



ST. MARY'S EPISCOPAL
CHURCH

Where Word and Sacrament
Come Together
In Celebration and Service

Altar Guild Customary

Includes Glossary of Terms

3/12/2016

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.”

A Prayer of Preparation

**Almighty God, grant we beseech Thee,
that we may handle Holy things with reverence,
and perform our work with such
faithfulness and devotion
that it may rise with acceptance
before Thee and obtain Thy blessing;
through Jesus Christ our Lord. Amen**

Saturday Morning Duties and Preparation for Saturday 5 p.m.

1. Empty stoups (either in piscina or reverently in the ground), clean stoups and replace holy water.
2. Dust altar rail, statues of St. Mary and St. Joseph, shake flags and banners to remove dust.
3. Open silver vault and **immediately** return key to hidden location.

Brass candle sticks in chancel should not be handled with bare hands because body acids damage the finish. Wear white gloves or use cloths to cover hands when touching brass candle sticks.

4. Remove dust cover from high altar.
5. Wearing white gloves fill all candles, torches and taper snuffers to top with oil.
6. Change sanctuary candle and light new candle.
7. Check votive candles. Replace burned out candles, making sure wicks are upright. Make sure match sticks are available.
8. Check calendar for season colors to be used on dressed altar and vested chalice veil and burse. Priests' chasubles and stoles will match season colors. (See item 17.)
9. Check credence cloth on each of the three credence tables and replace any that are soiled.

On credence table, Epistle side: Set vested ornate chalice (include purificator, paten, priest's host, pall.) Include one corporal on top of one purificator in the burse. Priest's hosts are kept in the sacristy tabernacle. Rite II Missal is placed on brass book holder on bottom shelf.

On credence table, Gospel side: Fill small gold-banded glass cruet with wine to center of cross and place on back right side of table, with handle facing away from altar; lavabo on back left with lavabo towel in front of lavabo; bread box on center right front of table. Place post-it note with wafer count in front of bread box and note for ciborium in front of its place. (Check note in sacristy for wafer count in bread box and ciborium.) Set one ornate chalice with purificator on center right of table.

Place post communion veil on bottom shelf of credence table

Credence table in nave of church: Place ciborium on center front of table. (Wafer count is posted in sacristy.) Flat top cruets of wine and water with lids are placed behind ciborium. Cruet handles face the wall.

10. Set the readings for the Old Testament and Epistle in the book on the Epistle side lectern. Readings are listed in 5 PM Saturday church bulletin in narthex. Open bulletin to readings and place bulletin beside the book. (To set readings in the book: Church calendar is divided into Years A, B and C which rotate annually. For example, 2015 is Year B, 2016 will be Year C, and 2017 will be Year A. Readings in the book are organized according to church year.)

Saturday Morning Duties and Preparation for Saturday 5 p.m. Continued:

11. Open bulletins for Saturday 5 PM. service and fold appropriately. Place these 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.

12. Mark the Gospel reading in the Gospel book. Place the Gospel book on the Gospel side lectern. Place bulletin, opened to Gospel reading on right side of pulpit. Check for water and glass on shelf. Upside down glass indicates glass is clean.

13. Set two backup chalices (silver with gold inside bowl) on counter in sacristy. Dress each with a purificator.

14. Place alms basins, two on bottom shelf of each lectern.

15. Place healing balm and St. Luke prayer at two prie-dieux (prayer stations) 1 and 12.

16. Set four bank bags on left counter in sacristy.

17. Close vault door; check to see it is locked. Lock sacristy door when leaving.

18. Hang chasubles and under stoles for priest and assisting priest and stoles for all priests in vesting area in PLC. (Chasubles are hung with labels at front.)

Note: Under stoles are narrow bands of lined cloth that match the chasuble. They are worn underneath the chasuble by the celebrant. Stoles are wider than under stoles and are usually embroidered with symbols and are seasonally colored. The stole is worn on top of the alb by Eucharistic ministers on Sunday.

5 PM Saturday Eucharist Preparation Overview



Credence Table Gospel Side

- Credence cloth
- Lavabo and towel
- Gold banded wine cruet
- Ornate chalice with purificator
- Bread Box
- Notes for wafer count in bread box and ciborium
- Post communion veil on lower shelf



Credence table Epistle Side

Facing congregation

- Credence cloth
- Vested ornate chalice - Back of veil folded up because chalice will be carried
- Burse contains one corporal on top of one purificator



Credence table nave

- Credence cloth
- Flat top cruet of wine with lid (handle toward wall)
- Flat top cruet of water with lid (handle toward wall)
- Ciborium in front (wafer count posted in sacristy)

8 AM Sunday Rite I Eucharist Preparation (After 5 PM Saturday)

1. Check season color on calendar in sacristy.
2. Place Rite I Missal (located in microphone drawer in sacristy) on brass book stand at left side of altar.
3. Wearing gloves, fill torches and candles to top with oil.
4. Place Sunday 8 AM Rite I bulletins, opened to appropriate place, on both lecterns and in holders on priest's and servers' chairs. Bishop's chair has no holder. Bulletin is placed in holder of Epistle chair beside it. Check that Old Testament and Epistle readings are marked in the book and that Gospel reading is also marked in the Gospel book.
5. Unlock vault. **Immediately** return vault key to its hidden location.
6. Check credence cloth on credence tables and replace any that are soiled.

On credence table, Epistle side: Set vested ornate chalice (purificator, paten, priest's host, pall, veil.) Include corporal on top of one purificator in burse. Place one additional chalice with purificator behind vested chalice.

On credence table, Gospel side: Place gold-rimmed glass wine cruet filled to center of cross on center right side of table with handle facing away from altar; lavabo on back left with lavabo towel in front of lavabo; bread box on center (slightly right) front of table; ciborium in center front. Place post-it note with wafer count for ciborium and bread box in front of each vessel. (Check note in sacristy for wafer count in bread box and ciborium.) Flat topped cruets with lids containing wine and water are behind bread box and ciborium, handles facing away from altar; additional wine cruet between bread box and flat top wine cruet on right side of table, handle facing away from altar.

Place post communion veil on lower shelf of credence table, Gospel side.

7. Check for water and glass on pulpit shelf. Upside down glass indicates glass is clean.
8. Place alms basins, two on bottom shelf of each lectern.
9. Close vault door; check to see it is locked. Lock sacristy door when leaving.
10. Hang chasubles and under stoles for priest and assisting priest and stoles for all priests in vesting area in PLC. Chasubles are hung with labels at front. (See Saturday Morning Duties and Preparation for Saturday 5 p.m. instruction #17 on page 4 for information on chasubles and stoles.)

8 AM Sunday Rite I Eucharist Preparation Overview



Credence Table Gospel Side

- Credence cloth
- Lavabo with towel
- Flat top cruet with wine (handles facing wall)
- Flat top cruet with water (handles facing wall)
- Gold banded cruet with wine
- Bread box with 50 wafers and note in front
- Ciborium with note in front
- Post communion veil on bottom shelf



Credence table Epistle side

- Credence cloth
- Vested ornate chalice with corporal on top of one purificator in burse
- Ornate backup chalice with purificator



Credence table nave

- Credence cloth – Elements are not brought forward
- Gospel book on lectern, Gospel side. It is not carried forward in the processional.

10 AM Sunday Eucharist Preparation (After 8 a.m.)

1. Wearing gloves, fill all torches, candles.

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.

On credence table, Epistle side: Set vested ornate chalice (purificator, paten, priest's host, pall, veil.) Include one corporal on top of two purificators in the burse. In season, place three additional chalices with purificators behind vested chalice. Rite II Missal is on brass stand on bottom shelf.

On credence table, Gospel side: Place glass wine flagon (filled at least 1/4 full, depending on season) on center right side of table; lavabo on back left with lavabo towel in front of lavabo; bread box on front center of table. Place post-it note with wafer count for ciborium in front of its place on the table, and one note with wafer count in front of the bread box. (Check note in sacristy for wafer count in bread box and ciborium.)

Place post communion veil on bottom shelf of credence table.

On credence table in nave of church. Check to be sure a clean credence cloth is placed on table. Ciborium is placed on front center of table. Flat top cruets with lids containing wine and water are placed behind ciborium. Cruet handles face wall. Place marked Gospel book beside elements on credence table. Gospel book is carried forward in the processional.

4. On right side of pulpit lectern, place a bulletin, opened and folded to the Gospel reading. Check for water and glass on shelf. Upside down glass indicates glass is clean.
5. Open bulletin to Old Testament and Epistle readings and place on Epistle side lectern at right side of book. Make sure book is marked.
6. Place four alms basins on bottom shelf of Epistle side lectern.
7. Close vault door; check to see it is locked. Lock sacristy door when leaving.

10 AM Sunday Eucharist Preparation Overview



Credence Table Gospel Side

- Credence cloth
- Lavabo and towel
- Large flagon of wine Bread box with wafer count in front
- Wafer count for ciborium in center
- Post communion veil on lower shelf



Credence Table Epistle Side

- Credence cloth
- Vested ornate chalice (corporal and two purificators in burse)
- Three back up chalices with purificators



Credence table nave

- Credence cloth
- Flat top cruet with wine (handle faces wall)
- Flat top cruet with water (handle faces wall)
- Ciborium with wafers (count is in sacristy)
- Marked Gospel book placed beside elements

Eucharist in Chapel Preparation (After 10 a.m. Sunday service for Tuesday Eucharist service and before Wednesday and Thursday Eucharist services)

1. Wearing gloves, move candles and fold dust cover on altar. Place cover in sacristy drawer.
- 2. Check season color on sacristy calendar.**
3. Unlock vault and **immediately** return key to its hidden location.
4. Set altar in chapel. On credence table, place vested chalice (use plain chalice that is silver inside and out with dented all-silver paten) on right side of table. Veil is folded up on the pall because the chalice will be carried. Inside burse,* place corporal (with folded side facing up) on top of purificator. Gold-banded glass cruet of wine closest to chalice, gold-banded cruet of water beside wine, with handles placed toward wall. Lavabo on back left of table with towel in front. Set bread box containing 50 wafers in front of wine and water cruets. (Bread box in chapel always contains 50 wafers; no need to post number on credence table.)
5. Set about 20 bulletins on side chair.
6. Take Lectionary from Epistle side lectern and place on wooden stand in Chapel.
7. Close vault door; check to see it is locked. Lock sacristy door when leaving.
8. In PLC, set out plain chasuble (color matches burse and veil) and under stole for weekday Eucharist in the vesting area. (See Saturday Morning Duties and Preparation for Saturday 5 p.m. instruction #17 on page 4 for information on chasubles and stoles.)

*Burse opening is toward the back of the veiled chalice. Only exception is the “every day” purple burse with the embroidered nails. It is placed so that the nails match the nails on the veil.

Tuesday, Wednesday and Thursday Eucharist Preparation in Chapel

Tuesday preparation completed during Sunday 10 AM service cleansing



Credence table in Chapel

- Credence cloth
- Lavabo with towel
- Vested plain chalice with corporal on top of purificator in burse
- Wine cruet next to chalice with handle toward wall
- Water cruet next to wine cruet
- Bread box with 50 wafers
- Fold and remove dust cover from altar

General Cleansing

Preparation for Tuesday Eucharist in Chapel is completed Sunday morning after

10 AM service

1. Rinse all vessels that contained consecrated elements in piscina and shake corporal in piscina to remove any crumbs. Piscina is 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. Remove wine stains and 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.
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 bottom 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. Set chapel for Tuesday 5:30 p.m. Eucharist (Page 11.) 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, place empty basins in navy silver-cloth bags and store on vault shelves in sacristy.
9. Water flowers/greenery on retable, if needed.
10. Replace extinguished votive candles. Check wicks are upright and matches are available.
11. In PLC, hang vestments in vesting area closet.

Messy Church Preparation

1. Ask sexton to move credence table (near choir loft) to PLC and placed near lectern. (A long table will be placed in front of lectern and used as an altar.)
2. A special altar cloth (kept by officiating clergy or sexton) will be placed upon table before the service.

3. Items placed in long rectangular box in sacristy:

The weekday chalice (silver inside and out) with silver (dented) paten

Weekday burse and veil (color of vestings determined by officiating clergy) – one corporal and one purificator for burse

One pall

A small chalice

Two purificators (one for each chalice)

Both small cruets with gold band (used for weekday services) in Messy Church basket. Fill one $\frac{1}{4}$ or a little more with wine; the other with water (more than wine)

Small white bowl (in basket.)

One lavabo towel









Post communion veil









Wafers (75 usually.) Put in plastic bag with #75 sticker. Officiating clergy supplies ciborium. Place bag on table set up for Messy Church.

Large gold crucifix









4. Set out appropriate chasuble (everyday ordinary vestments) for officiating clergy. Check that week to determine the color to support the theme of the service.
5. All vessels, fair linens and supporting accoutrements will be returned to sacristy by Saturday night for proper cleansing and storage.

Picture Glossary of Terms

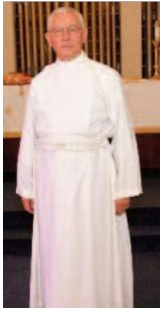




	<p>Prie Dieu or Prie Dieux Small kneeler</p>		<p>Torch</p>
	<p>Sanctuary Lamp Indicates the presence of the Reserved Sacrament</p>		<p>Tabernacle Holds Reserved Sacrament</p>
	<p>Taper/Snuffer</p>		<p>Paschal Candle</p>
	<p>Retable</p>		<p>Thurible with Boat</p>

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

Vessels

	<p>Bread Box With Lid</p>		<p>Ciborium with Lid</p>
	<p>Chalices</p>		<p>Cruet (when small) or Flagon (when large)</p>
	<p>Paten with Bread and Priest's Host</p>		<p>Lavabo</p>
	<p>Pyx Small vessel used to carry consecrated hosts to the sick</p>		<p>Ewer Vessel for baptismal water</p>

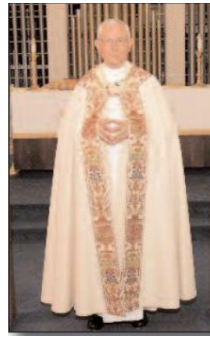
Vestments

	<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 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 Long black stole worn for any non-Eucharistic service</p>
	<p>Ordinary Chasuble Seasonally colored poncho-type vestment worn for daily Eucharist, not ornate. Narrow stole is worn underneath chasuble</p>		<p>Ornate Stole Worn by Eucharistic ministers on Sunday. Wider than the narrow stole, It often is embroidered with symbols and is seasonally colored.</p>



Ornate Chasuble

Poncho-type
outer garment
worn by priest
celebrating
Communion,
usually of
elaborate fabric
with embroidery.
Narrow stole is
worn underneath



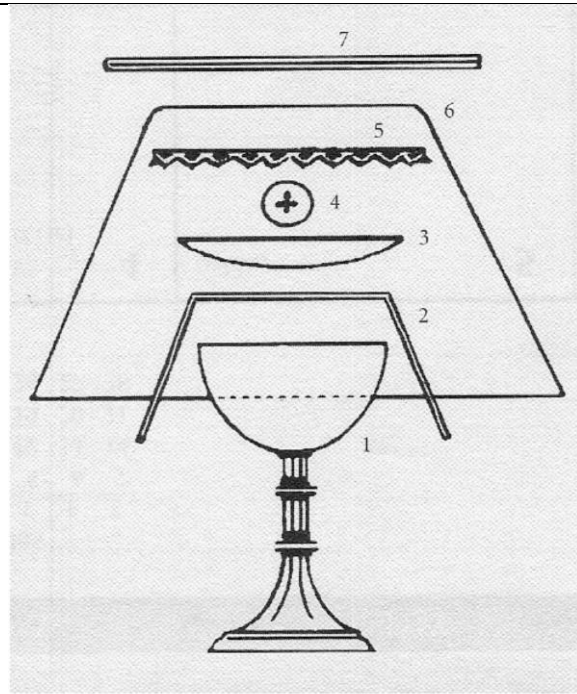
Cope

Festive cloak worn by
presiding priest or
bishop

How to vest 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.



Eucharist Funeral Preparation (without cremains)

1. Wearing gloves, fill all torches, candles.

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: Set vested ornate chalice (purificator, paten, priest's host, pall, veil.) Include one corporal on top of one purificator in the burse. Place one additional ornate chalice with purificator behind vested chalice. Chalice is vested in ornate white. Missal is on stand on lower shelf.

On credence table, Gospel side: Place large glass wine flagon (filled at least 1/4 full, depending on number of expected communicants) on center right side of table; lavabo on back left with lavabo towel in front of lavabo; bread box on front center of table. (Check note in sacristy—or with team captain -- for wafer count in bread box and ciborium. Adjust wine amount to coordinate with wafer count.) Place post-it note with wafer count for ciborium in front of its place on the table, and one note in front of the bread box. *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. Ciborium is placed on front of table. Flat top cruets with lids containing wine and water are placed behind ciborium. Handles face wall.

5. Bulletins for funeral service should be in the narthex. If not, check in church office. Check bulletin and office for any special readings.

Mark readings listed in bulletin in book on Epistle side lectern. (Book on lower shelf of chapel credence table contains many additional readings for special services.) Open bulletin to Old Testament and Epistle readings (or to special readings selected by family) and place on Epistle side lectern at right side of book.

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 on Gospel lectern. Place an opened bulletin on right side of Gospel lectern. Check for water and glass on shelf. Upside down glass indicates glass is clean.

8. Place Paschal candle beside Gospel lectern (between lectern and credence table.) Be sure candle is filled with oil.

9. Close vault door; check to see it is locked. Lock sacristy door when leaving.

10. Ask sexton to 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 PLC. 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. Sexton will place a table in nave for Eucharistic elements. Cover table with clean credence cloth.
2. Sexton will move small credence table from nave of church and place in front of high 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 beside credence table (Gospel side.)
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.

Flowers are placed in front of the lecterns. Additional flowers, if they are delivered, must not be in the path of lay leaders or clergy.

Eucharist Funeral Preparation (with cremains) Overview:



Credence Table Gospel Side

- Credence cloth
- Lavabo with towel
- Bread box with wafers (count from directress)
- Large flagon of wine (adjust amount to match wafer count)
- Note(s) indicating bread box and ciborium count
- Post communion veil
- Aspersorium with water to cover ball of aspergillum beside credence table (not shown)



Credence Table Epistle Side

- Credence cloth
- Vested Chalice (always white)
- One back up chalice with purificator



Credence Table Nave

- Credence cloth
- Flat top cruet of water (handle faces wall)
- Flat top cruet of wine (handle faces wall)
- Ciborium (directress will indicate wafer count) in front of wine and water

Eucharist Funeral Preparation (with cremains) Overview continued:



Credence table for cremains

- Place in front of altar
- Credence cloth
- Folded white ornate funeral pall



Overview of Sanctuary

- Credence table prepared for cremains in center front of altar
- **NOTE: Nothing may be placed in front of this table or around altar, including flowers**

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

How to Iron and Fold Altar Linens

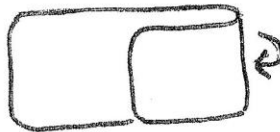
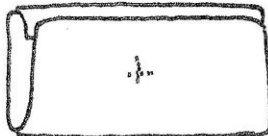
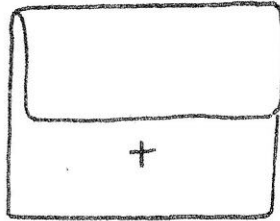
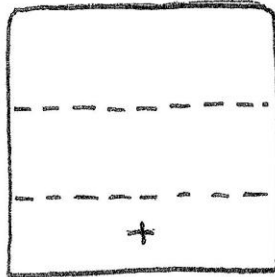
Remove linens from washing machine. Wrap in Turkish towel and place towel in plastic bag in refrigerator for at least a few hours before ironing.

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. Never crease on folds.

CORPORAL
(Square)

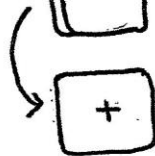
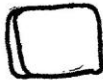
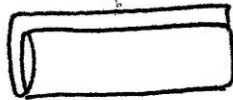
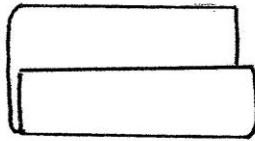
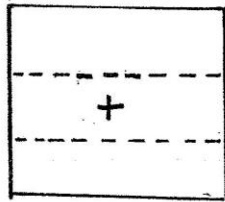
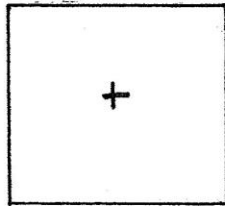
Right Side Up



Place in Burse
in this position

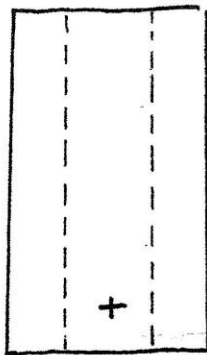
PURIFICATOR
(Square)

Wrong Side Up

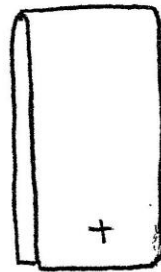


LAVEBO TOWEL
(Rectangle)

Wrong side up



**Fold in Thirds
On Dotted Lines**



**Fold Once
Top to Bottom**