

A Manual For  
The Altar Guild Of  
St. Mary's Episcopal Church



*Heavenly Father, bless the work of our Altar Guild.  
Give us loving hearts and reverent hands  
in the care of holy things.  
Grant that we may work  
without haste and offer our service  
at your Altar with quiet mind and humble spirit,  
so that we may come into closer communion  
with you, through Jesus Christ our Lord. Amen.*

Liturgy begins and ends with the work of the Altar Guild. To care for the sacred vessels, the bread and the wine, the fair linens and hangings, the candles and torches used for worship in the Sanctuary is far more than a task, it is a true ministry. We seek to “worship the Lord in the beauty of holiness.” It is the ministry of the Altar Guild that helps make this a reality. Indeed, the worshiping life of our community is directly impacted by this ministry! The contribution of each Altar Guild member is important; together those contributions are a devotion to the greater glory of God.

This manual is a *living document*. In other words, as the Holy Spirit guides this community throughout different seasons of ministry, the ways in which we live into the Anglican shape of the liturgy will vary in some ways. Especially when it comes to decorating and preparing our worship spaces for special occasions and seasons of the liturgical year, members of the Altar Guild are encouraged to use the images and descriptions here as guides, not view them as law. Your Altar Guild Chair and clergy are here to collaborate with you and assist in the work of preparing worship spaces through which God will bless the faithful who come to worship.

Know that you are in my prayers as you live into the calling of serving on the Altar Guild. May your times engaged in this ministry be times of prayer and blessing to you. May you find healing and peace for your souls as you work, recognizing that our community is blessed by God through your efforts. God bless you!

Yours in Christ,

A handwritten signature in blue ink, appearing to read "Tom +", with a small cross symbol to the right.

The Reverend Thomas P.H. Warren  
Rector, St. Mary's Episcopal Church

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# Definitions and Other General Notes

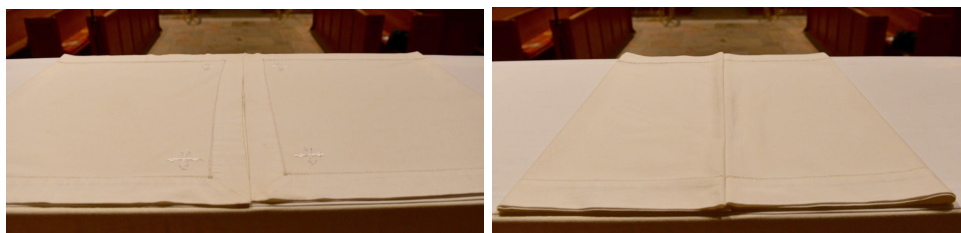
## Items On and Around the Altar

The altar sits in the sanctuary. It is the most sacred part of the church and should be the central focal point.



The *reredos* (1) at St. Mary's is the ornamental wooden wall behind the altar. The *dossal* (2) is the large curtain in the color of the liturgical season or day that hangs behind the central altar cross. The *cerecloth* is a protective cloth and is placed first on the altar under the *frontal* (3), which is a full length covering and is often ornately decorated. Our frontals reflect the seasonal colors and special rites. Next, a *fair linen* (4) is placed on top of the frontal and generally hangs on both ends of the altar. *fair linens* have five crosses to represent the five wounds of Christ (hands, feet, side). The *fair linen* should be hand hemmed and hand washed to remove stains. After washing linens, hang them until nearly dry. Then iron the linens until they are dry. *fair linens* are rolled with tissue paper--never folded.

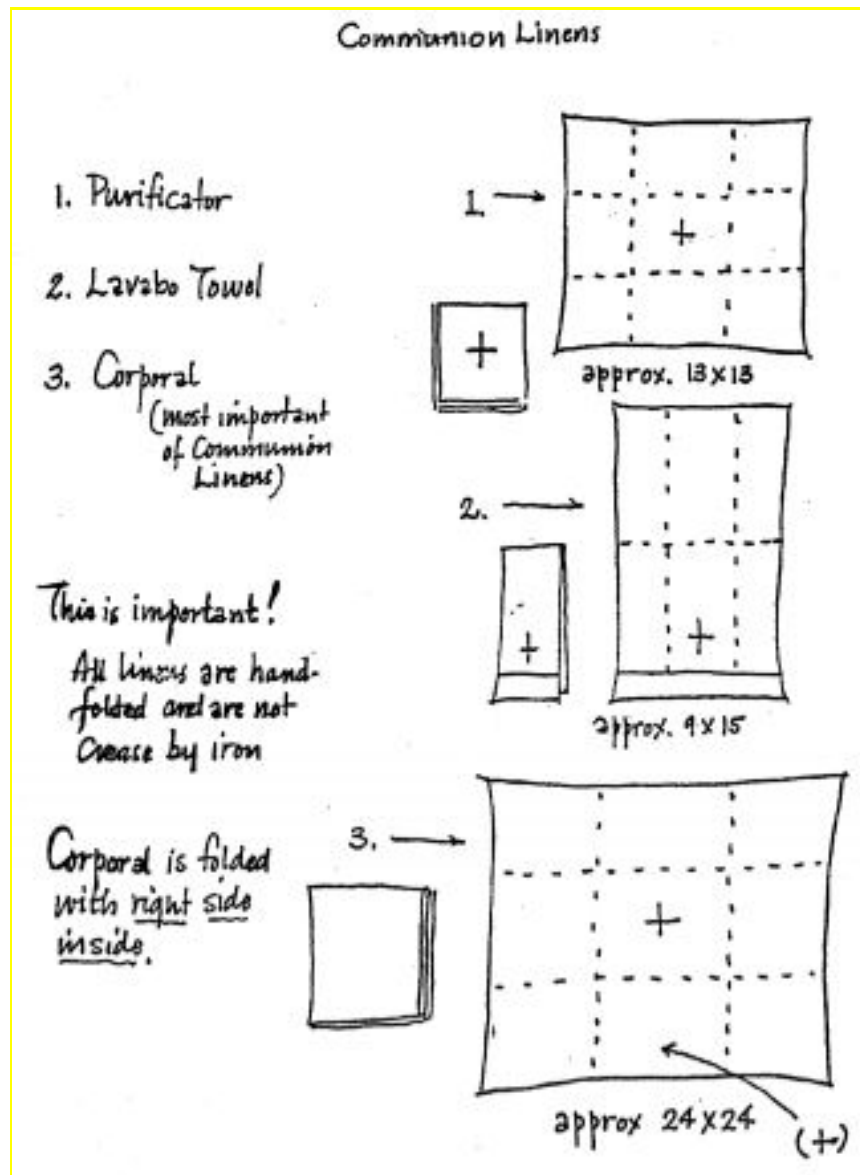
When the altar is not in use, a *protector*, often made of cotton or decorated silk should be on the top of the *fair linen*. It protects the linens and/or altar from dust, bats, insects, etc. When removing the cover, it is folded in half with the ends meeting in the center (below, at left) and then repeated until appropriately sized (below, at right). This makes it much easier to put the cover back on the altar.





Old *fair linens* should not be used as a protector. Rather, they may be cut and hand-hemmed for a *credence table* cloth, towels, or used in the sacristy. If the linen can no longer be used, then it should be burned. Contact the clergy to discuss how this may be done in a fitting manner. In any event, the altar should always be covered, and only things essential to the Eucharist should be placed on the altar.

## Communion Linens



The *corporal* is the most important of the communion linens because it receives the Body (*corpus* in Latin, which is where the name comes from) and Blood of Christ. It is placed on the altar first to catch any of the elements that might be dropped. For this reason, the celebrant folds the corporal carefully after the Eucharist. Any crumbs of bread in the *corporal* should be

consumed or placed reverently outdoors. The **corporal** is generally 24 x 24 inches square and should be hand-folded. Linens should never be creased with an iron.

The **purificator** is a small square linen, approximately 13 x 13 inches. It is used to wipe the chalice during communion as well as in the ablutions (cleansing) after communion. It also should be hand-folded.

The **lavabo towel** is approximately 9 x 15 or 18 inches. It does not have to be linen. The **lavabo towel** is used by the celebrant when washing hands.

A **chalice veil** is a square covering of ample size to cover the entire chalice set-up, often called the '**stack**.' It is of the same fabric/style as the vestments used according to the liturgical season and occasion of the liturgy.

The **burse** is a square case lined with linen. The linen may be a coarser linen since it is more exposed to soiling and staining. The **burse** is the same fabric as the vestments. Its purpose is to contain extra purificators to be available as needed by Eucharistic Ministers. The **burse** in the All Saints' Chapel contains the key to the **aumbry**, where the **reserved sacrament** is kept.

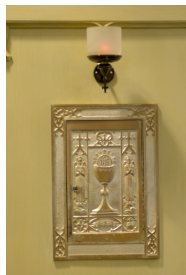
**Credence linens** cover the **credence shelves and/or tables**.

**Baptismal towels** may be towels of linen a little larger than other Eucharistic towels and should be placed on the table by the font in preparation for baptisms. This is not the personalized towel presented to the newly baptized.

## Important Information about Linen Care

When linens come from the altar they should be rinsed with water as necessary. If possible, linens should be washed with a pure soap (such as Ivory Snow). Do not use bleach on linens. If they need whitening, put them out in the sun. Wring them gently and roll them in a towel. It is not necessary to use starch. Iron linens when they are still wet, then fold. Do not use an iron to crease the folds because eventually those folds will become brittle and break. The large **fair linens** on the altar should be turned every few weeks and cleaned often.

## Lights and Candles



At left is the **aumbry candle** in the All Saints' Chapel. This is the light that burns perpetually when there is a **reserve sacrament** in the **aumbry**.

The switch to turn this light on/off is in the closet to the right of the altar.

The **paschal candle** (right) is a tall ornamental candle. It is placed in the church beginning at Easter and throughout the Easter season. Outside of this season, it is also always near the font at baptisms and, because Christian funerals find all their meaning in the resurrection of Jesus, it

stands at the head of the **bier** (the movable frame on which the **casket** or **coffin** rests) or next to the cremains in burial liturgies.





The ***daily office lights*** (left) are used for all liturgies in the church and would be the only lights used near the altar for Morning Prayer, Evening Prayer, and other daily office liturgies where communion is not being celebrated. If communion is to be celebrated, then they may be used along with the ***Eucharistic candles***. We use two different ***daily office*** candelabras at St. Mary's. The larger one is used throughout most of the year. The smaller one with three candles (also shown at left) is used during Lent.



The ***Eucharistic candles*** are larger candles that rest on either side of the altar. They are used only when there is to be Holy Eucharist. At left is an image of a Eucharistic candle at the high altar. At right is an image of a Eucharist candle in the All Saints' Chapel.



The ***torches*** (left) sit in a stand at either side of the high altar.

The ***Advent wreath*** (right) is a festive arrangement which originated in Germany for use in homes and public places. Candles are placed in the wreath, traditionally three purple or Marian blue (which is used at St. Mary's) and one pink. Advent is seen as a time of anticipation, and the Blessed Virgin Mary modeled this anticipation and trust of God's promises in powerful ways which is why Marian blue has become a fitting Advent color. Each candle stands for a



different week in Advent. The third Sunday of Advent is called *gaudete* Sunday, which is latin for *joy*. It is on this Sunday that the pink candle is lit. On Christmas day, a large white candle called the Christ candle, placed in the center of the wreath, is lit.



The ***votive candle*** or ***tea lights*** are traditionally placed in a location for the people of the church to light when praying for a special intention. At St. Mary's, we use tea lights for this purpose at the prayer station with the statue of St. Mary (left).

A ***baptismal candle*** (right) is lit from the ***paschal candle*** when a person is baptized and given to that person as a reminder of their baptism. It is to be kept and re-lit annually on the anniversary of the baptism.



## Appointments



The *chalice* (1) and the *paten* (2) are the most essential Eucharistic vessels because they contain the consecrated wine and bread, respectively, at communion. They may be very ornate or very simple. St. Mary's has vessels made of silver and pottery.

The *lavabo bowl* (3) at St. Mary's is a small silver bowl which is used to wash the celebrant's hands.

The *ciborium* is a covered container that is used to contain communion bread. It may hold bread before the Eucharist, be used in the distribution of the bread at communion, or may be kept with consecrated bread in an *aumbry* in which case it would have a veil covering it. St. Mary's has *ciboriums* that are *stemmed* (4) and *unstemmed* (5).



*Cruets* are vessels that hold water and wine for use at the Eucharist. The *flagon* is a larger vessel for carrying wine for communion. These are shown at left. The *thurible* (right, 1) is a metal censer in which incense burns during liturgies. The *thurible* should be cleaned frequently after use because the charcoal can clog the holes, preventing adequate drafting. The

*navicular* or *boat* (2) is used to carry incense.



The *sanctus bells* (left) are rung, signaling especially significant moments in the liturgy (i.e. when the *sanctus* is said or sung at the beginning of the Eucharistic prayer, at the words of institution for the bread and wine, and at the Great AMEN at the conclusion of the Eucharistic prayer).

Several appointments are used for baptisms at St. Mary's. The brass *flagon* (1) is used to contain water that is poured into the *font* for baptism. The *baptismal shell* (2) is sometimes used to pour water on the person being baptized. The *oil stock* (3) contains *chrism*: oil that is only used at baptism and is consecrated by a bishop, usually on Maundy Thursday, and given to churches in the diocese. The brass *bucket* contains the *aspergillum* (4), which is used to sprinkle the congregation with water that has been blessed.



The ***communion kit*** is used by clergy or Lay Eucharistic Visitors to bring communion to people unable to attend public celebrations of the Eucharist. Kits vary, but all contain a bread box, cruets, paten, and chalice. The Altar Guild maintains the smaller purificators and corporals for use in the communion kits.

## Flowers

Flowers are fitting and welcome elements of the Eucharistic liturgy. When determining what flowers would be appropriate, consider whatever natural materials would be attractive at a given time for the particular situation. Real flowers and other plants harvested from God's creation, such as leaves, branches, greens, grass, nuts, berries, vegetables, fruits, pods, thistles, potted plants and trees, all add to the authentic worship experience of God, the Creator of Heaven and Earth. Accordingly, it is not customary to use artificial flowers in the church.

## Preparations Before Sunday Mornings

### 1. Begin all our work with prayer!

### 2. Initial Preparations Around the Altar (Main Church & All Saints' Chapel)

Inspect the sanctuary (the space containing the altar between the altar rail and the ***reredos***) and clean as necessary. Check especially for dust on the ***credence shelves***.

Make certain that all ***fair linen*** is clean before setting the altar. Place dirty linens on the rack on the back of the Altar Guild Sacristy door.

- ***Remove and fold the altar protective cloth*** and place on the counter in the sacristy.
- Try to use complete sets of linens whenever possible and coordinate seasonal colors and symbols for feast days. After removing the linen set from the box, leave the box open so that the cleaned linens can be returned to the proper box.
- Check the calendar to confirm the appropriate seasonal color. Make changes as needed for the sanctuary hangings including the ***dossal, frontal, pulpit & lectern hangings*** (not applicable for the All Saints' Chapel). If you will need help changing the ***dossal***, please notify the parish office by Thursday.
- Make sure ALL ***candles, torches, and tapers/snuffers*** are filled with oil, as applicable. Don't forget the ***paschal candle*** or ***Advent wreath*** candles in their seasons! Be sure to wipe off the brass followers as they get oily and tarnish. The ***wicks*** should ***not*** need to be adjusted. After filling with oil, place the two large ***Eucharistic candles*** on the altar.
- If they have been delivered, make sure the flowers for Sunday have been watered.
- Inspect and buff the ***pull-out altar rail*** as needed (not applicable for the All Saints' Chapel).



### 3. Prepare the Altar (Main Church)

- Place the **corporal** in the center of the altar. If there is a cross or emblem embroidered on the **corporal**, have it on the bottom, closest to where the celebrant will stand.
- **Vest the Chalice (i.e. prepare the “stack”).** The series of images below shows the proper order to prepare the **stack**. As you prepare, keep in mind that if the **chalice** or **pall** have any symbols, they should face the celebrant, and any symbols on the **veil** should face the congregation. The hinged side of the **burse** will also face the congregation. Ensure that 2 extra purificators are kept in the **burse**.



1 - The chalice is placed on the unfolded corporal



2 - A purificator is draped across the top of the chalice



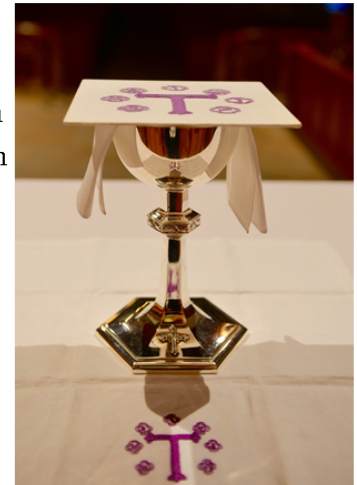
3 - The paten with gluten-free wafer is placed on the chalice



4 - The host is then placed on the paten

5 - The pall is then placed on the paten

6 - Finally, the veil is draped over all and the burse is placed on top



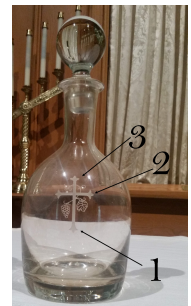


- Place the *Eucharistic candles* (1) at both ends of the altar.
- Place the *Gospel book* (2) leaning against the front of the Gospel-side *Eucharistic candle* (left side, facing the cross). The *Gospel book* will have a brass cover, except during Lent, when brass cover is removed. Place the bookmark at the appropriate page in the *Gospel book*. Double check this with the bulletin. The liturgical calendar in the sacristies also lets you know what Sunday it is in the liturgical year so the appropriate page can be marked in the book.
- Place the red *altar book* and brass *missal stand* (4) on the Epistle (right) side of the “*Stack*” (3).



#### 4. Prepare the Credence Shelves by the High Altar and Credence Table in the Narthex

While in the Altar Guild Sacristy, place 100 wafers in the large *stemmed ciborium*. Do **not** put a slip of paper with the number of wafers in this *ciborium* - at times, doing so has resulted in the ushers *not* putting the attendance count in the *ciborium* at the offertory which makes it difficult for the clergy to know how much bread and wine to consecrate. Place at least 50 additional loose wafers in the small *unstemmed ciborium*. The *cruets* are to be filled to the top of the cross, one with water and the other with wine. During the summer, the *flagon* (right) is to be filled to the bottom of the engraved cross (1). During the program year, it is to be filled to the arms of the cross (2). For Easter and Christmas, fill the *flagon* to the top of cross (3). Prepare the *lavabo bowl* and *towel* by draping the towel over the bowl. Polish or buff the large *alms basin* and 4 smaller *alms basins*.



As shown in the image at right, place the second *chalice* with a *purificator* draped over it, water and wine *cruets*, *lavabo bowl* and *towel*, and *unstemmed ciborium* on the lower shelf of the epistle-side (right) *credence shelf*. The handles of the *cruets* should be placed towards the wall so that the acolyte will naturally grasp them by the body.



As shown in the image at left, set the large *alms basin* upright on its rim in the groove on the Gospel-side (left) *credence shelf*.

In the narthex, place the *credence cloth* on the *credence table*. Place the *stemmed ciborium* and *flagon* behind the four small *alms basins*, as shown at right.



## 5. Prepare the All Saints' Chapel

a. Prepare the altar in the All Saints' Chapel, similar to how the high altar was prepared, with the following exceptions:

- i. There are no *daily office lights* in the All Saints' Chapel and the *Eucharistic candles* are elevated from the altar, as shown.
- ii. There is no *Gospel book* in the All Saints' Chapel (the Gospel lesson is read from the *lectionary book* on the *lectern*).



b. Prepare the *credence shelf* as follows:

- i. Place a *credence linen* on the shelf.
- ii. Place an *alms basin* upright, in the groove on the *credence shelf*.
- iii. Place the *stemmed ciborium* on the center of the shelf. There should be no fewer than 30 wafers in the *ciborium* and a slip of paper placed in the *ciborium* should indicate the number of wafers present.



- iv. Place the water *cruet* to the left of the *ciborium* and the wine *cruet* to the right.
- v. Place the *lavabo bowl*, with *lavabo towel* draped over it, near the water *cruet*.

*Note: The light that shines down on the crucifix over the Altar is controlled by a switch underneath the credence shelf.*

## 6. Other Preparations

- a. Ensure that the *lectionary books* (book of readings) on the *lecterns* in the Main Church and All Saints' Chapel are open to the first reading and mark pages of subsequent readings as appropriate. Double check the readings with the bulletin.
- b. Check the *candles*, *matches*, and *sand* at St. Mary's statue. Clumps of wax should be discarded and the sand smoothed and refreshed.
- c. Make sure flowers or greenery are in place and watered at the high altar and in the All Saints' Chapel. Remove any dead or drooping flowers and seep as needed. (Dianne Stadiem will bring greenery if notified of the need.)
- d. Notify the Altar Guild Chair when supplies (i.e. wafers, wine, tea lights, candle oil, etc) are running low. Please allow ample time to avoid the need for paying significantly higher expedited shipping costs.

# Procedures for Sunday Mornings

## 1. Begin all our work with prayer!

## 2. At least 30 minutes before the Sunday Service in Main Church:

- a. On Sunday morning unlock the sacristies and keep unlocked for the liturgy. This ensures that the Eucharistic Ministers can bring the vessels back to the sacristy at the appropriate time.
- b. Make sure flowers or greenery are in place and watered. Remove any dead or drooping flowers and seep as needed.
- c. Check to see that there are bulletins in the following places: 3 in the first choir pew on the Gospel-side (left) for the Torchbearers and Gospel bearer, 1 on each kneeler in the sanctuary (for the Crucifer and Gospel bearer after she/he moves there).
- d. Check to see that the hymn board is accurate for the liturgy. If not, please notify the Organist.

## 3. After the Liturgies:

- a. Sometimes, there will be bread and wine left in the communion vessels. Always assume that they are consecrated and must either be consumed, kept in the *ambry* in the All Saints' Chapel, or poured into the *piscina* (shown at right) or into the earth. **Under no circumstances should bread be discarded in the trash or wine poured down the sink drain. Jesus is truly present! If there is ever any question as to whether bread or wine has been consecrated, ask the clergy.**



Wash the glass wine *cruet* in warm, not hot, water. Leave the top off of the glass *cruet* when it is put into the cabinet. Dry the *chalice* and other Eucharistic vessels with the *chalice towel* which is marked with a red cross. Polident may be used to clean the glass *cruets* when they are cloudy.

- b. Refill the *Eucharistic candles, daily office lights, torches, and candle taper/snuffers* with oil.
- c. Place the *protector cloth* over the *fair linen* on the altar.
- d. Clean the soot out of the inside of the *candle snuffers* after each service. In the All Saints' Chapel, check to ensure that there is enough of a wax taper for continued use and replace as necessary. Extra tapers are in a drawer by the All Saints' Chapel Sacristy sink. Push out the *snuffer's* extender and slide the taper through the hole at the end of the extender. Fold the taper back in line with the rest of the taper and carefully pull the extender back inside the *snuffer*.
- e. Remove flowers or plants as needed. Plants from the All Saints' Chapel should be placed on the short stool in the sacristy near the door to the outside. Plants from the Main Church should be moved to the hallway area leading to the St. Francis Garden and placed where the light can shine on them. Green plants (e.g. peace lily, ferns, etc.) should only be watered once a week unless otherwise suggested by Dianne Stadiem.

#### **4. Regarding the Offering**

- a. A money bag along with pink accounting forms can be found in a drawer in each sacristy. Only the loose cash (bills & coins) should be counted and recorded by two people, preferably two Altar Guild members on the scheduled team. Sealed envelopes should never be opened and checks are not counted, as a person's monetary gift is private.
- b. Place the completed and signed form and money in the bag along with the sealed envelopes and checks. Place the bags in the drawer near the sink in each sacristy.

#### **5. As You Leave**

As you leave, turn off all lights and lock the following doors: the sacristies, the doors that lead into the sanctuary and nave from the hallways (with the exception of the one by the organ), the side aisle doors to the Narthex, and the Narthex doors leading outside. Other people will ensure that the door by the organ, the main aisle doors to the Narthex, and the West Doors leading outside will be locked.



# Special Liturgies

Because St. Mary's will host many guests on the occasion of the special liturgies listed below, please also check the pews for cleanliness and appropriate numbers of Prayer Books, Hymnals, volumes of *Wonder, Love, & Praise*, and Bibles. Notify the church office as needed.

## Baptisms

The Book of Common Prayer highlights that baptisms are especially appropriate at the feasts of the Baptism of Our Lord (1st Sunday After the Epiphany - Jan. 6), Easter, Pentecost, the Sunday that follows All Saints' Day (Nov. 1), and on the occasion of the Bishop's visitation, though baptisms are not restricted to these dates. The liturgical color for baptisms is *white* except on Pentecost, which is *red*.

The following are the norms for a baptismal liturgy at St. Mary's, in addition to the usual preparations for a Sunday Eucharist:

1. Place the following on the table to the right of the *lectern*:

- a. a *credence cloth*
- b. the personalized *baptismal towel* (if prepared by the Baptismal Guild of the Christ Child), the *baptismal candle*, the age-appropriate *Bible* and *baptismal book* (if a child), the *baptismal certificate* and *sponsors' certificate(s)* for each individual to be baptized.



All of these items will be

prepared by members of the Baptismal Guild and left either in the Altar Guild Sacristy or placed on the table near the font. If these items are not present by Friday evening, please contact the clergy.

- c. the brass *oil stock* (kept in the bottom, far right cabinet on the right side of the Altar Guild Sacristy).
  - d. the brass *bucket and aspergillum* (used for carrying and sprinkling blessed water)
2. Place the *"Living Water" banner* to the right of the table. It is usually kept near the St. Mary's statue.
  3. Place the *silver shell* (kept in the same cabinet as the *oil stock*) on the corner of the baptismal font (the *font cover* is removed and kept in the Altar Guild Sacristy during the liturgy).



4. Place the large **brass flagon**, filled with warm water the morning of the baptism, on the marble below the **lectern**.
5. Place the **paschal candle** next to the **baptismal font** and ensure that it is filled with oil.

## Funerals

The preparation for a funeral follows the same general outline as for a Sunday liturgy. Though it is not a requirement, the Book of Common Prayer suggests that the Eucharist is normally included in burial liturgies and is sometimes referred to as a requiem mass. The same set-up is used as in any other Eucharistic celebration. Check with the clergy to determine if a Eucharist will be celebrated.

Because the burial liturgy finds all of its meaning in the Easter celebration of Christ's resurrection, the liturgical color of all the hangings in the sanctuary is always **white** and the **paschal candle** is always present. It should be placed at the head of the **coffin** (6 or 8-sided container) or **casket** (4-sided container), or next to the table upon which the remains rest, near the pulpit. Consult with the clergy to estimate the number of communicants if the Eucharist is to be celebrated.

To prepare the church:

1. All hangings are **white**.
2. If there is to be a **coffin/casket**, the white **pall** (kept in a bottom drawer on the right side of the Altar Guild Sacristy) is to be hung over the back of the last pew in the nave (right). The **coffin/casket** will be vested with the **pall** upon its arrival at the church.



3. If the body has been cremated, move the small table that usually rests to the right of the **lectern** over, just to the right of the pulpit. Drape the table with a **credence cloth** and place the **paschal candle** to the right of it. Also, place a **white Eucharistic veil** on the table, as shown to the left. Before the liturgy begins, the clergy will place the cremains on the table and cover with the veil.

4. **Eucharistic candles** are only placed on the altar if there is to be a Eucharist.

5. Check with the clergy to see if more than 1 **chalice** will be needed for the Eucharist.

6. Check with the church office to see if the family has been contacted about **altar flowers**. If the family will not be providing flowers, notify the Altar Guild Chair to arrange for white flowers from Rider Florist.



7. Arrange for two people to be present to remove the *pall* from the *coffin/casket* at the conclusion of the liturgy.
8. Following the liturgy, ensure that all candles are re-filled with oil and everything returns to its normal place.

## Weddings

Though it is not a requirement, the Book of Common Prayer suggests that the Eucharist is normally included in marriage liturgies. Check with the clergy to determine if a Eucharist will be celebrated. If it will, the set-up will be like any other Eucharist. If there will not be a Eucharist, then *Eucharistic candles* are not placed on the altar. The only additional preparations that will be needed are to put the *wedding kneelers* (kept in a bottom right drawer on the right side of the sacristy) at the altar rail.

## Mass on the Grass

1. Move the rectangular table from the Narthex to the West Lawn (shown below, at right). Place bulletins and *alms basins* on this table.

2. Prepare the altar by moving the rectangular table from the Parlor to the desired location (consult the clergy). As shown at left, place a white cloth to serve as a *fair linen*. Small candles inside wind-shields serve as *Eucharistic candles*. Place pottery *paten* and *chalice*, with *purificators*, on the center of the table, on top of a *corporal*.



3. Prepare the *credence table* (right) by moving a smaller rectangular table from the Parlor to a location near the altar. Place on this table a second pottery *paten* and *chalice* (with *purificators*), water *cruet*, wine *cruet*, *flagon*, and *lighter*. There may be other items placed on the table depending on the occasion.



# Liturgical Seasons

## Advent

1. Change all hangings to *blue*.
2. Order boxwood *Advent wreaths* for the Main Church and All Saints' Chapel from Rider Florist one month before Advent.
3. The *Advent wreath* is on display from the first Sunday in Advent until Epiphany. The *paschal candle stand* serves as the base for the *Advent wreath*. For the Main Church, the *circular wreath holder* is kept in the Priest's Sacristy closet immediately in front of you as you enter the sacristy. For the All Saints' Chapel, the *circular wreath holder* is kept in the 'secret' closet to the right of the Chapel sanctuary. The colored *Advent wreath candles* are kept in the *wooden candle holder racks* on the counters in each of the sacristies. In the Main Church, place the *Advent wreath* just to the left of the top of the Chancel steps. In the All Saints' Chapel, place the *Advent wreath* next to the *baptismal font*.
4. *Creche/Nativity Scene* - Move the *small rectangular table* from the narthex to the space just in front and to the right of the *pulpit*. For the first Sunday in Advent, spread *straw* all over the top of the table and place the *creche stable* on the center. These items are kept in a box in the Rector's sacristy. Do not place any figures in the *creche*. Children will place various figures into the *creche* as the season unfolds.
5. The *chrismon tree* is kept under the stage in Moseley Hall and is set up in the far left corner of the left transept, where the piano is usually kept. The piano is moved near the pulpit during this season. The *boxes of chrismons* are kept in a closet in the Youth Room. The Altar Guild Chair is responsible for coordinating/delegating the decoration of the *chrismon tree* for the liturgies beginning on the first Sunday in Advent.



# Christmas

## 1. Preparations before Christmas

- a. Order **greenery** and 30 **poinsettias** one month before Advent begins.
- b. Order **candles for the hanging sconces** one month before Advent begins.  
Candles are kept in the bottom cabinets in the left of the Altar Guild Sacristy.
- c. Contact the church office to ensure that the date for decorating the church is included in the calendar. Ask that Moseley Hall be reserved for this date.

## 2. Decorating

- a. Bring **sconces** to Moseley Hall. Paint and clean the **sconces** as necessary. Decorate from the bottom up. Materials needed will be:

- i. conditioned greenery - magnolia, spruce, smilax, ivy, pine, and pine roping... and lots of it!
- ii. wire and wire cutters
- iii. scissors
- iv. green glow
- v. tall ladder (kept under the stage, far right)
- vi. **poinsettias** and **greenery** to surround them
- vii. candles

- b. Hang **sconces** throughout the church.
- c. Place **spiral flower stands** on either side of the altar (kept in the Youth Room closet) and decorate with **poinsettias**.





- d. Decorate the tops of the two **chests** (below, left) and the **iron candle stands** (below, center) in the narthex. Decorate the top of the **trunk** near the entrance to the All Saints' Chapel (below, right).

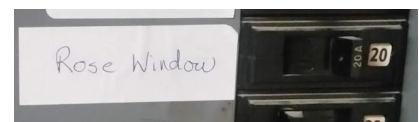


- e. Decorate the outside of the church with greenery. Examples are below.



3. Before the 5:00pm Christmas Eve Liturgy:

- Change all hangings to **white**.
- Ensure that the **Christ candle** is at the center of the **Advent wreath** in the Main Church and All Saints' Chapel.
- Place 100 wafers in the **stemmed ciborium**, 125 wafers in the **un-stemmed ciborium**, and an extra roll of **un-opened wafers** at the back of the **credence shelf**. Fill the **large glass flagon** to the top of the engraved cross.
- Place **hand-held candles** and **wax guards** in the Narthex (kept in the Priest's sacristy closet) for the ushers to hand out to the congregation as they arrive.
- Check to see if the Christmas Pageant manger is set up in the chancel (wooden manger, foam-board stable, foam-board star with lights, TV stand, and step-stool) and contact the clergy if it is not.
- Turn on the **rose window light**. The switch to this light is marked in the breaker box in the hallway outside Moseley Hall, near the steps to the sacristies.
- Turn on the **light to the creche**.



4. In Between the Christmas Eve Liturgies
  - a. Refill all *candles*.
  - b. Prepare the *altar*.
  - c. Place 100 wafers in the *stemmed ciborium*, 100 wafers in the *un-stemmed ciborium*, and an extra roll of *un-opened wafers* at the back of the *credence shelf*. Fill the *large glass flagon* to the middle of the engraved cross.
  - d. Place *bulletins* out for all servers: 3 in the first choir pew on the Gospel-side (left) for the Torchbearers and Gospel bearer, 1 on each kneeler in the Sanctuary (for the Crucifer and Gospel bearer after she/he moves there).
  - e. Place *hand-held candles* and *wax guards* in the Narthex (kept in the Priest's sacristy closet) for the ushers to hand out to the congregation as they arrive.
  - f. Prepare the All Saints' Chapel for the Christmas Day liturgy and check for cleanliness after the Christmas Pageant.
5. After the Midnight Mass
  - a. Usual post-communion activity.
  - b. Turn off the *rose window Light* and turn off the *light to the creche*.

## Lent

Lent is a season of penitence and preparation. Similar to practices of fasting during this season, we also strip away particularly exuberant elements of our liturgies, including how the sanctuary is prepared. Here are some Lenten practices at St. Mary's to keep in mind as we prepare for liturgies during this season:



1. The liturgical color of the season is **purple**.
2. We use the smaller, **3-candle daily office lights** at the high altar.
3. On occasion, a purple veil may be draped over the arms of the Altar Cross instead of the purple **dossal**.
4. **Flowers** are not placed at the altar during Lent.
5. The **processional crucifix** is used instead of the **brass processional cross**.



## Ash Wednesday

In addition to the usual Eucharistic preparations in the Main Church and All Saints' Chapel, the following items are placed on the respective worship spaces' **credence shelves**:

1. One **small glass bowl** of **ashes** per clergy person. Ashes are kept in the Priest's Sacristy, in the cabinet above the chasubles.
2. One **small glass bowl** per clergy person containing approximately two tablespoons of **olive oil**.
3. A folded **white paper towel** and **lemon wedge** per clergy person. These items are helpful to the clergy in hand-cleaning after the imposition of ashes.



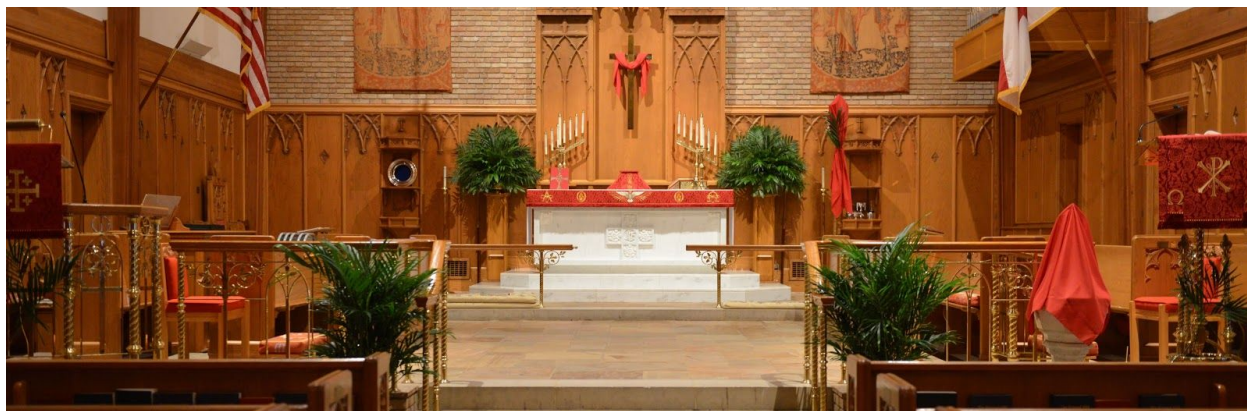


## Holy Week: Palm Sunday

### Preparations for the Liturgy of the Palms:

1. Prior to the liturgy, palm crosses are made in Moseley Hall. Place several of the *palm cross folding instructions*, several *palms*, and *straight pins* on each of the tables. Palm cross instructions are located at the back of this book. Dianne Stadiem normally prepares Moseley Hall in this way.
2. Affix *palms* to the outside doors of the church (West Doors, Chapel door, St. Francis Garden, doors at either end of the breezeway, etc).
3. Veil the *processional crucifix* with a *red veil* and attach a *palm* to the veil.
4. In fair weather, the Liturgy of the Palms takes place outside on the grass near the sidewalk close to the playground. In foul weather, it takes place in Moseley Hall. In either case, set up a white plastic folding table and place a *credence cloth* (a white table cloth may work well) and the *palms* on it.

### Preparations at the High Altar



1. Remove the *dossal* if it is being used and drape a small *red veil* across the arms of the cross behind the altar.
2. Change all hangings to *red*.
3. Use *palms* to decorate the sanctuary, *lectern*, and *pulpit*.

### Preparations in the All Saints' Chapel:

1. Veil the *crucifix* over the altar with a *red veil*.
2. Place a small table at the center of the aisle, near the step to the sanctuary (but allowing room for communicants to come to the altar rail. Place a *credence cloth* on the table along with a packet of *palms*.
3. Prepare for the Eucharist in the usual manner, using *red*.



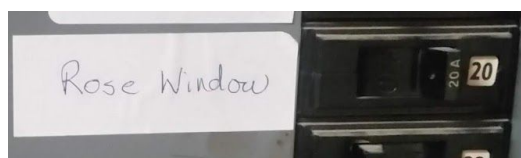
Following the Palm Sunday liturgies, collect all *palms* to ensure that they are not discarded in the trash. Place them in the *palm* box in the Priest's sacristy. These will be burned at a fitting occasion and some will become the ashes used at a future Ash Wednesday liturgy.

## Holy Week: Tenebrae (Wednesday)



1. Move **clergy kneelers** to the center of the chancel, facing each other with a **book-light** on each. Book-lights are kept in the Choir Room. Place **red-cushioned chairs** at the kneelers. Place an additional **wooden chair** next to each red-cushioned chair.
2. Remove the **processional cross** and put a **snuffer** in its place. Place second **snuffer** in the identical place on the other side of the chancel.
3. Move the **small rectangular table** from the Parlor to the chancel, closer to the altar rail. Drape it with a **black veil**. Place a **copper box** in the center of the table and drape it with a **black veil**. Add the **daily office lights** to each side of the table. Place a **Eucharistic candle** on the **copper box** in the center to serve as the Christ light. The Christ light should be the tallest light, forming the peak of an evenly-ascending series of lights.
4. Behind the altar, on the ground, place the **wooden candle holder** that usually holds the **daily office lights** in the Altar Guild Sacristy. Place a **lighter** on the candle holder, just in case the candle is accidentally blown out during the liturgy. Also, place the **drum** and a **drum stick** (kept in the Choir Room) next to the candle holder.

Prior to the beginning of the liturgy, turn on the **rose window light**. (The switch is labeled in the breaker box in the hallway outside Moseley Hall).



Following the liturgy, return all items to their usual places. Turn off the **rose window light**.



## Holy Week: Maundy Thursday

**Prepare the Main Church:** The sanctuary is set up as usual for a Eucharist liturgy.



### The Altar of Repose

At the conclusion of the Maundy Thursday liturgy, the *reserved sacrament* will be placed on the altar in the All Saints' Chapel and a vigil will be kept throughout the night, enabling the Eucharist to be shared at the conclusion of the Good Friday liturgy. Preparing the All Saints' Chapel for the vigil entails creating an atmosphere of beauty, conducive for prayer and contemplation. Do not feel bound to replicate the images in this manual. Pray for the Holy Spirit to guide you in preparing this space for *this time*. Helpful elements of this space may include candles, prayer books (not limited to the Book of Common Prayer), plants/flowers to remind worshippers of the Garden of Gethsemane where Jesus prayed the night before He died, etc.



## Foot-Washing

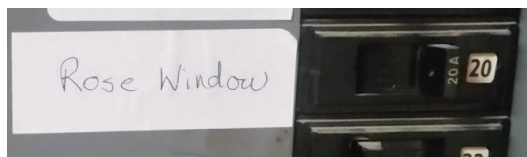
Set up one foot-washing station in front of the front pew on both sides of the nave as follows:

1. Place a **wooden chair** in front of the front pew, facing the sanctuary.
2. Spread out a **white bath mat** in front of the chair.
3. Place a **large basin** on the mat.
4. Next to the chair, place two **wicker trays**: one with **clean, folded washcloths** on it, the other with nothing on it. Place the **card labels** reading “Clean Towels” and “Used Towels” next to the proper tray.
5. Place the pitchers to be used in the Altar Guild Sacristy. These will be filled with warm water during the liturgy and given to the acolytes at the appropriate time.
6. The mats, basins, cloths, labels, and pitchers are kept in the Priest’s Sacristy, in the right cabinet above the closet where the chasubles are hung. The wicker trays are kept in the kitchen, in the bottom cabinet to the right of the microwave.



Also, have a small bowl of water and 4 clean cloths prepared for the clergy to use in washing the altar after it is stripped.

Before the liturgy, turn on the **rose window light**. The switch to this light is marked in the breaker box in the hallway outside Moseley Hall, near the steps to the sacristies.



### Instructions for the Foot Washing portion of the liturgy:

- Two members of the Altar Guild are needed in the Altar Guild Sacristy to have pitchers filled with warm water from the sink and handed to the acolytes who will be replenishing the foot-washing stations.
- When the last congregants have finished foot-washing, please assist the acolytes with the removal of all foot-washing station items.
  - The basins, porcelain pitchers, unused clean towels, and bath mats all go in the Priest’s Sacristy, in the cabinet above the chasubles. The large wicker baskets go to the kitchen, in the bottom cabinet near the microwave.
  - The used towels are laundered and returned to the others at a convenient time.
  - Buckets with water used during the foot-washing stay in the Altar Guild Sacristy. Water used during the foot-washing may be poured into the sink or taken outside.

## Stripping of the Altar

After the Post-Communion Prayer, a lot of action happens. To ensure that the sanctuary maintains a feeling of reverence and prayer during the stripping of the altar and the reading of Psalm 22, the following takes place:

- The Intercessor will go to the *lectern* to read Psalm 22.
- The Crucifer and Torchbearers lead the procession of the Reserved Sacrament, and the first ‘watchers’ for the vigil to the Altar of Repose in the All Saints’ Chapel.
- At the same time, the stripping of the altar begins. Only four Altar Guild members should be removing things from the sanctuary at a time. This reduces traffic and congestion, and maintains a calm and prayerful attitude during this time.
- Four other Altar Guild members should be waiting at the bottom of the steps in the hallway near Moseley Hall to receive the items as they are brought from the sanctuary. Having the exchange of items in this location, away from the sanctuary itself, will help keep the prayerful atmosphere in the church.
- All items removed from the sanctuary should be taken to Moseley Hall. These are the items that should be removed:
  - All cloth/linens/embroidered items included altar hangings, *lectern/pulpit* hangings, kneeling cushions (unless attached to actual kneelers... leave heavy furniture in their places)
  - Candlesticks
  - Cross, torches & stands, candle lighters
  - Flowers (but leave the wooden pedestals where they are)
  - Drape on the Cross
  - *Lectionary book* (book of readings on the *lectern*)
  - Flags (clergy or tall acolytes will get this)
  - Place all Prayer Books, Hymnals, etc under the seats in the sanctuary, out of sight
  - Leave cushions on choir pews and all other heavy furniture
- Give the clergy the bowl of water and 4 cloths to be used in the washing of the altar.
- The congregation departs in silence after the stripping of the altar. No blessing or dismissal is given since the liturgy technically resumes the next day with the Good Friday liturgy.

At the conclusion of the liturgy, turn off the *rose window light*.

## Holy Week: Good Friday



The sanctuary remains stripped for this liturgy, with the exception of a *corporal* placed on the center of the altar.

Place the *wooden cross stand* at the top of the Chancel steps as shown in the image. In the Narthex, place the *large wooden cross* that is usually kept in St. Francis Garden. The ushers will bring the cross in at the appropriate time during the liturgy.

On the *credence shelf*, place:

1. one *chalice* with *purificator* draped over it
2. two additional *purificators*
3. a *cruet* filled with water
4. a *lavabo bowl* and *towel*





## Easter Sunday

1. Order 30 *lilies* and two *flower rings* for the *paschal candles* at least one month before Easter Sunday. These are ordered from Rider Florist. The flower rings are kept in the kitchen refrigerator, placed on the *paschal candles* for each liturgy, and returned to the refrigerators in order to stay fresh. *Greenery/magnolia* is also needed for banking around pots and flower crosses.
2. Set up all *white* hangings.
3. Place the *wire cross* for flowering at the bottom of the Chancel steps and the *spiral flower stands* on either side of the altar (all kept in the Youth Room closet).
4. For the Eucharist, place 100 wafers in the *stemmed ciborium*, 125 wafers in the *un-stemmed ciborium*, and an extra roll of *un-opened wafers* at the back of the *credence shelf*. Fill the *large glass flagon* to the top of the engraved cross.
5. Polish/buff the *brass processional cross*, adorn it with a *lily*, and place it in the sanctuary.
6. Buff the *paschal candle* and place it either near the Gospel-side (left) of the Altar. In the All Saints' Chapel, the *paschal candle* is placed near the *font*.
7. Open the windows between the nave and the narthex.



## Pentecost Sunday

Pentecost Sunday marks the end of the Easter Season and is very special occasion. Efforts to decorate for this holy day could include symbols of the Holy Spirit (e.g. dove, wind, fire, etc) and baptism. The liturgical color for the day is red and should be displayed and worn prominently.

