taken to dark sacristy

Good Friday – Communion Service with reserved elements (No Eucharist)

AM - Crosses covered in black. Table skirt on Joseph table changed to BLACK. If skirt is not in sacristy closet, check in box under the table.

High Altar – Remains Stripped except for stand used to hold Cross for veneration (in procession)

Credence table, Gospel side – Place clean credence cloth on table. Then set lavabo and towel, folded corporal, 4 chalices with purificators. Post communion veil on bottom shelf.

Veneration of the Cross – Cross stand is placed on high altar. Two bowls and sani-wipes (8 to 10) are placed on top shelf of lectern, Gospel side.

Stands for torches flank high altar; torches are leaned against wall in narthex. Cross (for veneration covered in sheer black cloth) is carried forward in the processional.

Set out baskets for offering.

Easter Vigil and blessing of holy water in church fountain

Fill all torches, candles; replace votives; all church accoutrements are replaced; remove veils from all crosses

Skirt on St. Joseph statue is changed to white

Fair linen with cutwork is used on high altar

Set as for Sunday, 10 a.m. service; wafer count is in sacristy for bread box and ciborium. Fill wine flagon and cruet accordingly (remember there is no reserved sacrament.)

Tabernacle veil for consecrated bread in ciborium is placed on credence table, Gospel side

Gold cushions set out for thurifer and boat boy

Immediately before service: Aspersorium is placed beside fountain. Place two pitchers beside fountain in front of church. Two members dip pitchers in fountain (after holy water is blessed) and fill stoups before congregation enters church for vigil.

Chasuble is white lamb.

Easter 10 a.m.

Set as for Sunday 10 a.m. Check in sacristy for count.

Fill all candles, torches with oil. Check votives.

Thurible is used. Set out gold cushions for thurifer and boat boy.

Cope is worn. Place wooden stand for cope in church behind retable.

ADVENT

Prepare and hang simple wreaths for doors

Place Advent Wreath

Paschal Candle on Epistle side of Altar

Hang wreath at back of sanctuary (plug is in AV room – light for Christmas Eve and after)

Place creche. Only animals in manger. Shepherds, angels, Mary Joseph, are placed Christmas Eve. Baby Jesus is processed on Christmas Eve and placed in manger. Camels on wall until Wise Men appear at Epiphany

Christmas Eve and Christmas

Special Duties:

- Creche – Add Mary, Joseph, shepherds, angels and prepare baby Jesus for processional
- Candles – Fill all candles, including Advent wreath
- Change table skirt (crèche table)
- Change altar linen to fair linen
- Check votive candles, sanctuary light, fill stoups

Early evening Eucharist. Rite II

- Communion set-up as for Sunday 10 a.m. Rite II (check with clergy for wafer count in ciborium – usually 100 – 150 and 50 in bread box)
- Use flagon on altar credence table in place of small glass cruet
- Alms basins are set 2 under each lectern
- Set out ornate chasuble and white lamb

PM Eucharist. Rite II

Set up for Sunday Rite II

- **Remove baby Jesus from creche after 5 p.m. and put in narthex**
- Fill all candles, including Advent wreath
- Set out aspersorium with enough water to cover ball of aspergillum
- Incense is used – set out gold pillows on step
- Vestments used – Set out ornate Lamb set on stand in church, red and gold cope in vesting area – all clergy use lamb chasubles with stoles
- If deacon is present, set out dalmatic (looks like chasuble with sleeves) and stole
- Alms basins – 4 on Epistle side lectern shelf

After PM Eucharist, prepare for Christmas Morning as per Sundays Rite II

- Cleanse as per usual
- Fill all candles
- Put away gold pillows, chasubles
- Set up for next scheduled regular service

Lock silver in vault and lock sacristy door

How to Iron and Fold Altar Linens

Remove linens from washing machine. Wrap in Turkish towel and place towel in plastic bag in refrigerator for at least a few hours before ironing.

Set iron on Linen setting. Iron on wrong side of cloth, starting at one seamed side. Place small white washcloth underneath embroidered cross. Do not use point of iron on embroidered cross. Turn linen over and repeat.

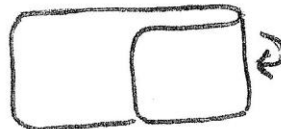
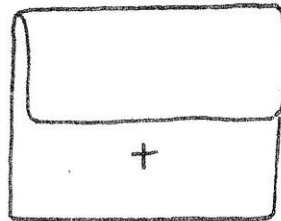
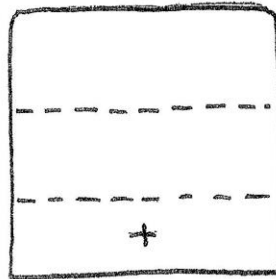
Lay ironed linens on flat surface (such as dining room table) to fully dry. Press again in a few hours.

Linens are gently folded but never creased, even with fingers.

Corporal is folded with hemmed edge used as “right” side (see below.)

CORPORAL
(Square)

Right Side Up

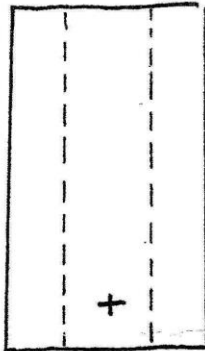


Place in Burse
in this position

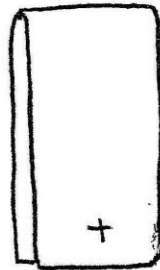
LAVABO TOWEL

(Rectangle)

Wrong side up



Fold in Thirds
On Dotted Lines



Fold Once
Top to Bottom

PURIFICATOR
(Square)

Wrong Side Up

