

Church of St. Michael and St. George

Altar Guild Customary



Altar Guild Prayer

Most gracious Father who has called me your child to serve in the preparation of your Altar, so that it may be a suitable place for the offering of your body and blood; sanctify my life and consecrate my hands so that I may worthily handle those sacred gifts which are being offered to you. As I handle holy things, grant that my whole life may be illuminated and blessed by you, in whose honor I prepare them, and grant that the people who shall be blessed by their use, may find their lives drawn closer to Him whose body and blood is our hope and our strength, Jesus Christ our Lord. AMEN.

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SETUP FOR SUNDAY SERVICES

CHURCH

CALENDAR:

- ☐ Check the calendar for Baptisms, Weddings, and Evensong for setup considerations - See the section for each of these in the Customary Table of Contents

LEV KITS:

- ☐ Prepare kits per instructions in the "LEV Kits" section in the customary. Christy James will email, text, or call the Saturday crew how many kits to prepare and additional information for each kit
- ☐ If you do not hear from her, email her at christy.f.james@att.net, or text her at (314) 623-1930

LITURGICAL COLOR:

Check the calendar for the Sunday liturgical color. If there is a baptism at 10 AM, the liturgical color will change to DWW between 8 AM and 10 AM. The color applies to –

- ☐ **VEIL**
- ☐ **BURSE**
- ☐ **BIBLE MARKERS**
- ☐ **HUSHERS** for alms basins – DWW is white with a gold cross

HYMN BOARDS:

- ☐ Two front boards get heading and hymn numbers from the 10 AM leaflet; two sideboards get hymn numbers only

BIBLE MARKERS:

- ☐ Place on the lectern

WATER GLASSES: Place 4 glasses of water as follows -

- ☐ **ALTAR** - behind the Gospel side Eucharistic candle
- ☐ **PULPIT**
- ☐ **LECTERN**
- ☐ **ORGAN** - right side of the keyboard

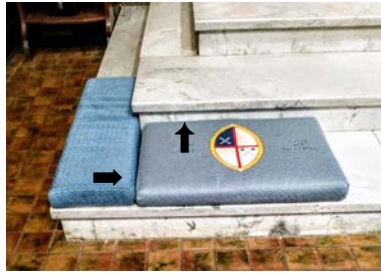
LEAFLETS: Place 5 leaflets as follows, **double-check for correct date and time** -

- ☐ **ALTAR** - beneath the missal stand
- ☐ **RED CHAIRS** - 2 on Gospel side front row
- ☐ **RED CHAIRS** - 2 on Epistle side front row



SANCTUARY:

- ☐ **ALTAR KNEELERS ON THE SANCTUARY STEPS** - the kneelers should be pushed up against the steps in order to leave maximum space for walking in this area



- ☐ **FREE-STANDING CREDENCE TABLE** - push the table flush against the bottom of the altar steps and back as far as possible

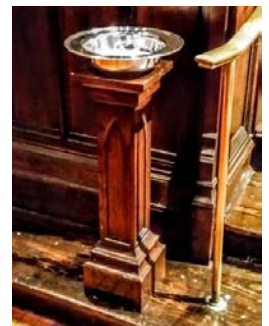


GLUTEN-FREE (GF) WAFERS:

- ☐ Check the aumbry to ensure that the GF breadbox is in the aumbry and that there are at least 2 GF wafers inside
- ☐ If there is a problem, notify the Altar Guild Director

ALMS BASINS:

- ☐ Place one large silver alms basin with husher on each of the short pedestals on either side of the chancel steps
- ☐ Put the other 2 large silver alms basins and silver receiving basin with the same colored hushers on the sacristy counter, unless there is a baptism at 10, whereas white/gold hushers are used



CHURCH ALTAR



- ☐ **DUST COVER** - remove from the altar; place it on its hanger in the sacristy coat closet
- ☐ **SOILED ALTAR LINEN** - if soiled, find its matching roller in the sacristy drawer, roll it and place it on the sacristy counter, replace it with clean linen; notify the AG director
- ☐ **EUCHARISTIC CANDLES** - place on the altar with white felt pads underneath
- ☐ **MISSAL** - place missal, upright not spine down, on the missal stand, right side of the altar
- ☐ **BLESSING CARD** - All Saints through the first day of Pentecost, Trinity Sunday and most holidays; check the file box to determine if there is an appropriate blessing card, place it beneath the service leaflet
- ☐ **AUMBRY KEY AND SPOON** - place the spoon behind the missal stand, **NO** ambry key
- ☐ **LEV CARD** - place purple LEV card behind Epistle Eucharistic candle if LEV kits are present
- ☐ **PRAYERS OF THE PEOPLE** - placed on the altar by a priest; remains for all HA services; place it beneath the service leaflet and blessing card



CHURCH CREDENCE TABLE - EPISTLE SIDE

Wall shelf to the right of the altar



CREDENCE TABLE LINEN:

- ☐ Place the linen from the sacristy drawer on the table

PLACE THE FOLLOWING ON THE SHELF STARTING ON THE LEFT:

- ☐ **HAND SANITIZER**
- ☐ **LAVABO BOWL AND TOWEL**
- ☐ **BREAD BOX, RECTANGULAR** - with 4 plastic bags, 25 wafers in each bag, in the center of the table
- ☐ **BREAD BOX, SMALL ROUND WITH CROSS** - with 75 unconsecrated wafers and a piece of paper with the number of wafers; place in front of the rectangular bread box
- ☐ **CRUET, SMALL SILVER** - "A" (agua) on the spout, $\frac{2}{3}$ full of water, handle to the wall
- ☐ **CRUET, LARGE SILVER** - fill to an inch below the bottom of the handle with wine, handle to the wall

SACRISTY COUNTER



Set items on the sacristy counter in the order listed below starting on the left:

- ☐ **ALMS BASINS** - 2 alms basins in the receiving basin, all with hushers
- ☐ **PUGIN CIBORIUM** - leave empty
- ☐ **LARGE ROUND BREAD BOX WITH CROSS** - with **150** unblessed wafers and a piece of paper with the number of wafers
- ☐ **CRUET, SILVER WITH A "V" (VINO), ON THE SPOUT** - fill the cruet with wine up to the bottom of the handle
- ☐ **EXTRA CHALICE WITH A PURIFICATOR AND PALL**
- ☐ **CRUET, MEDIUM SILVER**
- ☐ **VEILS, SMALL POST-COMMUNION** - two needed

CHURCH CREDENCE TABLE - GOSPEL SIDE FREESTANDING

Small freestanding table to the left of the altar under aumbry

PLACE ON THE TABLE -

- ☐ **CREDENCE TABLE LINEN** - from the sacristy drawer
- ☐ **HAND SANITIZER**
- ☐ **CIBORIUM, TALL** - leave empty
- ☐ **POST-COMMUNION LACE VEIL**
- ☐ **POST-COMMUNION VEILS, MEDIUM** - 2 medium (not large) veils
- ☐ **LEV KITS** - place on the bottom shelf



CHURCH CREDENCE TABLE - PRESENTATION OF GIFTS

Table at the rear of the church between the sound system and the Ellenwood doors

CREDENCE TABLE BAPTISMAL LINEN -

- ☐ Place the linen from the sacristy drawer on the table



CHURCH CREDENCE TABLE - GOSPEL SIDE UNDER AUMBRY

Wall shelf to the left of the altar

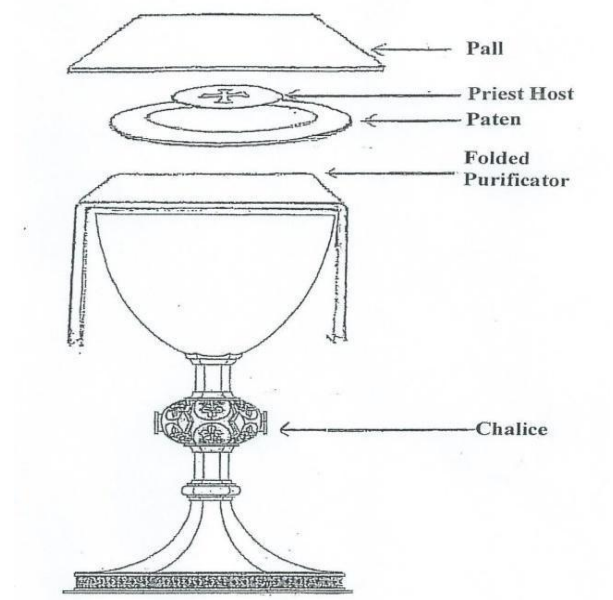


CREDENCE TABLE LINEN:

- ☐ Place the linen from the sacristy drawer on the table

CHALICE: Place on the left, vested with –

- ☐ **PURIFICATOR**
- ☐ **PATEN WITH HOST WAFER**
- ☐ **PALL**
- ☐ **VEIL**
- ☐ **BURSE** - with a corporal and 4 purificators



ST. MARY'S CHAPEL

- ☐ **CLEAN UP** - the linens and vessels in SM may be soiled from a precious service; if needed, change the linens and wash the vessels

ALTAR



- ☐ **CORPORAL** - place a corporal open, on the altar, with the emblem at your waist
- ☐ **ST MARY'S CHALICE**- in the center of the corporal with a purificator, paten, pall (no host wafer)
- ☐ **MISSAL** - upright on missal stand open to page 43 on the left side of altar
- ☐ **EUCCHARISTIC CANDLES** - sitting on felt pads
- ☐ **PRAYER LIST** - under the missal stand
- ☐ **WATER GLASS** - behind the Epistle Eucharist candle
- ☐ **SANCTUARY CANDLE** - leave an unlit candle with at least 3 inches of wax

ST. MARY'S CREDENCE TABLE



STARTING ON THE LEFT:

- ☐ **HAND SANITIZER**
- ☐ **PURIFICATOR** - just one
- ☐ **LAVABO BOWL AND TOWEL**
- ☐ **BREAD BOX** - small rectangular box with 25 unconsecrated wafers, no plastic bags

- ☐ **CRUET FOR WATER:** fill water to the bottom of the handle, handle pointing away from wall
- ☐ **CRUET FOR WINE:** fill to the bottom of the handle with unconsecrated wine, handle pointing away from wall
- ☐ **SILVER SAUCER:** Place the saucer in front of the wine and water
- ☐ **SPOON:** Place in the saucer

ST. MARY'S DRAPERIES AND LIGHTS:

- ☐ **DRAPES AT THE IRON GATES** - Open COMPLETELY to let in light
- ☐ **DRAPES TO HALLWAY** - Close the drapes to the sacristy hallway
- ☐ **LIGHTS** - Turn off all lights except for a dimmed light over the altar

CLOSING UP THE CHURCH SACRISTY:

- ☐ Lock the drawers
- ☐ Lock the cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Sign the book to show who has worked
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door across from St. Mary's
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door outside is locked, if not locked, tell the sexton

LEV (Lay Eucharistic Visitor) KITS

LEV KITS: Located in the top drawer to the left of the sink

- ☐ Christy James will email, text, or call the Saturday crew how many kits to prepare additional information for each kit
- ☐ If you do not hear from her, email her at christy.f.james@att.net, or text her at (314) 623-1930
- ☐ Unless instructed otherwise, prepare one small kit as instructed below
- ☐ Place all prepared LEV kits on the bottom shelf of the freestanding Gospel side credence table



SMALL BOX PREPARATION:

- ☐ Fill a cruet with $\frac{1}{4}$ full of CONSECRATED wine; do not add water
- ☐ Place 12 CONSECRATED wafers in the bread box.
- ☐ Include 1 tiny purificator and 1 regular purificator
- ☐ Include 1 purple LEV attendance card folded on top of other items
- ☐ Place a sticker on the outside of the kit with the # of wafers included in the kit

NANCY FERRIS TALL SMALL BOX PREPARATION: Do not prepare this box unless instructed to do so; the instructions will include how many wafers and purificators to include

- ☐ Include a cruet $\frac{1}{4}$ full of consecrated wine
- ☐ Include CONSECRATED wafers in the bread box
- ☐ Include tiny purificators
- ☐ **DO NOT INCLUDE** A purple LEV attendance card

CLERGY KIT

SATURDAY AG PREPARES THE KIT FOR FRIDAY

INCLUDE THE FOLLOWING INSIDE THE KIT:

- ☐ **WAFERS** - 20 unconsecrated wafers in the breadbox
- ☐ **HOST WAFER** - place on top of the wafers in the breadbox
- ☐ **CRUET** - $\frac{2}{3}$ full with ***unconsecrated*** wine
- ☐ **CRUET** - $\frac{2}{3}$ full with water
- ☐ **CORPORAL** - fold in half; tuck in next to the wine and water

PLACE THE FOLLOWING THREE ITEMS ON TOP OF OTHER ITEMS IN THE KIT:

- ☐ **SMALL PALL**
- ☐ **PURIFICATOR**
- ☐ **GOLD ATTENDANCE CARD**



Note:

- ☐ **LAVABO TOWEL** - *no longer needed, do not include*

PLACE A POST-IT NOTE ON THE KIT TO INDICATE IT HAS BEEN PREPARED AND IS READY FOR USE

CLEANING THE KITS:

When the kits are returned, the remaining wafers and wine are ***unconsecrated*** so can be stored for later use; the water is ***consecrated*** and should be poured down the piscina

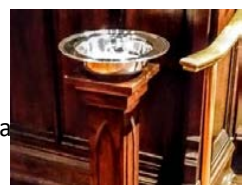
CLOSING UP THE CHURCH SACRISTY:

- ☐ Lock the drawers and cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door across from St. Mary's
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door to the outside is locked, if not locked, tell the sexton

8 AM CLEANUP AND 10 AM SETUP

ALMS BASINS:

- ☐ Note - The ushers will prepare the collection and drop it in the safe



- ☐ Stack 2 large basins with hushers on each of the short pedestals on either side of the chancel steps
- ☐ Place the larger receiving basin on the Gospel side altar steps

DOUBLE DOORS:

- ☐ Close the double doors in the hall between the sacristy and the church

ATTENDANCE CARD:

- ☐ Ushers will put the attendance number on a gold attendance card and leave it on the sacristy counter
- ☐ The Altar Guild will fill out additional information on the gold attendance card and place it in the file box

SOILED ALTAR TABLE LINEN:

- ☐ If soiled, find the matching roller in sacristy drawers, roll and place on sacristy counter for laundering, replace with clean linen

SOILED LINEN:

- ☐ If there are bread crumbs on the corporal, shake them outside
- ☐ If linens are soiled, while linens are dry, spray spots with ZOUT
- ☐ Let the linens soak for several minutes with ZOUT
- ☐ Soak linens in a glass dish of boiling water
- ☐ At the end of clean up, scrub and rinse; squeeze excess liquid down the piscina
- ☐ Hang to dry
- ☐ If the soiled linen is a credence table linen, find its roller in the sacristy drawers, when dry, roll and place in the laundering basket, put a clean linen on the table

WATER GLASSES: Place 4 glasses of water as follows -

- ☐ **ALTAR** - behind the Gospel side Eucharistic candle
- ☐ **PULPIT**
- ☐ **LECTERN**
- ☐ **ORGAN** - right side of the keyboard

LEAFLETS: Place 8 leaflets as follows, **double-check for the correct date and time** -

- ☐ **ALTAR** - 1 flat beneath the missal stand
- ☐ **RED CHAIRS** - 2 on Epistle side front row
- ☐ **RED CHAIRS** - 3 on Gospel side front row
- ☐ **RED CHAIRS** - 1 on Gospel side back row
- ☐ **PRAYER TABLE** - 1 on Gospel side prayer table

LEAVE THE FOLLOWING ON THE ALTAR -

- ☐ **BLESSING CARD** – beneath the leaflet if present
- ☐ **PRAYERS OF THE PEOPLE** - beneath the leaflet
- ☐ **LEV CARD**

- ☐ **MISSAL** - upright on its stand

COMMUNION WARE: Wash and reset the credence tables for the 10 AM service -

- ☐ **CRUET** - the water is blessed; therefore, pour it down the piscina
- ☐ **CHALICE AND PATEN** - should be rinsed out into the piscina then washed; the chalice is hollow and should not be submerged in water
- ☐ **GLASS CRUET** - place leftover consecrated wine in the aumbry for next week's Lev Kits
- ☐ **ROUND BREAD BOX WITH CROSS** - verger has moved to St. Mary's with consecrated wafers from the 8 o'clock service
- ☐ **CRUET, LARGE SILVER** -
 - If the cruet is on the **epistle credence table**, it does not have blessed wine and should be reused for the 10:00 service, check to be sure the wine level is an inch below the bottom of the handle, if not, add wine and place on the epistle credence table
 - If the cruet is on the **Gospel credence table**, it has blessed wine and should be poured into a glass cruet and placed in the aumbry; rinse the silver cruet, pour the rinse water down the piscina, fill the cruet with wine to an inch below the handle and place on the epistle credence table

CHURCH CREDENCE TABLE - EPISTLE SIDE

Wall shelf to the right of the altar



PLACE THE FOLLOWING ON THE SHELF STARTING ON THE LEFT -

- ☐ **HAND SANITIZER**
- ☐ **LAVABO BOWL AND TOWEL**
- ☐ **BREAD BOX, RECTANGULAR** - with 4 plastic bags, 25 wafers in each bag
- ☐ **CRUET, SMALL SILVER** - "A" (agua) on the spout, fill with water to the bottom of the handle, , handle to the wall
- ☐ **CRUET, LARGE SILVER** - with wine an inch below the bottom of the handle

CHURCH CREDENCE TABLE - GOSPEL SIDE FREESTANDING

Freestanding table to the left of the altar under aumbry

- ☐ **PUGIN CIBORIUM** - Leave empty with lid

NOTE:

TALL SILVER CIBORIUM, LACY VEIL AND HAND SANITIZER - will be on the table from the 8 o'clock Eucharist



CHURCH CREDENCE TABLE - GOSPEL SIDE UNDER AUMBRY

Wall shelf to the left of the altar



CREDENCE TABLE LINEN:

- ☐ If the linen is soiled, replace it; see the section above for treating soiled linen

CHALICE: Place on the shelf, vested with –

- ☐ **Purificator**
- ☐ **Paten with host wafer**
- ☐ **Pall**
- ☐ **Veil**
- ☐ **Burse** - with a corporal, 4 purificators, opening facing the wall

SECOND CHALICE: Place on the right, vested with –

- ☐ Purificator
- ☐ Pall

CHURCH CREDENCE TABLE - FOR PRESENTATION OF GIFTS

A freestanding table at the rear of the church between the sound system and the Ellenwood doors

PLACE ON THE TABLE:

- ☐ **BREAD BOX, LARGE, ROUND** - fill with **150** unblest wafers; include a piece of paper with the number of wafers
- ☐ **CRUET, SMALL, SILVER** - with a "V" (vino) on the spout, already containing unconsecrated wine filled to the bottom of the handle.

NOTE: Do not lock the sacristy drawers or cabinets; the vergers may need something from the sacristy during the service

10 AM - DURING THE SERVICE AND CLEANUP

BAPTISM: If there is a baptism at the 10 AM service, see “Baptism” in the customary

- ☐ **SETUP** - after the 10 AM begins, setup the Wydown narthex with the baptismal items left outside the door of St. George’s and/or on the church sacristy counter
- ☐ **CANDLE** - after the 10 AM begins, light the Paschal candle

CLEAN UP AFTER BAPTISM:

- ☐ **WATER** - water in the font liner or silver bowls is blessed; therefore, discard it outside on the ground
- ☐ **OIL STOCK** - no need to clean the oil stock; put it away with the cotton ball inside
- ☐ **SILVER ITEMS** - wash and put away the pitcher and bowls if used
- ☐ **TOWELS** - hang to dry
- ☐ **BAPTISMAL LINEN** - if damp, hang to dry; if dry, re-roll on the correct roller
- ☐ **SERVICE LEAFLETS, TABLE, and PASCHAL CANDLE** - return items to their homes

DOUBLE DOORS:

- ☐ Close the double doors in the hall between the sacristy and St. Mary’s

ATTENDANCE CARD:

- ☐ Ushers will put the attendance number on a gold attendance card and leave it on the sacristy counter
- ☐ Fill out additional information on the gold attendance card; place it in the file box

CONSECRATED ELEMENTS:

- ☐ Place consecrated wafers in the small silver ciborium; include a small note with the number of wafers; place them in the aumbry; do **NOT** use plastic bags
- ☐ If a plastic bag has been used and emptied, rinse it with water, pour the water down the piscina; discard the bag
- ☐ Place the glass cruet with consecrated wine in the aumbry; the blessed wine will be used for next week Lev kits

- **FROM THE RECTOR:** THE SMALL SILVER CIBORIUM ALWAYS STAYS IN THE AUMBRY; IT IS NEVER LEFT EMPTY EVEN IF THERE IS ONLY ONE CONSECRATED WAFER. IT STAYS IN THE AUMBRY NEVER IN THE SILVER CABINET.
- **CONSECRATED WINE:** PUT THE WINE IN A GLASS CRUET. IT IS NEVER TO BE LEFT IN THE AUMBRY IN A SILVER CRUET.





THE AUMBRY WITH CONSECRATED WINE AND WAFERS

LAVABO BOWL AND TOWEL & WATER CRUET:

- ☐ The water is blessed; therefore, pour the water down the piscina
- ☐ Squeeze out water from the towel over the piscina

COMMUNION SILVER:

- ☐ The silver cruets with wine are blessed; pour the wine down the piscina
- ☐ Wash silver, return to green bags, place in the cabinet

EUCCHARISTIC CANDLES:

- ☐ Return candles and felt pads to the sacristy cabinet

SERVICE LEAFLETS:

- ☐ Place in recycle box

WATER GLASSES:

- ☐ Wash, dry, put away in their drawer

LEV CARD:

- ☐ Pin it to the bulletin board near the light switch in the sacristy

MISSAL AND MISSAL STAND:

- ☐ Place on the freestanding Gospel credence table spine down

HYMN BOARDS:

- ☐ Leave the weekly description on the hymn boards but remove hymn numbers from 4 hymn boards; return to the drawer

LEV KIT:

- ☐ If a LEV kit is left in the sanctuary, place it on the sacristy counter; no sanctuary candle is necessary

ALMS/RECEIVING BASIN:

- ☐ Wipe away fingerprints with a damp towel, return to green bags and silver cabinet
- ☐ One alms basin will be used in St. Mary's for 5 p.m. Eucharist
- ☐ unless there is **Evensong** - See Evensong instructions

BIBLE MARKERS:

- ☐ If special vestments were used for the service, change the bible markers to the color of the season
- ☐ Leave the seasonal bible markers on the lectern for the entire week

SOILED ALTAR TABLE LINEN:

- ☐ If soiled, find the matching roller in sacristy drawers, roll and place on sacristy counter for laundering, replace with clean linen

SOILED LINEN:

- ☐ If there are bread crumbs on the corporal, shake them outside
- ☐ If linens are soiled, while linens are dry, spray spots with ZOUT
- ☐ Let the linens soak for several minutes with ZOUT
- ☐ Soak linens in a glass dish of boiling water
- ☐ At the end of clean up, scrub and rinse; squeeze excess liquid down the piscina
- ☐ Hang to dry
- ☐ If the soiled linen is a credence table linen, find its roller in the sacristy drawers, when dry, roll and place in the laundering basket, put a clean linen on the table
- ☐ **Reminder** - there is a Baptismal linen, on the credence table at the rear of the church near the Ellenwood narthex doors, that should be returned to its drawer

**ALTAR COVER:**

- ☐ Place on the altar unless there is **Evensong**

EVENSONG:

- ☐ If there is an Evensong, see the customary for setup

ST MARY'S CHAPEL

If there is Evensong, a service in SM will be at 5:45; if there is no Evensong, a service in SM will be at 5:00

- ☐ Follow the setup instruction in the customary for St. Mary's 5:00 Service, also, place service leaflets on a chair at the entrance to SM and place an alms basin on an altar kneeler cushion Gospel side

CLOSING UP THE CHURCH SACRISTY:

- ☐ Lock the drawers and cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door across from St. Mary's
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door to the outside is locked, if not locked, tell the sexton

ST. MARY'S WEEKDAY SERVICES

BEFORE THE SERVICE

ARRIVAL TIME:

- ☐ Arrive 15 minutes before the service to light the candles

LIGHT THE CANDLES:

- ☐ The Paschal candle should be lit during Easter season – Easter Vigil to Pentecost Eve; when it is used, light it before all other candles
- ☐ Light all the candles on the altar



MISSAL:

- ☐ Place the missal upright on the right side of the altar

DURING THE SERVICE

COMMUNION RAIL/KNEELING PAD:

- ☐ After the Peace is exchanged, put the communion rail down and move the kneeling pad into position
- ☐ After communion, open the communion rail and move the kneeling pad aside

AFTER THE SERVICE

EXTINGUISH THE CANDLES:

- ☐ Extinguish all candles; if the Paschal candle is used it is extinguished last

CLEANUP: Wash items used during the service –

- ☐ **LAVABO BOWL, TOWEL, WATER CRUET** - the water in these items is blessed so pour the water down the piscina and squeeze the towel over the piscina
- ☐ **CHALICE** - before you wash the chalice, put rinse water in the chalice and pour the water down the piscina
- ☐ **CONSECRATED WAFERS** - it is unlikely that there will be unused consecrated wafers but, if so, place them in the aumbry or eat the wafers
- ☐ **WINE CRUET** - if the cruet has enough wine for another service, simply wipe the cruet of all stickiness and reuse it as is; if more wine is needed in the cruet, discard the wine, wash the cruet, and fill $\frac{2}{3}$ full with wine

TREAT SOILED LINEN:

- ☐ If there are bread crumbs on the corporal, shake them outside
- ☐ If linens are soiled, while linens are dry, spray spots with ZOUT
- ☐ Let the linens soak for several minutes with ZOUT
- ☐ Soak linens in a glass dish of boiling water
- ☐ At the end of clean up, scrub and rinse; squeeze excess liquid down the piscina
- ☐ Hang to dry

CREDENCE TABLE LINEN:

- ☐ If soiled, treat spots as noted above, if spot treating is not what is needed, find its roller in the sacristy drawers, roll and place in the laundering basket, put a clean linen on the table

ALTAR TABLE LINEN:

- ☐ If soiled, find its roller in the sacristy drawers, roll and place on the sacristy counter for laundering, replace with clean linen, a frontal is not necessary

ALTAR SETUP:

- ☐ **LEAFLET AND PRAYER LIST** - place Sunday's 8:00 leaflet and prayer list on the altar
- ☐ **WATER GLASS** - replace the glass of water behind the Epistle Eucharistic candle

SET THE CREDENCE TABLE WITH THE FOLLOWING STARTING ON LEFT:



- ☐ **SANITIZER**
- ☐ **CHALICE** - with purificator, paten with host wafer, pall and 1 corporal folded on the pall - **no veil or burse**
- ☐ **LAVABO BOWL AND TOWEL**
- ☐ **BREAD BOX** - with 15 wafers, no plastic bag
- ☐ **CRUET FOR WATER** - $\frac{2}{3}$ full of water, handle away from the wall
- ☐ **CRUET FOR WINE** - $\frac{2}{3}$ full of wine, handle away from the wall
- ☐ **SILVER SAUCER** - place between the bread box and the cruets

FINISHING UP:

- ☐ **MISSAL** - place missal on its stand, spine down, on the gospel credence table
- ☐ **ATTENDANCE CARD** - fill out a gold attendance card and file in the card box
- ☐ **DRAPES AT THE IRON GATES** - open the drapes COMPLETELY to let in light
- ☐ **DRAPES TO HALLWAY** - close the drapes to the sacristy hallway
- ☐ **LIGHTS** - turn off all lights except for a dimmed light over the altar

CLOSING UP THE SACRISTY:

- ☐ Lock the cabinets and drawers
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door to outside is locked, if not, notify the sexton

ST. MARY'S 5:00/5:45 SERVICE

ST. MARY'S 5 PM EUCHARIST

SETUP IS THE SAME AS SM WEEKDAY SERVICES WITH THE FOLLOWING EXCEPTIONS:

- ☐ **LEAFLETS:** place on a chair near the iron gates
- ☐ **ALMS BASIN:** place on a kneeler on the Gospel side

ST. MARY'S 5:45 PM EUCHARIST AFTER EVENSONG

This service begins with the great thanksgiving

- ☐ **CORPORAL** - place a corporal open, on the altar, with the emblem at your waist
- ☐ **ST MARY'S CHALICE**- in the center of the corporal with a purificator, paten with a small host wafer, pall
- ☐ **MISSAL** - upright on missal stand **ON THE GOSPEL SIDE**
- ☐ **EUCHARISTIC CANDLES** - sitting on felt pads
- ☐ **PRAYER LIST** - under missal stand
- ☐ **WATER GLASS** - behind the epistle Eucharist candle
- ☐ **SANCTUARY CANDLE** - leave an unlit candle with at least 3 inches of wax

ST. MARY'S CREDESCENCE TABLE FOR THE 5:45 EUCHARIST



STARTING ON THE LEFT:

- ☐ **HAND SANITIZER**
- ☐ **PURIFICATOR** - just one
- ☐ **LAVABO BOWL AND TOWEL**
- ☐ **BREAD BOX** - small rectangular box with 25 unconsecrated wafers, no plastic bags
- ☐ **CRUET FOR WATER:** fill to the bottom of the handle with water, handle pointing away from wall
- ☐ **CRUET FOR WINE:** fill to the bottom of the handle with unconsecrated wine, handle pointing away from wall
- ☐ **SILVER SAUCER:** Place the saucer in front of the wine and water
- ☐ **SILVER SPOON:** Place the spoon in the saucer

ST. GEORGE'S SETUP

ALMS BASINS:

- ☐ Place on the Gospel side altar kneeler

LEAFLETS: Place the leaflets as follows –

- ☐ 1 on the altar on the missal stand behind the missal
- ☐ 2 on the left side chairs for the clergy
- ☐ 1 on the right side chair for the acolyte
- ☐ Place the other leaflets for the congregation on the small table under the light switches

PODIUM:

- ☐ Move the podium to the front of the congregation on the epistle side; place the readings on the podium

ALTAR:

- ☐ **MISSAL** - place the missal upright, not spine down, on the missal stand on the right side of the altar when facing the cross
- ☐ **LEAFLET** - place it beneath the service leaflet beneath the missal
- ☐ **BLESSING CARD** - all Saints through Pentecost and most holidays have a blessing card found in the accordion file on the **church** sacristy counter; place it beneath the service leaflet

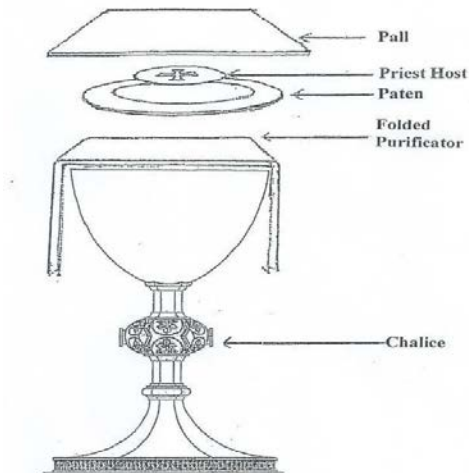
EPISTLE CREDENCE TABLE: Place the following on the table –

- ☐ Credence table linen
- ☐ Glass of water back left
- ☐ Lavabo bowl and towel in front of the water glass
- ☐ Round bread box in the center with 30 unconsecrated wafers
- ☐ Glass cruet ½ full with wine, back right, handles away from the wall
- ☐ Glass cruet ½ full with water to the left of the wine cruet, handles away from the wall
- ☐ Place two silver-rimmed glass saucers, left saucer with the silver spoon, in front of the water and wine cruets, near the front of the table



GOSPEL CREDENCE TABLE: Place the following on the table –

- ☐ Credence table linen
- ☐ 1 post-communion veil
- ☐ Lillian Carter chalice with a purificator, paten, host wafer, pall, veil and burse with 4 purificators and a corporal



CLOSING UP ST. GEORGE'S:

- ☐ Lock the silver cabinet
- ☐ Return the silver cabinet key to the coat closet hook
- ☐ Turn off all lights
- ☐ Lock the SG door to the narthex

CLOSING UP THE CHURCH SACRISTY:

- ☐ Lock the drawers
- ☐ Lock the cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door across from St. Mary's
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door outside is locked, if not locked, tell the sexton

EVENSONG

EVENSONG SETUP

The 10 am Sunday AG will set up after the 10 am clean-up is complete

MISSAL:

- ☐ Place spine down on missal stand on the gospel freestanding table

BIBLE MARKERS:

- ☐ Ensure that bible markers are the correct liturgical color

SERVICE LEAFLETS: Place 6 Evensong leaflets as follows –

- ☐ 1 on altar – Flat on altar, Epistle side, **nothing** else on altar
- ☐ 2 on red chairs front row right side of altar
- ☐ 2 on red chairs front row left side of altar
- ☐ 1 on sacristy counter for the vergers

WATER GLASS: Place 3 water glasses as follows –

- ☐ Freestanding Gospel Credence table
- ☐ Lectern
- ☐ Organ - to the right of the keyboard

ALMS BASINS:

- ☐ Place 2 silver alms basins with correct liturgical color hushers on small pedestals at the church doors, one at the main doors and one at the side door



NOTE: Prayer list and hymn boards are not used

5:45 EUCHARIST IN ST MARY'S AFTER EVENSONG

THIS SERVICE BEGINS WITH THE GREAT THANKSGIVING.

- ☐ **CORPORAL** - place a corporal open, on the altar, with the emblem at your waist
- ☐ **ST MARY'S CHALICE**- in the center of the corporal with a purificator, a paten with a small host wafer, pall
- ☐ **MISSAL** - upright on missal stand **ON THE GOSPEL SIDE**
- ☐ **EUCCHARISTIC CANDLES** - sitting on felt pads
- ☐ **PRAYER LIST** - under the missal stand
- ☐ **WATER GLASS** - behind the Epistle Eucharist candle
- ☐ **SANCTUARY CANDLE** - leave an unlit candle with at least 3 inches of wax

ST. MARY'S CREDENCE TABLE



STARTING ON THE LEFT:

- ☐ **HAND SANITIZER**
- ☐ **PURIFICATOR** - just one
- ☐ **LAVABO BOWL AND TOWEL**
- ☐ **BREAD BOX** - small rectangular box with 25 unconsecrated wafers, no plastic bags
- ☐ **CRUET FOR WATER:** fill to the bottom of handle with water, handle pointing away from wall
- ☐ **CRUET FOR WINE:** fill to the bottom of the handle with unconsecrated wine, handle pointing away from wall
- ☐ **SILVER SAUCER:** Place the saucer in front of the wine and water
- ☐ **SILVER SPOON:** Place the spoon in the saucer

EVENSONG DAY OF SERVICE

- ☐ Arrive at 4:30 to light the candles if not already lit

EVENSONG CLEANUP

- ☐ **CANDLES** - extinguish all candles
- ☐ **BIBLE MARKERS** - if special bible markers were used for Evensong, change the bible markers to the color of the season
- ☐ **SERVICE LEAFLETS** - place leaflets in recycle
- ☐ **WATER GLASSES** - wash glasses and return to their drawer
- ☐ **DUST COVER** - place the dust cover on the altar
- ☐ **COLLECTION** - fill out a donation envelope after counting the money; place the sealed envelope with the money in the safe
- ☐ **ALMS BASINS** - place in green bags and return to the silver cabinet
- ☐ **ATTENDANCE CARD** - fill out the gold card and place it in the file box

ST MARY'S CLEANUP AND RESET FOR THE WEEKDAY SERVICES - see St. Mary's Weekday service in the Table of Contents

CLOSING UP THE SACRISTY:

- ☐ Lock the drawers
- ☐ Lock the cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door to the hallway
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door to the outside is locked, if not locked, notify the sexton

WEDDINGS

CHURCH WEDDING SETUP

Most church weddings are Saturday night. The Saturday morning AG sets up for the wedding and leaves the Sunday services items on the church sacristy counter. The wedding AG will clean up after the wedding and set up for Sunday using the items on the counter.

VESTMENT COLOR: D'Wolf White

LEAVE ON THE COUNTER:

- ☐ Leave all items used for 8 AM setup on the counter; see **SETUP FOR SUNDAY SERVICES** section

CHURCH WEDDING SETUP - NO COMMUNION

- ☐ **DUST COVER** - remove from the altar, place it on its hanger in the sacristy coat closet
- ☐ **SOILED ALTAR LINEN** - if the altar linen is soiled, find its roller in the sacristy drawer, roll and place on the sacristy counter for laundering, replace with clean linen
- ☐ **ECHARISTIC CANDLES** - place on the altar with white felt pads underneath even if there is no communion during the service
- ☐ **MISSAL** - place missal, upright not spine down, on the missal stand on the Epistle side of the altar
- ☐ **LEAFLETS** - use BLUE wedding leaflets; place leaflets in Ellenwood narthex, check the wedding data sheet for number of expected guests
- ☐ **COUNTERS** - place attendance counters with the service leaflets
- ☐ **FLOWERS** - the Flower Guild or Wedding Planner/Florist will place the flowers
- ☐ **GUEST BOOK** - place the church guest book in the Ellenwood narthex inside the stand
- ☐ **RESERVE SIGNS** - place reserve signs on rows to be used by family
- ☐ **ROPES** - Place ropes on the back pews if attendance will be less than 200
- ☐ **SIGN** - place the "Wedding Sign" directing guests to the Ellenwood narthex in front of the closed doors at the Wydown narthex entrance to the church
- ☐ **WATER GLASSES** - place water at the pulpit and lectern
- ☐ **MARKERS** - place the DWW bible markers on the lectern

CHURCH WEDDING SETUP – WITH COMMUNION

These instructions are in addition to above information for “NO COMMUNION”

- ☐ **LEAFLETS** - use the PINK wedding leaflets
- ☐ **CREDENCE TABLE** - follow 8 AM setup in “**SETUP FOR SUNDAY SERVICES**” section. Exceptions below –
- ☐ **CHALICE** - use the wedding chalice
- ☐ **CIBORIUM** - see wedding data sheet for the number of wafers needed



CHURCH – DAY OF WEDDING

ONE HOUR BEFORE THE SERVICE:

- ☐ **WEDDING PARTY** - greet the bride, mother and/or wedding planner; be available to assist as needed
- ☐ **SETUP** - check set up above to ensure that all instructions have been completed
- ☐ **WEDDING DATA SHEET** - review the wedding data sheet
- ☐ **SEATING** - the organist was at the rehearsal and can provide information
- ☐ **USHERS** - ensure that ushers know their jobs, identify who is escorting mothers
- ☐ **COMMUNION** - if communion, turn on hallway lights behind organ and to sacristy
- ☐ **PHOTOS** - remind photographers –
 - ☐ As the bridal party enters the church, photographers are allowed to stand inside the church a few pews in to take pictures as the wedding party enters the church
 - ☐ No other pictures are allowed in the church unless the camera is quiet and without flash and the photographer is unobtrusive
 - ☐ Videos are preapproved by the clergy
 - ☐ **20 minute** limit for pictures after the service

THIRTY MINUTES BEFORE THE SERVICE:

- ☐ **LIGHT THE CANDLES** - including Eucharistic candles even no communion
- ☐ **ELLENWOOD NARTHEX** - take attendance with counters; hand out leaflets and programs; the wedding party may provide people to hand out leaflets and programs

FIFTEEN MINUTES BEFORE THE SERVICE:

- ☐ **BRIDAL PROCESSION** - line up the Bride, bridesmaids, etc. in the Page Garden hallway unless there is a wedding coordinator to handle this

WHEN THE SERVICE IS ABOUT TO BEGIN:

- ☐ **SEATING OF PARENTS** - have ushers seat family
- ☐ **ORGANIST SIGNAL** - follow clergy's lead to signal organist and start procession

DURING THE SERVICE:

- ☐ **CLOSE THE CHURCH DOORS** - direct latecomers to use side doors
- ☐ **STAND AT ELLENWOOD NARTHEX** - continue to take attendance; hand out leaflets
- ☐ **DIRECT TRAFFIC** - if communion –
 - ☐ After the “Lord’s Prayer”, go to step at the top of choir stalls to direct participants
 - ☐ Place AG on each side of center aisle to direct people out of pews

AFTER THE SERVICE:

- ☐ **STAND AT ELLENWOOD NARTHEX** - collect leaflets
- ☐ **DIRECT TRAFFIC** - direct the wedding party to Great Hall to keep the exit flowing

CLEAN UP:

- ☐ **EXTINGUISH CANDLES**
- ☐ **CLEANUP/SETUP** - wash communion ware; follow procedures for setting up 8 AM, follow Sunday clean up procedures for consecrated elements and treating soiled linen
- ☐ **RETURN TO THEIR HOMES** - wedding kneelers, bible markers, and pulpit hanging; reserve signs, ropes, church guest books, wedding chalice
- ☐ **ATTENDANCE CARD** - fill out the gold card and store it in the file box
- ☐ **LEAFLETS** - pick up leaflets left in pews, leaf through to remove wedding programs, rubber band groups of 25, return leaflets to their home

CLOSING UP THE SACRISTY:

- ☐ Lock the drawers
- ☐ Lock the cabinets
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door to the hallway
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door to outside is locked, if not locked, notify the sexton

ST. MARY’S WEDDING SETUP

ST. MARY’S WEDDING SETUP – NO COMMUNION

- ☐ **LINENS** - keep weekday linens on
- ☐ **MISSAL** - place the closed missal upright not spine down on its stand in the center of the altar
- ☐ **SERVICE LEAFLETS** - place the correct number of BLUE wedding leaflets on a chair in the rear of the chapel
- ☐ **COUNTERS** - place an attendance counter with the service leaflets
- ☐ **WATER GLASS** - place a glass of water behind the Epistle Eucharistic candle

- ☐ **CREDENCE TABLE** - the credence table should be set up for Sunday service
- ☐ **FLOWERS** - the Flower Guild will place the flowers

ST. MARY'S WEDDING SETUP – WITH COMMUNION

These instructions are in addition to above information for “NO COMMUNION”

- ☐ **LINENS** - put the super frontal and fair linen on the altar
- ☐ **SERVICE LEAFLETS** - place correct number of PINK wedding leaflets on a chair in the rear of the chapel
- ☐ **CREDENCE TABLE** - follow instructions in the section “**ST. MARY'S WEEKDAY SERVICES**”
- ☐ **CHALICE** - use the wedding chalice
- ☐ **CIBORIUM** - see the wedding data sheet for the number of wafers needed



ST. MARY'S – DAY OF WEDDING

Weddings in St. Mary's are typically very small, consequently some instructions below may not apply

ONE HOUR BEFORE THE SERVICE:

- ☐ **SETUP** - check setup above to ensure that all instructions have been completed
- ☐ **WEDDING DATA SHEET** - review the wedding data sheet
- ☐ **SEATING** - ask the clergy about seating arrangements and the processional
- ☐ **USHERS** - ensure that ushers know their jobs, identify who is escorting mothers
- ☐ **WEDDING PARTY** - introduce yourself to the wedding party; help as needed
- ☐ **PHOTOS:** Remind photographers –
 - ☐ No other pictures are allowed in the church unless the camera is quiet and without flash and the photographer is unobtrusive
 - ☐ Videos are preapproved by the clergy
 - ☐ **20 minute** limit for pictures after the service

THIRTY MINUTES BEFORE THE SERVICE:

- ☐ **LIGHT THE CANDLES** - including the Eucharistic candles even if no communion
- ☐ **STAND OUTSIDE ST. MARY'S** - take attendance with counter; hand out leaflets and programs

JUST BEFORE THE SERVICE BEGINS:

- ☐ **SEATING OF PARENTS** - have ushers seat family
- ☐ **LINE UP BRIDAL PROCESSION** - line up the bride, bridesmaids, etc.

DURING THE SERVICE:

- ☐ **STAND OUTSIDE ST. MARY'S** - continue to take attendance with counter; hand out leaflets and programs

AFTER THE SERVICE:

- ☐ **LEAFLETS** - collect leaflets
- ☐ **DIRECT TRAFFIC** - direct wedding party to Great Hall if there is a reception there

CLEAN UP:

- ☐ **EXTINGUISH CANDLES**
- ☐ **CLEANUP/SETUP IF COMMUNION** - wash communion ware; follow procedures for setting up 8 AM, follow Sunday clean up procedures for consecrated elements and treating soiled linen
- ☐ **RETURN TO THEIR HOMES** - wedding kneeler, wedding chalice
- ☐ **ATTENDANCE CARD** - fill out the gold card and store it in the file box
- ☐ **LEAFLETS** - pick up leaflets left in pews, leaf through to remove wedding programs, rubber band groups of 25, return leaflets to their home

CLOSING UP THE SACRISTY:

- ☐ Lock the drawers
- ☐ Lock the cabinets
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door to the hallway
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door to outside is locked, if not locked, notify the sexton

ST. GEORGE'S WEDDING SETUP

ST. GEORGE'S WEDDING SETUP – NO COMMUNION

- ☐ **DUST COVER** - remove dust cover
- ☐ **ALTAR LINENS** - put on St. George's super frontal and fair linen
- ☐ **LEAFLETS** - place BLUE wedding leaflets on table in the Wydown narthex.
- ☐ **COUNTERS** - place attendance counters with the service leaflets
- ☐ **RESERVE SIGNS** - place reserve signs on rows to be used by family
- ☐ **GUEST BOOK** - put the Wydown narthex church guest book inside the stand
- ☐ **FLOWERS** - flower Guild will place the flowers

ST. GEORGE'S WEDDING SETUP – WITH COMMUNION

These steps are in addition to above instructions for "NO COMMUNION"

- ☐ **LEAFLETS** - place correct number of PINK wedding leaflets on a chair in the rear of chapel
- ☐ **ALTAR/CREDENCE TABLES** - follow instructions in the section "**ST. GEORGE'S SUNDAY 5 PM SERVICES**"
- ☐ **CHALICE** - use the wedding chalice
- ☐ **CIBORIUM** - see the wedding data sheet for the number of wafers needed



ST. GEORGE'S – DAY OF WEDDING

ONE HOUR BEFORE THE SERVICE:

- ☐ **SETUP** - check set up above to ensure that all instructions have been completed
- ☐ **WEDDING DATA SHEET** - review the wedding data sheet
- ☐ **SEATING** - ask the clergy about seating arrangements and the processional
- ☐ **USHERS** - ensure that ushers know their jobs, identify who is escorting mothers
- ☐ **WEDDING PARTY** - introduce yourself to the wedding party; help as needed
- ☐ **PHOTOS** - remind photographers –
 - ☐ As the bridal party enters the church, photographers are allowed to stand inside the church a few pews in to take pictures as the wedding party enters the church
 - ☐ No other pictures are allowed in the church unless the camera is quiet and without flash and the photographer is unobtrusive
 - ☐ Videos are preapproved by the clergy
 - ☐ **20 minute** limit for pictures after the service

THIRTY MINUTES BEFORE THE SERVICE:

- ☐ **LIGHT THE CANDLES**
- ☐ **STAND AT WYDOWN NARTHEX** - take attendance with counters; hand out leaflets and programs; the wedding party may provide people to hand out leaflets and programs

FIFTEEN MINUTES BEFORE THE SERVICE:

- ☐ **LINE UP BRIDAL PROCESSION** - in the Great Hall

JUST BEFORE THE SERVICE BEGINS:

- ☐ **SEATING OF PARENT** - have ushers seat family
- ☐ **ORGANIST SIGNAL** - follow the clergy's lead to signal the organist and start the procession

DURING THE SERVICE:

- ☐ **STAND AT WYDOWN NARTHEX** - continue to take attendance with counters; hand out leaflets and programs
- ☐ **DIRECT TRAFFIC** - if communion - After the "Lord's Prayer", place AG on each side of center aisle to direct people out of pews for communion

AFTER THE SERVICE:

- ☐ **STAND IN WYDOWN NARTHEX** - collect leaflets
- ☐ **DIRECT TRAFFIC** - direct the wedding party to Great Hall to keep the exit flowing

CLEANUP AND SETUP FOR SUNDAY:

- ☐ **EXTINGUISH CANDLES**
- ☐ **CLEANUP IF COMMUNION** - wash communion ware; follow Sunday clean up procedures for consecrated elements and treating soiled linen
- ☐ **SET UP:** Follow the instructions in the "**ST. GEORGE'S SETUP FOR SUNDAY 5 PM SERVICE**" section of this customary
- ☐ **RETURN TO THEIR HOMES** - reserve signs, church guest books, wedding chalice
- ☐ **ATTENDANCE CARD** - fill out the gold card and store it in the file box
- ☐ **LEAFLETS** - pick up leaflets left in pews, leaf through to remove wedding programs, rubber band groups of 25, return leaflets to their home

CLOSING UP ST. GEORGE'S:

- ☐ Lock the silver cabinet
- ☐ Return the silver cabinet key to the coat closet hook
- ☐ Turn off all lights
- ☐ Lock the SG door to the narthex

BAPTISM

NOTES:

- ☐ **BAPTISMAL FONT IN WYDOWN NARTHEX** - a lock holds down the Baptismal Font cover; the combination code is 962
- ☐ **BAPTISMAL ITEMS** - on third shelf of the church sacristy silver cabinet
- ☐ **LEAFLETS** - on a bookshelf under the counter near the small sacristy window
- ☐ **BAPTISMAL TABLE LINEN** - the linen is in a sacristy drawer
- ☐ **PASCHAL CANDLE** - the candle is in St. Mary's

VESTMENT COLOR:

- ☐ Red is used on Pentecost; all other days use DWW

TABLE CHOICES:

- ☐ 1ST - St. George's
- ☐ 2ND - sacristy hall table
- ☐ 3RD - St Mary's glass top table

LOCATION FOR SERVICE:

- ☐ 10 AM Baptisms are in the Wydown Narthex
- ☐ Private Baptisms may be in the Wydown Narthex, any chapel, or the Page Garden

10 AM SERVICE BAPTISM IN THE WYDOWN NARTHEX

SETTING UP IN ADVANCE

- ☐ If there are no children's services on the Sunday of a Baptism, place items on St. George's counter, otherwise, place items on the church sacristy counter
- ☐ The table and Paschal candle can be placed in the Wydown narthex against a wall out of the way

Note: During Easter season, no paschal candle is needed at the font because the large paschal candle is lit in the church

FONT METAL LINER:

- ☐ Unlock the font cover, lock code is 962, place the font metal liner in the font then replace the front cover until it is time for the service

RESERVE SIGNS:

- ☐ On the Epistle side of the church, reserve 1-2 pews per candidate

BAPTISMAL TABLE:

- ☐ **TABLE LINEN** - cover the table with a baptismal linen

Set these items on the baptismal table left to right -

- ☐ **LEAFLETS** - leaflets with a picture of the church are used for PRIVATE Baptisms; leaflets with NO picture of the church are used for Baptisms during a service
- ☐ **BAPTISMAL TOWEL** - a white towel with blue cross per candidate

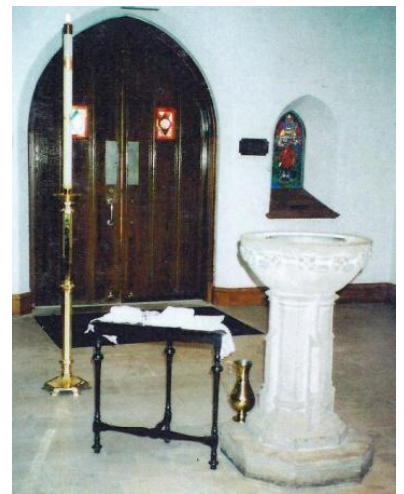
Set these items on the counter until they can be set on the baptismal table -

- ☐ **OIL STOCK** - a silver, small, round container that holds cotton with Holy Oil; if empty, place cotton in the container, drip 6 drops of oil on the cotton
- ☐ **BAPTISMAL EWER** - a silver pitcher



30 MINUTES OR MORE BEFORE THE SERVICE:

- ☐ Check the setup to ensure it is correct
- ☐ Place the reserve signs on pews
- ☐ Remove the font cover
- ☐ Place the table in the Wydown narthex to the right of the font
- ☐ Place the Paschal candle to the right of the font
- ☐ Set the table from left to right with the following:
 - ☐ Leaflets
 - ☐ The oil stock
 - ☐ Towel with blue cross



AFTER THE START OF THE 10:00 SERVICE:

- ☐ **EWER** - fill the pitcher with warm water and place on the floor under the table
- ☐ **PASCHAL CANDLE** - light the candle

CLEAN UP AFTER BAPTISM:

- ☐ **PASCHAL CANDLE** - extinguish the candle
- ☐ **WATER** - water in the font liner or silver bowl is blessed; therefore, discard the water in the bushes outside
- ☐ **OIL STOCK** - do not clean, put it away, it will be cleaned on silver polishing day
- ☐ **SILVER ITEMS** - wash and put away the pitcher and bowls if used
- ☐ **TOWELS** - hang to dry
- ☐ **BAPTISMAL LINEN** - if damp, hang to dry; if dry, re-roll on the correct roller
- ☐ **SERVICE LEAFLETS, TABLE, PASCHAL CANDLE** - return items to their homes

PRIVATE BAPTISM IN THE WYDOWN NARTHEX

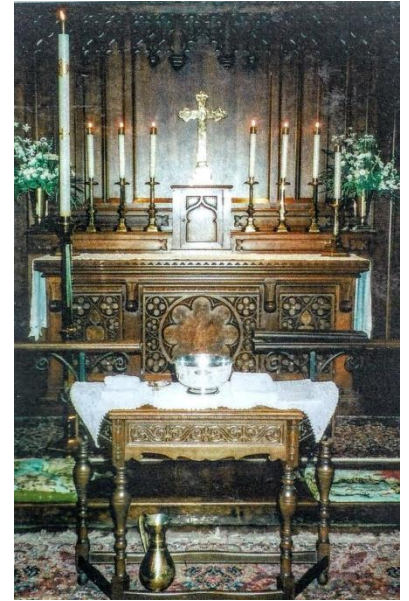
Setup and cleanup are the same as a 10:00 service Baptism with these exceptions:

- ☐ **RESERVE SIGNS** - no pews need to be reserved
- ☐ **SERVICE LEAFLETS** - use the Baptismal leaflets with the church on the cover

PRIVATE BAPTISM IN ST. MARY'S

Setup and cleanup are the same as a 10:00 service Baptism with these exceptions:

- ☐ **TABLE** - set up the table front and center at the altar
- ☐ **FONT** - use a silver bowl for a font placed in the center of the table
- ☐ **RESERVE SIGNS** - no pews need to be reserved
- ☐ **SERVICE LEAFLETS** - use the Baptismal leaflets with the church on the cover
- ☐ **PASCHAL CANDLE** - place the candle in front of the altar to the left



PRIVATE BAPTISM IN ST. GEORGE'S

Setup and cleanup are the same as a 10:00 service Baptism with these exceptions:

- ☐ **TABLE** - set up the table in front of the altar rail
- ☐ **FONT** - use a silver bowl for a font placed in the center of the table
- ☐ **RESERVE SIGNS** - no pews need to be reserved
- ☐ **SERVICE LEAFLETS** - use the Baptismal leaflets with the church on the cover
- ☐ **PASCHAL CANDLE** - place the candle to the left of the altar



FUNERAL

CHURCH FUNERAL SETUP - REQUIEM EUCHARIST

If the service includes communion, setup and all other instructions are the same as a service without communion as detailed below except for the following -

REQUIEM/COMMUNION SERVICE:

- ☐ Eucharistic candles with felt pads underneath should be placed on the altar
- ☐ Set up credence tables for a Sunday 8 am service

CHURCH FUNERAL SETUP - WITHOUT COMMUNION

THE CABINET NEXT TO THE COAT CLOSET CONTAINS FUNERAL SUPPLIES -

- ☐ Signs for "Reception in Great Hall"
- ☐ Guest books and pens
- ☐ Donation envelopes
- ☐ Counters in a manila envelope
- ☐ Funeral leaflets
- ☐ Pall - top shelf

THE CABINET ABOVE THE SILVER CABINET CONTAINS -

- ☐ White ropes for closing off pews
- ☐ Reserve signs

DUST COVER:

- ☐ Remove the cover

BIBLE MARKERS: D'Wolf White is the vestment color unless the clergy requests something different

- ☐ Place on the lectern

WATER GLASSES: Place 3 glasses as follows -

- ☐ **PULPIT**
- ☐ **LECTERN**
- ☐ **ORGAN** - right side of keyboard

PASCHAL CANDLE: Located in SM unless it is Easter and it is already in the church sanctuary

- ☐ Place the candle in the choir area three feet from the chancel steps

RESERVE SIGNS:

- ☐ Place reserve signs on pews reserved for family

FLOWERS:

- ☐ Flowers will be at the altar; may also be on pedestals at the chancel steps

WHITE ROPES:

- ☐ Place from back pews forward depending on the expected attendance; if over 200 expected - **DO NOT USE ROPES**

URN: if an urn will be present –

- ☐ Place St. Mary's glass top table at the foot of the chancel steps
- ☐ Cover the table with baptismal linen
- ☐ Place a D'Wolf white veil on the table to cover the urn

CASKET: If a casket will be present –

- ☐ Move the pall from the sacristy to a table in the Ellenwood narthex
- ☐ Funeral home personnel will position the casket so that the foot of the casket will enter and exit the nave first

GUEST BOOKS:

- ☐ Move the podium in the Great Hall to the Ellenwood narthex if 200 + guests are expected
- ☐ Remove church visitor sign-in books from all podiums
- ☐ Place funeral guest books, pens, and donation envelopes on all podiums

LEAFLETS:

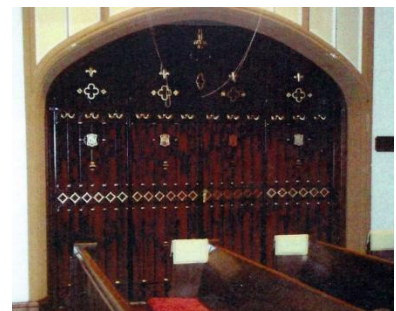
- ☐ There are two, **Burial with Communion** and **Burial without Communion**
- ☐ Take leaflets to the Ellenwood and Wydown narthex; leave a few in the sacristy for Priests/staff
- ☐ Place some leaflets in the chapel for family

COUNTERS:

- ☐ Leave counters on the sacristy counter for the funeral crew

FAMILY WAITING AREA: Use SM if 20 or less family, otherwise, use SG

- ☐ If SM is used, place chairs in a circle around the room if not done by the sextons
- ☐ If SM is used, close both sets of curtains, iron gates, and communion rail
- ☐ Place glasses and pitcher with water in the hallway if SM, otherwise, place in SG
- ☐ Place napkins, tissues, and mints in the chapel



CHURCH FUNERAL – DAY OF FUNERAL

- ☐ Arrive 1 hour prior to scheduled funeral start time
- ☐ Meet family and direct family to sit in SM or SG; one AG should stay with family
- ☐ Receive delivered flowers, remove tags and write a description of the arrangement on the tag, give the tags to the funeral home personnel
- ☐ AG should be at all doors to the church with a counter to record the number of attendees
- ☐ **Light candles** 30 minutes before the funeral, if there is a choir, light the choir candles
- ☐ Close doors to Ellenwood narthex as service begins
- ☐ Help funeral home with casket and pall if present

AFTER FUNERAL AND CLEANUP:

- ☐ Collect leaflets as congregation exits church and return them to their home
- ☐ Direct family and friends to Great Hall if there is a reception
- ☐ Extinguish all candles
- ☐ Return the Paschal candle to its home
- ☐ Return the glass table to St. Mary's
- ☐ Rearrange chairs in St. Mary's and reopen curtains and gates
- ☐ Return glasses and pitcher to the kitchen
- ☐ Return pens, envelopes, signs, counters, ropes, and the pall to their homes
- ☐ The funeral home personnel will collect guest books for the family
- ☐ Fill out attendance card and file in the card box

CLOSING UP THE CHURCH SACRISTY:

- ☐ Lock the drawers
- ☐ Lock the cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door across from St. Mary's
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door outside is closed and locked

ST. MARY'S FUNERAL SETUP

TABLE FOR GUEST BOOK:

- ☐ Place the sacristy hall table in front of St. Mary's iron gates
- ☐ Place the guest book and pen on the table
- ☐ Place leaflets on the table. There are two leaflets, ***Burial with Communion*** and ***Burial without Communion***



TABLE FOR URN, IF PRESENT:

- ☐ Place St. Mary's glass top table outside the altar area but front center of the altar
- ☐ Cover the table with baptismal linen
- ☐ Place a DWW veil on the table to cover the urn

ALTAR AND CREDENCE TABLE WITH COMMUNION:

- ☐ Place the missal upright on its stand to the left on the altar
- ☐ Set up the credence table following the instructions for a weekday Eucharist service except -
 - ☐ Place the vested chalice in the center of the altar
 - ☐ Determine the correct number of wafers to place in the bread box



ALTAR AND CREDENCE TABLE WITHOUT COMMUNION:

- ☐ Place the missal on its stand to the left on the altar
- ☐ The credence table is most likely set up for a weekday service - change the burse and veil to DWW during the funeral

PASCHAL CANDLE:

- ☐ Place the candle to the left of the altar

ST. MARY'S – DAY OF FUNERAL

- ☐ Arrive 1 hour prior to scheduled funeral start time
- ☐ Meet the family and direct them to St. Mary's, AG should stay with the family
- ☐ Receive delivered flowers, remove tags and write a description of the flowers on the tags, give the tags to the funeral home if present; otherwise, to the family
- ☐ AG should be at the entrance to SM with a counter to record the number of attendees
- ☐ Light candles 30 minutes before funeral

AFTER FUNERAL

CLEANUP:

- ☐ Collect leaflets as congregation exits the chapel and return them to their home

- ☐ Direct guests to the Great Hall if there is a reception
- ☐ Extinguish all candles
- ☐ Return the Paschal candle, the glass table, pens and counters to their homes
- ☐ Return glasses and pitcher to the kitchen
- ☐ Clean up altar and credence tables as instructed in Sunday's cleanup instructions
- ☐ The Funeral Home, if present, collects guest books for the family; otherwise AG should give them to the family
- ☐ Fill out the attendance card and file in the card box

CLOSING UP THE CHURCH SACRISTY:

- ☐ Lock the drawers and cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door across from St. Mary's
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door outside is closed and locked

ST. GEORGE'S FUNERAL SETUP

TABLE FOR GUEST BOOK:

- ☐ Place a podium next to the font in the Wydown narthex
- ☐ Place the guest book and pen on the podium
- ☐ Place the leaflets on the table under the light switches in SG; there are 2 different leaflets - with communion and without communion

TABLE FOR URN IF PRESENT:

- ☐ Place St. Mary's glass top table to front center of the altar
- ☐ Cover the table with baptismal linen
- ☐ Place a D'Wolf white veil on the table to cover the urn

ALTAR AND CREDENCE TABLE WITH COMMUNION:

- ☐ Place the missal on its stand to the left on the altar
- ☐ Set up the credence table following the Sunday instructions for a weekday Eucharist service
 - ☐ Except place the vested chalice in the center of the altar
 - ☐ Determine the correct number of wafers to place in the bread box

ALTAR AND CREDENCE TABLE WITHOUT COMMUNION:

- ☐ Place the missal on its stand to the left on the altar
- ☐ The credence table should be set up for a weekday service but change the burse and veil to DWW for the service

PASCHAL CANDLE:

- ☐ Place the candle to the left of the altar

ST. GEORGE'S - DAY OF FUNERAL

- ☐ Arrive 1 hour prior to the scheduled funeral start time
- ☐ Greet the family and direct them to SM; one AG should stay with family
- ☐ Receive delivered flowers, remove tags, write a description of the flowers on the tags, give the tags to the funeral home personnel
- ☐ AG should stand at the entrance to SG; using counters record the number of attendees
- ☐ Light candles, Paschal candle first, 30 minutes before the funeral

AFTER FUNERAL

CLEANUP:

- ☐ Collect leaflets as the guests exit the church and return them to their home
- ☐ Direct family and friends to Great Hall if there is a reception

- ☐ Extinguish all candles
- ☐ Return the Paschal candle to its home
- ☐ Return glass table to SM
- ☐ Rearrange chairs in SM and reopen curtains and gates
- ☐ Return glasses and pitcher to the kitchen
- ☐ Clean up altar and credence tables as instructed in Sunday's cleanup instructions
- ☐ Return pens, envelopes, signs, counters, and ropes to their homes in the sacristy
- ☐ Funeral home collects the guest books for the family
- ☐ Return the pall, if used, to the narthex cabinet shelf
- ☐ Fill out the attendance card and file it in the card box

CLOSING UP ST. GEORGE'S

- ☐ Lock the silver cabinet
- ☐ Return the silver cabinet key to the coat closet hook
- ☐ Turn off all lights
- ☐ Lock the SG door to the narthex

CLOSING UP THE CHURCH SACRISTY:

- ☐ Lock the drawers
- ☐ Lock the cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door across from St. Mary's
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door outside is closed and locked

ASH WEDNESDAY SERVICES

PREPARATION FOR ALL ASH WEDNESDAY SERVICES

- ☐ **VESTMENTS:** Unbleached linen
- ☐ **ALTAR LINENS:** Change linens on all altars (HA, SG, SM) to plain linen, no lace; roll the removed linens on the appropriate roller and place in drawers, unless if soiled, leave on the sacristy counter
- ☐ **PASCHAL CANDLE:** Move the SM candle to the choir closet in the sacristy
- ☐ **LEMONS:**
 - Lemons/cheesecloth are purchased by AG
 - There should be two half lemons for each priest at each service
 - Lemon halves are wrapped in cheesecloth, tied with twist ties, and placed in ceramic bowls from the kitchen
- ☐ **LAVABO BOWLS/TOWELS:**
 - Extra lavabo bowls are on the second shelf of the silver cabinet; special towels are on the counter
 - Lavabo bowls used for ashes can be reused without washing - A little ash goes a long way

7 AM - ST. GEORGE'S SETUP

DUST COVER:

- ☐ Remove and place it on its hanger in SG coat closet

ALTAR LINEN:

- ☐ If soiled, find its matching roller in sacristy drawer, roll it and place it on the church sacristy counter, replace it with a clean linen; notify the AG director

ALMS BASINS:

- ☐ Place 2 alms basins on the Gospel side altar kneeler

LEAFLETS: Place 4 leaflets as follows-

- ☐ 1 on the altar under the missal stand
- ☐ 2 on left side chairs for the clergy
- ☐ 1 on right side for the acolyte or vergier
- ☐ Place other leaflets on the small table under the light switches

PODIUM:

- ☐ Move the podium to the front of congregation on Epistle side; place readings on the podium

ALTAR:

- ☐ **MISSAL** - Place missal upright on the missal stand on right side facing the cross

EPISTLE CREDENCE TABLE: Place the following on the table -

- ☐ Credence table linen
- ☐ Glass of water back left
- ☐ Lavabo bowl and towel in front of water glass
- ☐ Two Lavabo bowls with ashes
- ☐ One ceramic bowl with 4 lemon halves
- ☐ Round bread box with 50 unconsecrated wafers in center
- ☐ Glass cruet filled with a tablespoon of wine, back right, handles pointing away from the wall
- ☐ Glass cruet 1/4 full with water to left of wine cruet, handles pointing away from wall

**GOSPEL CREDENCE TABLE: Place the following on the table –**

- ☐ Credence table linen
- ☐ Post-communion veil
- ☐ Lillian Carter chalice with purificator, paten, host wafer, pall, veil and burse

**SACRISTY COUNTER:**

- ☐ Leave extra two half lemons and one lavabo bowl/towel with ashes on SG sacristy counter

CLOSING UP SG:

- ☐ Lock the silver cabinet
- ☐ Return the silver cabinet key to the coat closet hook
- ☐ Turn off all lights
- ☐ Lock the SG door to the narthex

CLOSING UP THE CHURCH SACRISTY:

- ☐ Lock the drawers
- ☐ Lock the cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door across from St. Mary's
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door outside is locked

11:30 PM AT THE GATESWORTH

- ☐ Prepare a clergy kit with the following -
 - 25 wafers and a small host wafer
 - Two wrapped half lemons
 - Ceramic bowl for lemons
 - Ashes in a baggie
 - Extra lavabo bowl/towel for ashes

12:10 PM MAIN CHURCH

- ☐ Seventy people are expected with two priests
- ☐ Set up for a 10 AM service (see the customary) with the addition of four half lemons and two lavabo bowls/towels with ashes on the Epistle credence table
- ☐ Leave extra two half lemons and one lavabo bowl/towel with ashes on sacristy counter

5:30 PM IN ST GEORGE

- ☐ One hundred people are expected with one priest
- ☐ Set up SG for a 7:00 AM Ash Wednesday service but with one half lemon and one lavabo bowl/towel with ashes on the Epistle credence table
- ☐ Leave extra one half lemon and one lavabo bowl/towel with ashes on SG sacristy counter

7 PM IN THE MAIN CHURCH

- ☐ One hundred people are expected with two priests
- ☐ Set up for a 10 AM service (see the customary) with the addition of two half lemons and two lavabo bowls/towels with ashes on the Epistle credence table
- ☐ Leave extra two half lemons and one lavabo bowl/towel with ashes on sacristy counter

PALM SUNDAY

Note:

- **8:00 AG coordinator needs to arrive at 7:30 to set out palms – instructions follow**

SETUP FOR ALL SERVICES

SERVICES ON PALM SUNDAY:

- NO CHILDREN'S SERVICES ON PALM SUNDAY
- 8:00 will be in the church
- Evensong at 5:00 will be in the church
- 5:00 will be in St. George's

LOCATION OF ITEMS:

- **ALTAR GUILD BASEMENT CLOSET:** The closet is in the basement beyond the production staff area. The key to the closet is in the sacristy silver closet
- **RED VEILS AND TIES FOR CROSSES:** On the sacristy counter or in the AG basement closet boxed on a shelf or hanging
- **WICKER BASKETS:** On the sacristy counter or in the AG basement closet
- **STEAMER:** In the AG basement closet or the vesting room
- **PALMS:** In the refrigerator marked with the time of the services
- **VESTING/USHERS ROOM:** As you enter the church through the Ellenwood doors, turn right through the first door, turn right again into the vesting/ushers room

SATURDAY SETUP: Follow the customary for **SETUP FOR SUNDAY SERVICES** except:

- **ALMS BASIN:** 10:00 USE 8 alms basins
- **ATTENDANCE 2019:** attendance plan for 350, 120 wafers in SM, 150 wafers in the ciborium, 100 wafers in the children's bread box
- **FLAGON:** Fill a flagon $\frac{3}{4}$ full

VESTMENT COLOR: Red

ATTENDANCE: Refer to past attendance when setting out wafers/wine especially for 11:15 and 5:30. For 8:00 service - fill the silver wine cruet to maximum level

YEAR	8:00	9:15	11:15	5:00	5:30	TOTAL
2015	77	401	50	90	11	629
2016	70	345	41	75	28	Spring break 559
2017	62	321	60	0	28	538

2018	69	280	23	0	10	Spring break 382
2019	47	323	?	?	?	529

VEIL THE CROSSES: With red veils and ties (They may need to be steamed), veil and tie the crosses; veils remain in place through Thursday –

- ☐ High altar cross – Ask a sexton with tall ladder to assist
- ☐ 3 church processional crosses
- ☐ The crucifix on church wall – Ask a sexton with tall ladder to assist
- ☐ St. Mary's altar cross
- ☐ St. George's large processional cross (Place the small processional cross in the SG coat closet)
- ☐ St. George's hanging altar cross (Pin up the tail in back out of view)

GOSPEL CREDENCE TABLE: Turn and slide the table against the East wall of the church.

8:00 DAY OF SERVICE:

- AG coordinator needs to **arrive at 7:30** to set out palms
- Find palms marked 8:00 and 9:15 in the refrigerator and take them to the sacristy. Place the crosses in three small wicker baskets and the fronds in three tall baskets. Place one 8:00 small basket and one 8:00 tall basket at each door for ushers to distribute to parishioners as they enter/exit the church

CLEANUP 8:00 /SETUP 10:00

Note: Service is over at 8: 55 due to long rereading of the Gospel -

- Follow instructions in this customary for **8 AM CLEANUP AND SETUP FOR 9:15**
- Consult with vergers for wine/wafer amounts
- Refill the baskets used at 8 and the additional baskets with the 9:15 palms
- One small basket with crosses and one large basket with fronds should be placed in the Ellenwood Narthex for the procession into the church. If the weather is poor, put them in the Great Hall on the stage. Either way the palms/crosses will be brought into the church by the processors
- Also, place one small basket with crosses and one large basket with fronds at each door for ushers to distribute to parishioners, who are not in the procession, as they enter/exit the church
- St. Mary's – Do the following if needed:
 - Light candles at 9:00 if acolytes have not done so
 - Turn up the lights to their maximum

CLEANUP 10:00/ SETUP FOR EVENSONG

- Follow instructions in this manual for **CLEANUP FOR 10:00**

- Take the RED veil and burse to St. George's for the 5:00 service
- AG coordinator needs to go into SG at **11:00** to light candles if not already lit
- Find palms marked 5:00 in the refrigerator; place crosses in a small basket and fronds in a tall basket. Place the baskets at the SG door for ushers to distribute to parishioners as they enter/exit the church.
- AG, if needed, should fill in as ushers and assist at the offertory

CLEANUP 11:15:

- Follow instructions in this manual for **CLEANUP FOR 11:15**
- Place all remaining palms in the refrigerator with the other palms marked 5:30
- Leave one empty small basket and one empty tall basket in St. George's; leave other baskets on the church sacristy counter

5:00 DAY OF SERVICE FOR EVENSONG:

- AG coordinator needs to **arrive at 4:30** to light the candles if not already lit
- Follow instructions in this manual for **EVENSONG CLEANUP**
- If there are palms left over from the morning, they can be handed out to those attending Evensong

5:30 DAY OF SERVICE IN ST. GEORGE'S:

- AG coordinator needs to go into SG at **5:00** to light candles if not already lit
- Find palms marked 5:30 in the refrigerator; place crosses in a small basket and fronds in a tall basket. Place the baskets at the SG door for ushers to distribute to parishioners as they enter/exit the church.
- AG, if needed, should fill in as ushers and assist at the offertory
- After the service, place remaining palms on church sacristy counter to be picked up for burning
- Follow instructions in this manual for **CLEANUP 5:30**

MONDAY/TUESDAY/WEDNESDAY AFTER PALM SUNDAY

SERVICES: All three days are a **5:30** Evensong with sermon in the church.

VESTMENT COLOR: Red

SETUP MONDAY MORNING:

- **CROSSES:** Remain veiled
- **PALM BASKETS:** Take to AG basement closet
- **ALMS BASINS:** Place one short pedestal with a wooden **alms basin from St. George's** with red hushers at Ellenwood door and one at Wydown door
- **WHITE ROPES:** Put up ropes in the church cordoning off half of the back pews
- **PALM ARRANGEMENTS:** The Flower Guild is responsible for palm/flower arrangements and will move them when appropriate
- **SERVICE SETUP:** Follow setup for **Evensong** in this customary with 2 exceptions –
 - Place an additional glass of water at the pulpit
 - Place a leaflet at each prayer desk

5:30 EVENSONG:

- **ARRIVE AT 5:00:** Check the altar and choir candles; light them if not lit
- **AG AS USHERS:** If ushers are not present, AG should fill in as ushers as follows –
 - **LEAFLETS:** Hand out leaflets, found in the ushers Ellenwood Narthex office, at each church door until 5:45
 - **ATTENDANCE:** Take attendance using the counters, found in the ushers Ellenwood Narthex office, at each church door until 5:45
 - **RECYCLE LEAFLETS:** After the service, pick up leaflets found throughout the church; place in recycle

AFTER THE SERVICE:

- **COLLECTION:** If ushers are not present, the money in the alms basins should be transferred to a collection envelope. Complete the information on the envelope and place in the safe
- **CLEANUP:** Follow instruction for **EVENSONG** in this customary for **cleanup and closing** the sacristy
- **ATTENDANCE:** Complete the gold attendance card; place in file box

MAUNDY THURSDAY

Notes:

- **3 or 4 (depends on AG experience) AG needed for Thursday setup 9 am**
- **AG must communicate with Vergers before Thursday – Altar kneelers remain in the church and St. George's until the stripping of the altar. When they are removed, they are to be taken to the vesting/ushers room not the sacristy**

SETUP CHURCH AND CHAPELS

SERVICES:

- **5:30 PM** - Family service in St. George's
- **7:00 PM** – Service in the church

LOCATION OF ITEMS:

- **ALTAR GUILD BASEMENT CLOSET:** The closet is in the basement beyond the production staff area. The closet key is in the sacristy silver closet
- **RED VEILS:** Remain in place
- **VESTING/USHERS ROOM:** As you enter the church through the Ellenwood doors, turn right through the first door, turn right again into the vesting room. The key is in the sacristy silver closet
- **TOWELS/SPONGES:** In a black bag in the AG basement closet
- **SANCTUARY CANDLES:** In church sacristy drawers or above the coat closet
- **PITCHERS:** A brass ewer is in a sacristy drawer to left of sink and a silver pitcher is in the sacristy silver closet
- **WOODEN BASINS:** In the basement

VESTMENT COLOR: Red

CLERGY KIT: Prepare one kit following instructions in this customary for **CLERGY KITS**.

Exception/Notes: *Wafers and wine **must be consecrated**; priests cannot bless them on Good Friday. Include 25 wafers. This kit will be picked up Friday morning before 10:30.*

REMOVE ITEMS FROM THE CHURCH, ST. MARY'S, ST. GEORGE'S: Take items to the vesting/ushers room after you clean them.

NOTE: *A brass cleaner should be used to clean the bells of all the tapers/snuffers.*

- All flags and their stands
- All choir candles; Eucharistic and altar candles remain
- All acolyte and high altar kneelers in church; do not remove communion kneelers
- All wall torches except two in the church and one in SG
- All snuffers except one in the church and one in SG
- The Coptic cross
- All prayer books and hymnals
- Move the sacristy hall table to the Wydown narthex

SACRISTY HALLWAY: Items for foot washing are to be set on the floor of the hallway

- **SILVER PITCHER AND EWER:** Filled with warm water
- **CHAIR:** One chair from St. Mary's
- **SPONGE:** One sponge
- **TOWELS:** Four towels
- **BASIN:** One wooden (not stainless steel) basin

SEXTON DUTIES:

- Have the sexton take down the hanging sanctuary candle and globe out of the brass holder
 - AG to clean the globe and place on sacristy windowsill
 - AG to place lit candle on freestanding Gospel table
- Have the sexton bring a rolling rack to the sacristy for vestments
 - AG to place vestment hangers from vesting room on the rolling rack

ALTAR WASHING: Place items on the church sacristy counter –

- **WATER:** Glass cruet filled with ¼ cup water
- **WINE:** Glass cruet filled with ¼ cup unconsecrated wine
- **HOLY OIL:** Glass cruet with ¼ cup Healing Holy Oil from SM Tabernacle
- **ONE SMALL METAL BASIN :** From the kitchen
- **EWER:** One ewer
- **SPONGE/TOWEL:** Sponge or palm loofah if available/small towel from basement closet

SANCTUARY CANDLES: Place four, partially used or new, on the church sacristy counter

RESERVE SIGNS: Reserve two pews on Gospel side for vestry

FLOWERS: The Flower Guild will handle palm/flower arrangements.

Maundy Thursday Attendance 7 pm	
2015	105
2016	130
2017	100
2018	90
2019	130

SETUP FOR 7:00 PM IN THE CHURCH:

- **COMMUNION SETUP:** Follow instructions in this customary for **SETUP FOR 9:15/10**
- **WAFERS:** For the amount, look at attendance numbers, add 150 to the number. Place 200 in the large round breadbox, 100 in the children's service round breadbox, and 4 packets of 50 wafers each in the rectangular bread box
- **WINE:** Fill silver wine cruet to maximum level

- **ALMS BASINS:** Place four alms basins and receiving basin on the altar steps
- **HYMN NUMBERS:** Not used
- **FREESTANDING GOSPEL TABLE:**
 - Take the wine and wafers out of the aumbry; cover each with a post communion veil; place on the table with the lit sanctuary candle
 - Leave the aumbry door open and return key to hook
 - Place the lacy, and a small, medium and large post-communion veil on table

SETUP FOR 7:00 PM IN ST. MARY'S - *St. Mary's Chapel will be used as the Altar of Repose.*
*It will **not** be used for communion on Maundy Thursday.*

- **REMOVE ITEMS FROM ALTAR/CREDENCE TABLE:** Place all items in sacristy -
 - **ALTAR LIGHTS:** Move altar candles but leave the Eucharistic candles on altar
 - **WASH AND PUT AWAY:** All possible items including cruets and ciborium
 - **PRAYER LIST/LEAFLET:** Recycle
 - **LINENS/TABLE LINENS:** 2019 – do not remove altar linen or felt prayer cloth (cerecloth); change the linen if dirty
- **TABERNACLE:** Take everything out, close the tabernacle door almost completely, place key in silver cabinet; treat or put away altar linens, wash/put away vessels
- **MATCHES:** Leave matches on the Gospel side table
- **TAPER/SNUFFER:** Clean and replace taper if needed; place in sacristy bathroom
- **SACRISTY HALLWAY:** The sacristy hallway to St. Mary's is a passageway during the service, arrange chairs on Gospel side to allow easy flow from SM to sacristy
- **CORPORAL:** Place an open corporal on bare wood altar with emblem on bottom
- **GLASS SAUCER:** Place sanctuary candle's glass saucer on back left of corporal
- **CURTAINS:** Close the SM curtains to the sacristy hallway
- **LIGHTS:** Turn off all lights except for a dimmed light over the altar

Maundy Thursday Attendance 5:30pm	
2015	64
2016	28
2017	29
2018	?
2019	30

SETUP FOR 5:30 IN ST. GEORGE'S:

- Follow instructions in customary for **SETUP FOR 5:30**
 - Use two Intinction patens
 - **NO** credence cloths
 - Use attendance figures when setting out wafers
- **FOOT WASHING CHAIRS:** Bring in 2 chairs from St. Mary's and set to the left of the altar
- **FOOT WASHING ITEMS:** Place 1 kitchen metal basin, 1 towel, ewer, and 1 large sponge on SG sacristy counter
- **ALMS BASINS:** Place 2 alms basins with red hushers on communion rail

- **HYMN NUMBERS:** Not used

BEFORE DURING AND AFTER THE SERVICES

BEFORE AND DURING THE ST. GEORGE'S 5:30 PM:

- **EWER:** Fifteen minutes before the service, fill ewer with warm water
- **SPONGE:** Dampen sponge, place in the bowl, place bowl/pitcher/towels under SM chairs
- **CANDLES:** Light candles
- **STRIPPING THE ALTAR:** The altar is stripped at the end of the service ; items are handed off to AG in the back of the chapel

CLEANUP 5:30 PM:

- **VEILS:** Change RED veils to black on the large processional cross and hanging altar cross (Pin up the tail in back out of view)
- **FOOT WASHING ITEMS:**
 - Return bowl to kitchen; ewer to church sacristy hallway; sponge to church sacristy counter
 - Place dirty towels to be laundered on the church sacristy counter
- **ALMS BASINS:** Place the WOODEN alms basin with unbleached linen hushers to SG sacristy to be used Good Friday noon service

BEFORE THE 7:00 PM

- **15 MINUTES BEFORE THE SERVICE:** Fill the pitcher and ewer with warm water and place in sacristy hallway
- **FOUR SANCTUARY CANDLES:** Light the candles and place on steps just outside the sacristy door to light the way for those going in/out during the "Watch"
- **ST. MARY'S:** Dim lights; close curtains to hallway

DURING THE 7:00 PM - Procession of the Reserved Sacrament into St. Mary's

- **IMMEDIATELY AFTER COMMUNION:** Open curtains from SM to hallway
- **BIBLE MARKERS:** When the last person in the procession enters SM, AG removes the church bible markers and returns them to the sacristy to put them away
- **ST. MARY'S:** As clergy are changing clothes in the sacristy hallway, AG closes curtains and gates from the chapel to the church

STRIPPING OF THE ALTAR DURING THE SINGING OF PSALM 22:

- AG in sacristy directs where everything is to be placed, clergy and vergers strip the sanctuary and hands vessels etc. to AG
- Three AG receive items from vergers and hands off, water-bucket-style, into the sacristy
- At conclusion of singing Psalm 22: Clergy washes the altar, using items on counter in the sacristy
- Close the sacristy door and remain as quiet as possible

AFTER THE SERVICE:

- **VEIL THE CROSSES:** With black veils and ties (They may need to be steamed), veil and tie the crosses –
 - ◆ Church altar cross on sacristy counter
 - ◆ Small processional cross in the Ellenwood narthex
 - ◆ St. Mary's altar cross on sacristy counter
- **NARTHEX:** Leave one processional cross, 2 torches, and 7 AM Good Friday leaflets in Ellenwood narthex
- **MAUNDY THURSDAY LEAFLETS:** Recycle
- **WATER GLASSES:** Wash, put away
- **COMMUNION WARE:** Wash, put away
- **RESERVE SIGNS:** Return to cabinet
- **CHAIR:** Chair used during the foot washing will be brought into the sacristy by vergers, along with other items. Stack neatly out of the way
- **VESTMENTS:** Return to vesting room
- **ATTENDANCE CARD:** Fill out a gold attendance card, place in file box on counter

CLOSING UP THE CHURCH SACRISTY

- ☐ Lock the drawers and cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door across from St. Mary's
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door outside is **unlocked**

GOOD FRIDAY

Notes:

1. Two AG needed for setup
2. No AG needed for 7 AM service or the Family Service in SG
3. Please remain quiet as the The Watch continues in St. Mary's
4. The clergy kit prepared Thursday will be picked up before 10:30 on Friday

VESTMENT COLOR: Black

- ☐ Change all veils to black if not completed Thursday
- ☐ Ask the sexton for assistance veiling the crucifix on the church wall

SETUP FOR 12:00 CHURCH SERVICE

Note: Hymn numbers are not used

SERVICE LEAFLETS: 4 needed -

- ☐ Place leaflets on the Bishop's and Rector's chairs
- ☐ Place leaflets at the end of each choir stall near the lectern

Note: **No** leaflet on the altar

ALMS BASINS:

- ☐ Place two wooden basins with hushers from SG in the Ellenwood Narthex for ushers

WATER GLASSES: 4 glasses needed –

- ☐ 1 at altar
- ☐ 1 at lectern
- ☐ 1 at pulpit
- ☐ 1 at organ

FREESTANDING GOSPEL CREDENCE TABLE: Place on the table

Note: **No** credence cloth

- ☐ 1 chalice – with a purificator and pall; the main church chalice is not used
- ☐ Small silver cruet with "A" on spout filled with water
- ☐ Lavabo bowl and towel
- ☐ Folded corporal
- ☐ 1 ciborium without a top

SANCTUARY CANDLES:

- ☐ Bring in candles from steps outside the sacristy door; place on the windowsill.

BEFORE THE 12:00 CHURCH SERVICE

- ☐ **11:45 IN ST. MARY'S** - light the Eucharistic candles if not lit

Note: The church Eucharistic candles and the Reserved Sacraments will be moved to the church altar at noon.

AFTER THE 12:00 CHURCH SERVICE

CHURCH:

- ☐ **COMMUNION WARE** - wash, put in silver cabinets, do not use green bags
- ☐ **EUCCHARISTIC CANDLES** - move Eucharistic candles to sacristy counter
- ☐ **WATER GLASSES** - wash and put away
- ☐ **WOODEN ALMS BASINS** - return basins with hushers to SG
- ☐ **ATTENDANCE CARD** - fill out a gold attendance card; place in the file box

Note: The collection is handled by the ushers

ST. MARY'S:

- ☐ **CHECK SM CHAPEL** - but away anything remaining
- ☐ **TABERNACLE** - leave the door wide open, it should be empty
- ☐ **SANCTUARY CANDLE** - extinguish candle, move it to church sacristy windowsill
- ☐ **FLOWERS** - remove flowers from brass containers, move flowers to sacristy

ST. GEORGE'S: Nothing is needed

CLOSING UP THE CHURCH SACRISTY:

- ☐ Lock the drawers and cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door across from St. Mary's
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door outside is closed/locked, if not locked, notify the sexton

HOLY SATURDAY - EASTER VIGIL

Note: Four AG needed for this cleanup and setup.

LOCATION OF ITEMS:

- **KEYS TO DOORS/CLOSETS/CABINETS:** In silver cabinet with an identification tags
- **SM TABERNACLE KEY:** In the silver cabinet
- **AG BASEMENT CLOSET:** In basement beyond production staff area, key needed
- **CHOIR CANDLES CLOSET:** In passageway between the sacristy and the sanctuary
- **SM PASCHAL CANDLE/STAND:** In the choir candle closet
- **VESTING/USHERS ROOM:** As you enter the church through the Ellenwood doors, turn right through the first door, turn right again into the vesting room
- **KITCHEN MATCHES:** In the sacristy cabinet behind the white matches
- **WAX TAPERS:** In the sacristy cabinet above the telephone
- **PAVEMENT CANDLES:** In the choir candle closet
- **FESTIVAL GOLD FRONTAL:** Hanging in the basement AG closet
- **FRONTAL IRON:** Long metal piece to be inserted into the frontal is in the Battram lounge

VESTMENT COLOR: Festival Gold

ITEMS TO RETRIEVE FROM THE AG BASEMENT CLOSET:

- **CAROL WRIGHT LINENS FOR ST. GEORGE'S**
- **BASKETS WITH CANDLES**
- **FIRE PIT/PASCHAL CANDLE AND STAND** - See below "ASK SEXTON FOR ASSISTANCE"

VEILS/RIBBONS: Remove all veils/ribbon from the church, chapels, vesting room; return to basement closet.

ASK SEXTON FOR ASSISTANCE

- **CHURCH ALTAR CROSS:** Return the heavy cross to its place above altar
- **SANCTUARY LIGHT GLOBE:** Have the globe returned to hanging brass holder; leave the candle on sacristy counter to be put in the globe after PM Easter Vigil
- **FIRE PIT:** Retrieve from the basement and place in the Page garden
- **PASCHAL CANDLE/STAND:** Retrieve from the basement; place the stand in the middle of the choir section; the candle in its box in the vesting room; have the sexton return the wooden stand and cross to the basement
- **VEILS/RIBBONS:** Ask a sexton with a tall ladder to help where needed

RETURN ITEMS TO CHURCH: From the vesting room or sacristy counter -

- **TORCHES/CANDLE LIGHTERS/SNUFFERS**
- **PROCESSIONAL CROSSES**
- **MISSAL/MISSAL STAND**
- **SANCTUARY CHAIR KNEELERS**

- **FLAGS/FLAG STANDS:** Place American flag on Gospel side; place Episcopal and St. Michael flags on Epistle side
- **CHURCH ALTAR CLOTHS:**
 - **CERECLOTH:** Place the felt cloth on the altar
 - **FESTIVAL GOLD ALTAR LINENS:** Place the super frontal over the cerecloth; place the fair linen over the super frontal
- **ALTAR CANDLES:**
 - **ALTAR CANDLES:** Return the service lights to the shelf above the altar
 - **EUCCHARISTIC CANDLES:** Place the candles on the altar on felt pads
- **CHOIR CANDLES:**
 - **POLES:** Screw the poles into the top of the choir pews
 - **CANDLES:** Use new candles
 - **GLOBES:** Place over the candles

RETURN TO ST. MARY'S CHAPEL: Items may be on church sacristy counter/bathroom

- **TABERNACLE KEY:** Move the key from the silver cabinet to the tabernacle door
- **CERECLOTH:** Return the felt cloth to the altar
- **ALTAR LINENS:** Place a matching super frontal and fair linen on the altar
- **ALTAR CANDLES:** Return the six service lights to the shelf above the altar
- **EUCCHARISTIC CANDLES:** Place the candles on the altar on felt pads
- **MISSAL/MISSAL STAND:** Place in the center of the altar
- **GLASS SAUCER/BOOK OF MATCHES:** Place on Gospel side table
- **SNUFFER/CANDLE LIGHTER:** Return to SM from the sacristy bathroom
- **PASCHAL CANDLE AND STAND:** Move from choir candle closet to SM left of altar

RETURN TO ST. GEORGE'S CHAPEL: Return the following -

- **CERECLOTH:** Return the felt cloth to the altar
- **ALTAR LINENS:** Place the Carol Wright super frontal and fair linen on the altar
- **FREESTANDING CANDLES:** Return the two candles to each side of the altar
- **MISSAL/MISSAL STAND:** Place in the center of the altar
- **SNUFFER/CANDLE LIGHTER**
- **PASCHAL CANDLE AND STAND**
- **2 PROCESSIONAL CROSSES** – The small one may be in the SG coat closet

Easter Vigil Attendance 7:00	
2015	115
2016	110
2017	150
2018	156
2019	125

- **PLANTERS**
- **FLAGS/FLAG STANDS**

SETUP FOR EASTER VIGIL:

- Follow **9:15/10 AM SETUP** in this customary

Exceptions:

- **RESERVE SIGNS:** Reserve four rows Epistle side
- **CHALICE:** Use wedding chalice as 2nd chalice
- **WATER:** Place 2 glasses of water at the lectern
- **HYMN NUMBERS:** Not used
- **BAPTISM:** If there are Baptisms, follow instruction in this customary for Baptisms.
*Exception: **Do not place a paschal candle in the narthex***
- **PASCHAL CANDLE STAND:** In the center of the choir section; clean it if needed
- **PASCHAL CANDLE FOLLOWER:** In the box with the candle; clean it if needed
- **PAVEMENT CANDLES:** Place the 2 candles on either side of altar steps on the steps without cushions
- **SACRISTY COUNTER:** Place on the counter –
 - 10 alms basins –
 - 4 regular Sunday basins with white/gold hushers
 - 4 additional basins in silver cabinet lower shelf with white/red hushers
 - 2 SG wooden basins and SG white hushers
- **ST MARY’S:** Not used Easter Vigil; set up for Easter Day by following **8am SETUP** instructions, except -

Easter Day Attendance 5:30	
2013	11
2014	20
2015	38
2016	27
2017	19

- Place 2 packages of 50 wafers each in the bread box
- **ST GEORGE’S:** No children’s services; set up 5:30 Easter day -
 - **FW** veil/burse will be brought to SG after the 11:15
 - Check attendance figures to determine number of wafers
- **ELLENWOOD NARTHEX:** Clear off small table; place on table -
 - Box of kitchen matches
 - 2 waxed taper wicks like those in taper/snuffer; light and burn for 30-60 seconds to “season” the wick
 - Baskets with candles

PREPARATIONS FOR EASTER DAY:

- **WINE:**
 - Fill 2 Flagons full of wine
 - Label one 7:30 (will be used in SM 9:15); one 9:15
 - Place both in silver cabinet
- **WAFERS:** Place these in the silver cabinet -

- **ST. GEORGE LARGE MODERN CIBORIUM:** Fill with 200 wafers; label it 7:30 (will be used in SM 9:15)
- **CHILDREN'S SERVICES SM ROUND CIBORIUM:** Fill with 100 wafers; label 9:15
- **LARGE ROUND BREAD BOX:** Fill with 200 wafers; label it 9:15

Note: Ask clergy to check the placement of the paschal candle brass base, the pavement candles, and the votive candle holders that were placed by sextons.

AFTER VIGIL CLEANUP/SETUP 7:30 AM EASTER DAY

- **ATTENDANCE:** Complete the gold attendance card; place in file box
- **SANCTUARY LIGHT:** Light the candle on the sacristy counter; ask the sexton to return it to the brass holder over the aumbry
- **PASCHAL CANDLE:** Extinguish the candle
- **CANDLE BASKETS:** Return the baskets in the narthex to the basement
- **SET UP FOR 7:30 AM:** Follow **SETUP 8 AM** in this customary ***Exceptions follow:***
 - **HYMN NUMBERS:** Not used
 - **WINE:** Use the large filled flagon in the silver cabinet labeled 7:30 AM
 - **WAFERS:** Move the SG ciborium with 200 wafers from the silver cabinet to the Epistle credence table with the usual 8 AM wafers

CLOSING UP THE CHURCH SACRISTY:

- ☐ Lock the drawers
- ☐ Lock the cabinets
- ☐ Lock the door from the sacristy to the church near the choir candle closet
- ☐ Turn off all lights in the sacristy
- ☐ Lock the sacristy door across from St. Mary's
- ☐ Turn off the hall light outside the sacristy door
- ☐ Ensure that the hall door outside is locked, if not locked, tell the sexton

EASTER DAY

Note: 7:30 am was set up by the Easter Vigil AG detailed in the Easter Vigil section above.

EASTER DAY ATTENDANCE					
YEAR	7:30	9:15	11:15	5:30	TOTAL
2015	74	635	120	38	867
2016	73	534	210	27	655
2017	75	650	225	19	969
2018	77	635	216	12	940
2019	77	640	215	20	982

AFTER THE 7:30 AM SERVICE

Follow instructions in this manual for **8 AM CLEANUP AND SETUP 9:15/10 AM**

Exceptions:

- **WINE:**
 - **FLAGON:** Filled flagon consecrated at 7:30 to be used in SM; place on the corporal back left
 - **FLAGON:** Move filled Flagon in the silver cabinet to Epistle credence table
 - **REGULAR SUNDAY CRUET:** Fill cruet with wine; place on epistle credence table with flagon
 - **LEFTOVER 7:30 CONSECRATED WINE:** Place in glass cruet; place in aumbry
- **WAFERS:** Place all of the following on the Epistle credence table -
 - **TALL CIBORIUM:** With 150 wafers
 - **LARGE RECTANGULAR BREADBOX:** With 200 bagged wafers; place behind ciborium
 - **LARGE ROUND BREADBOX:** With 200 wafers; in silver cabinet already filled
 - **SMALL ROUND BREADBOX:** With 100 wafers; in the silver cabinet filled

NOTE: MODERN SILVER BREADBOX with 200 wafers were consecrated at 7:30 to be used in SM; place on the corporal back right

- **CHALICE:** Use the wedding chalice as second chalice next to the vested chalice
- **PURIFICATORS:** Place 6 extra purificators on free standing Gospel credence table
- **RESERVE SIGNS:** Reserve three pews on Epistle side for clergy family

- **POST COMMUNION VEILS:** Place lacy veil, 1 large, 2 medium and 1 small veils on the freestanding Gospel table
- **ALMS BASINS:** Use the regular basins and the second set of basins for a total of 8

AFTER THE 9:15, SET UP FOR 11:15 IN THE CHURCH

Cleaning up the 9:15 and setting up the 11:15 in church will be the same instructions as **8 AM CLEANUP AND SETUP 9:15/10 AM** found in this customary. ***Exceptions follow:***

- **WINE:**
 - **LARGE CRUET:** Fill the cruet with consecrated wine from the flagon in SM; place it on the SM corporal back left
 - **FLAGON:** Wash one flagon; fill with wine; check with the vergier on the amount; place on the Epistle credence table
- **WAFERS:** Place the following on the Epistle credence table -
 - **REGULAR CIBORIUM:** Fill with 150 wafers
 - **LARGE RECTANGULAR BREAD BOX:** Fill with 100 wafers in baggies
 - **LARGE ROUND BREAD BOX:** Fill with a bag of 50 wafers.
- **CHALICE:** Use the wedding chalice as second chalice next to the vested chalice
- **PURIFICATORS:** Place 4 extra purificators on free standing Gospel credence table
- **POST COMMUNION VEILS:** Place lacy veil, 1 large, 2 medium and 1 small veils on the freestanding Gospel table
- **RESERVE SIGNS:** Remove the signs in the church as they are not needed at 11:15

AFTER THE 11:15

Follow instructions for **9:15/10 AM CLEANUP** in this customary.

Exceptions:

- Take the **festival white veil and burse** to ST. George's and dress the SG chalice
- Return the 2 SG wooden basins/hushers to SG
- Check the SG set up for the 5:30 PM

AFTER THE 5:30

Follow instructions for **5:30 PM CLEANUP** in this customary.

CHRISTMAS EVE

Notes:

- *Two weeks prior to Christmas check candle supply to ensure there are candles for at least two full changes*
- *At a service before Christmas Eve, either Wednesday or Sunday depending on what day of the week is Christmas, 300 wafers and 2 large glass cruets of wine should be consecrated then placed in the SM tabernacle*
- *Three or four AG needed for set up Saturday morning for 4:00 Christmas Eve*

CHRISTMAS EVE ATTENDANCE				
	4:00	6:30	10:30	TOTAL
2015	550	243	275	1068
2016	555	257	260	1072
2017	578	222	225	1025
2018	599	150	225	974
2019	585	121	201	907
2021	290	?	?	

SERVICES:

CHRISTMAS EVE: *All services in the church*

- *4 PM – Nativity pageant; Holy Eucharist*
- *6:30 PM – Holy Eucharist; two AG needed-St. Mary's not use; will be closed*
- *10:30 PM – Carols, Holy Eucharist with incense-St. Mary's not used; will be closed*

CHRISTMAS DAY:

- *10 AM – In the church; Holy Eucharist*

CHRISTMAS EVE

VESTMENT COLOR: Festival Gold TO BE USED THROUGH EPIPHANY.

CANDLES: Check to see that all NEW candles were placed on the altar by Thursday AG.

Christmas Day Gatesworth	
2015	17
2016	?
2017	15

2018	14
2019	17

2021 24

CLERGY KIT: Check to see that the weekday AG prepared a clergy kit following instructions in this customary. **Exceptions: Include 35 wafers; fill the wine cruet to the top.**

CHURCH SETUP FOR 4:00:

Follow instructions in this manual for **SETUP 10 AM**

Exceptions:

- **LINENS:** Clean crisp fair linens should be in used
- **FRONTAL:** The festival gold frontal should be used
- **CHALICE:** Use the wedding chalice as second chalice next to the vested chalice
- **WAFERS:** Set out 450 on Epistle credence table; 150 in breadbox, 200 in rectangular bread box, 100 in round bread box
- **WINE:** Set out a large full flagon on Epistle credence table
- **PURIFICATORS:** Four on freestanding Gospel credence table
- **POST COMMUNION VEILS:** Four on freestanding Gospel credence table
- **ALMS BASINS:** Eight on altar cushions
- **PAVEMENT CANDLES:** Sextons will bring up from basement and place on stone steps leading up to the altar; AG to assist
- **RESERVE SIGNS:** Reserve four rows on Gospel and three rows on Epistle sides unless notified otherwise

ST. MARY'S SETUP:

- Check for clean linens; no super-frontal
- Place a corporal in the center of the altar with the emblem away from tabernacle
- Place SM chalice with purificator, paten, pall, NO host wafer in center of corporal
- Find items in the Tabernacle and place consecrated veiled 300 wafers back right corner; veiled large flagon with wine left corner of corporal
- Place 4 purificators to the right of wafers
- Place missal to the left of wine
- Sextons will set up chairs facing out to main church

ST. GEORGE'S: Not used Christmas Eve or Day.

CHURCH SETUP FOR 6:30:

Follow instructions in this manual for **8 AM CLEANUP AND SETUP 10 AM Exceptions:**

- **WAFERS:** Set out 250 on Epistle credence table; 150 in the breadbox, 100 in large rectangular bread box, 50 in round bread box
- **WINE:** Set out a large full cruet on Epistle credence table
- **ST. MARY'S:** Not used; return chairs to normal setup; close curtains to church

CHURCH SETUP FOR 10:30:

Follow instructions in this manual for **8 AM CLEANUP AND SETUP 10AM Exceptions:**

- **WAFERS:** Set out 350 on Epistle credence table; 150 in the round breadbox with cross, 200 in large rectangular bread box, 50 in round bread box
- **WINE:** Set out a large full cruet on Epistle credence but ask the sexton; there may be lots left from previous services

CLEANUP AND SETUP FOR CHRISTMAS DAY

- **CLEANUP:** Follow instructions in this manual for **9:15/10 AM CLEANUP**
- **SETUP:** See the section **CHRISTMAS DAY** for instructions

CLOSING UP THE SACRISTY

- Follow instructions in this manual for **9:15/10 AM CLOSING UP THE SACRISTY**

CHRISTMAS DAY

LOCATION:

- 10 AM in the church; No 8 AM, 11:15 PM, 5:30 PM service or children's services

Christmas Day 10 AM	
2015	125
2016	152 Sunday
2017	100
2018	100
2019	125

2021 120

- **ST. MARY'S AND ST. GEORGE'S** chapels not used

VESTMENT COLOR: Festival Gold

SETUP FOR CHRISTMAS DAY

Follow instructions in this manual for **SETUP 9:15/10 AM**

Exceptions:

- **CHALICE:** Use the wedding chalice as second chalice next to the vested chalice
- Check the aumbry and the tabernacle for consecrated wine and wafers
 - Wafers - If there is a full container of wafers, place only 50 wafers in the ciborium; otherwise, place 150 wafers in the ciborium
 - Wine - If there are 2-3 glass cruets of wine, place a splash of wine in the Sunday cruet; otherwise, fill the cruet half-full of wine
- SM and SG chapels not used

CLEAN-UP AND CLOSING UP THE SACRISTY

- Follow instructions in this manual for **9:15/10 AM CLEANUP**
- Follow instructions in this manual for **9:15/10 AM CLOSING UP THE SACRISTY**

NEW YEAR'S DAY

LOCATION:

- In the church; No 8 AM, 11:15 PM, 5:30 PM service or children's services.
- **ST. MARY'S AND ST. GEORGE'S** chapels are not used.

VESTMENT COLOR: Festival Gold

NEW YEAR'S DAY ON A WEEKDAY – Maximum of 50 attendees

Follow instructions in this manual for **SETUP 9:15/10 AM** with the following exceptions:

- Place 50 wafers in the ciborium

New Year's Day 10 AM		
2015	28	
2016	205	Sunday
2017	26	
2018	23	
2019	23	

2021 13

- Fill the wine cruet a quarter-full
- St. Mary's and St. George's chapels will not be used

NEW YEAR'S DAY ON A SUNDAY – Maximum of 250 attendees

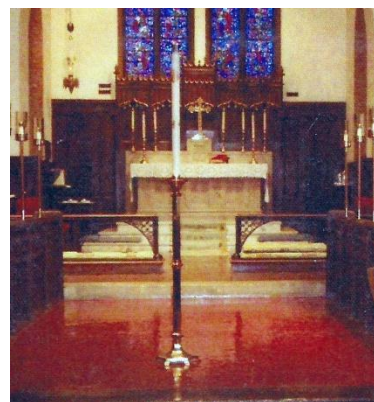
Follow instructions in this manual for **SETUP 10 AM**

CLEAN-UP AND CLOSING UP THE SACRISTY

- Follow instructions in this manual for **10 AM CLEANUP**
- Follow instructions in this manual for **10 AM CLOSING UP THE SACRISTY**

CANDLES

PASCHAL CANDLE: A Paschal candle is used during the 50 days of Easter and at baptisms and funerals. In the church it is placed in the center of the choir area about three feet from the chancel steps. It is lit well before the start of the service. The Paschal candle is the first candle lit and the last extinguished.



ADVENT WREATH: The Advent wreath is a Christian tradition that symbolizes the passage of the four weeks of Advent. During the Advent season, one candle is lit each Sunday until all of the candles, including the fifth candle, are lit on Christmas Day. Each candle represents the spiritual preparation for the celebration of the birth of Jesus. The Advent wreath candles are lit before other candles and extinguished last.

ALTAR CANDLES: Candles are lit starting from the cross and going out to symbolize that the light of Jesus shines out from the cross; they are extinguished in reverse.

- Light the candle closest to the right of the cross and continue lighting the candles to the right until all but the Eucharistic candles are lit.
- Light the candle closest to the left of the cross and continue lighting candles to the left until all but the Eucharistic candle are lit.
- Light the Eucharistic candle on the right of the altar.
- Light the Eucharistic candle on the left of the altar.



REPLACING CANDLES: *If possible, it is best if the Thursday AG changes the candles.*

- **CANDLES:** Should be checked before and after all services and replaced when less than 2 inches

- **ST. MARY'S CANDLES:** Need to burn at weekly services; replace if less than 4 inches
- **SEASON NEW CANDLES:** Light and burn for 30-60 seconds to "season" the wick
- **CANDLESTICK MONOGRAM:** Should face the priest
- **CANDLE BRAND:** The brand information on the candle should face the wall
- **CANDLE WELL:** If the well is too deep, the wick cannot be reached for lighting. Trim away the wax at the top so that the well is not more than 1/3 inch deep.
- **WICKS:** Wicks burn best if not longer than ¼ inch above the well. Snap off excess wick, especially if the wick has curled over

FOLLOWERS:

- Open brass tubes that fit over the top of the candle, allowing the wick to stick out and preventing drips.
- Check to see that the follower is not stuck to the candle, but sits loosely. A blocked follower will overflow with the drips it should be preventing.

LITURGICAL SEASONS

The Church seasons follow the ancient calendar of the Christian Year. The calendar had its beginnings when the disciples of Jesus, after his resurrection, began to hold regular celebrations of that event.



ADVENT: This is the first season of the Christian Church Year. There are four Sundays in Advent beginning on the Sunday closest to November 30. This month of preparation for the coming of Christ culminates in the celebration of the incarnation at Christmas.

CHRISTMAS: The Christmas season begins December 25 and lasts twelve days. Christians celebrate the birth of Jesus and remember how God became human in order to redeem all people.

EPIPHANY: The Feast of the Epiphany begins on January 6 and continues until Ash Wednesday. During Epiphany, Christians remember the story of the three Wise Men who came to visit Jesus and give him gifts.

LENT: Ash Wednesday until Easter Eve is when Christians remember how Jesus fasted for forty days in the wilderness and was tempted by the devil. The last week in Lent, beginning with Palm Sunday, is called Holy Week. Lent is a period of preparation for Easter.

EASTER: The season begins with prayers on the eve of Easter and ends fifty days later on the eve of Pentecost. This is the season when Christians celebrate Jesus' resurrection.

PENTECOST: The Holy Spirit came upon the disciples on this day. With the gift of the Holy Spirit, the disciples proclaimed the good news of Jesus. The days between Pentecost and Advent are referred to as the *Season after Pentecost*.

LITURGICAL COLORS AND PICTURES

Check the calendar for the liturgical color of the service and refer to the pictures on the following pages.

FW – FESTIVAL GOLD

LOCATION: Church, St. George's, never in St. Mary's

WHEN: The super frontal and pulpit hanging are used only these days –

Easter Eve

Easter Day

Christmas Eve

Christmas Day

Special request by clergy



WW – D'WOLF WHITE

LOCATION: Church, St. George's, never St. Mary's

WHEN:

All Sundays of Easter until Pentecost

Maundy Thursday

Trinity Sunday – 1st Sunday after Pentecost

St. Michael's Day

All Saints' Sunday

Christmas Season

The Epiphany, January 6

1st Sunday after Epiphany

The Annunciation

St. George's Day

Transfiguration of our Lord Jesus Christ

□ Baptisms/Weddings/Funerals/Memorials



DW – DAILY WHITE

LOCATION: St. Mary's, St. George's

WHEN: Rarely used and only when DWW is needed but not available



TG – TAPESTRY GREEN

LOCATION: All locations

WHEN:

Sundays after the first Sunday in Epiphany season until Ash Wednesday

Season after Pentecost

Weekdays in Epiphany

NOTE: There are two sets of TG slightly different. The embroidered border on one is mostly white and the other mostly brown. The whiter set has matching bible markers so use it in the church.



G –



GREEN

LOCATION: St. Mary's

WHEN:

Weekdays in Pentecost

B – BLUE

LOCATION: All locations

WHEN:

- ☐ Advent Sundays
- ☐ Advent Weekdays except the 3rd Sunday is Rose



R - RED

LOCATION: Sunday in Church and St. George's, Weekdays in St. Mary's

WHEN:

Holy Week Palm Sunday Through Wednesday

Pentecost

Holy Cross Day

Confirmation without Baptism



RS – ROSE

LOCATION: Church and St. George's

WHEN:

3rd Sunday of Advent

4th Sunday of Lent



UL – UNBLEACHED LINEN

LOCATION: Church and St. George's

WHEN: Sundays and weekdays during Lent except the 4th Sunday is Rose



P or V – PURPLE/VIOLET

Ash Wednesday until Palm Sunday



BLACK –

LOCATION: All

WHEN: Funerals if request by clergy, All Saints Day, and St. Mary's weekday for All Souls' Day November 2



LINENS

FAIR LINEN: It covers the top of the altar and hangs down at the sides. It is embroidered with five crosses, one in the center and one at each corner of the altar, to signify the five wounds of Christ. It is rolled for storage rather than folded.



DUST COVER: The same size as the fair linen, but made of rougher linen. It is used to cover and protect the fair linen between services. It is stored on a hanger.

CREDENCE LINEN: a cloth to cover a credence table. It is embroidered with a cross in the center front. It is rolled for storage.



CORPORAL: A square piece of linen with a design on one side near the hem. When placed on the altar, it signifies the “field” on which bread and wine are consecrated.

LAVABO TOWEL: Rectangular linen with cross on one end. It is used by the priest to dry hands after ablutions.



PALL: A square piece of cardboard covered with linen. It is used to cover the chalice. At one time, it was used to keep insects out of the chalice.

PURIFICATOR: A small piece of linen square with a cross or design in the center. It is used to wipe the chalice as the wine is offered.



POST COMMUNION VEIL: A square of linen used to cover any container holding consecrated elements.

VEIL: Sometimes referred to as the “chalice veil,” it is a square of linen that covers the chalice and paten on the altar when they are not in use. The veil is made of material that matches the liturgical color of the service.

BURSE: Two square pieces of cardboard, covered in fabric to match the veil, form an envelope to hold extra linen for the altar at the time of setting the table for the Eucharist.



VESSELS

CHALICE: Silver goblet for administering wine at communion. The Festival/Wedding Chalice is used for weddings, Easter Vigil, Easter Day, and Christmas Eve services.



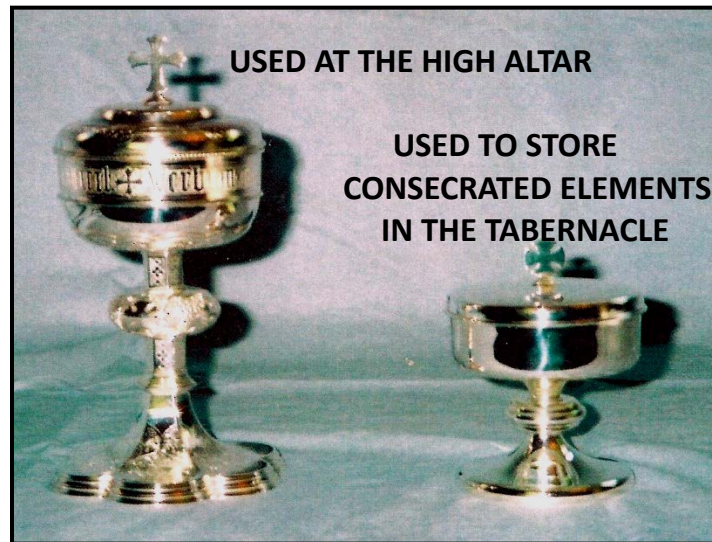
PATEN: A thin, saucer like plate that holds the priest's host.



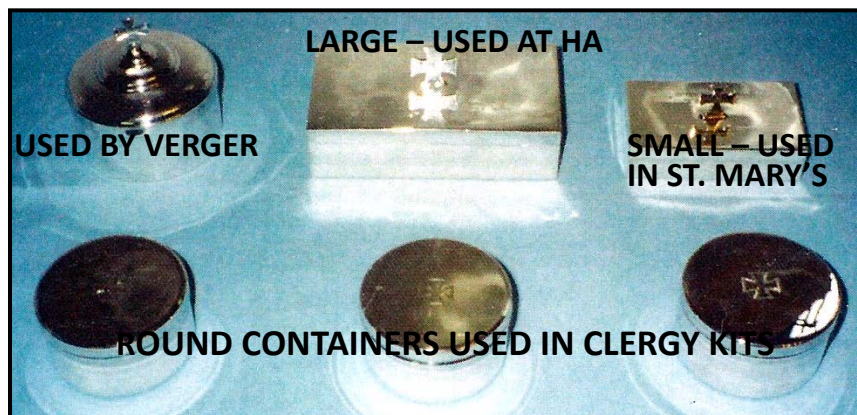
LAVABO BOWL: A small silver open bowl for the priest's ablutions.



CIBORIUM: A container for wafers that resembles a chalice but with a lid.



BREAD BOX: May also be called a ciborium, is a container for wafers - small, lidded, round or rectangular.



Vessel	Max Wafer s	Vessel	Max Wafer s
Tall Ciborium	175	Large round used by the verger	200
Small Ciborium used to store consecrated wafers	100	Small round used to store consecrated wafers in the tabernacle	100
Large rectangular used at High Altar	250	Small round used in St. George's	100
Small rectangular used in St. Mary's	100	Small round used in the Aumbry	100

FLAGON: A large pitcher used for communion wine when a large congregation is expected.

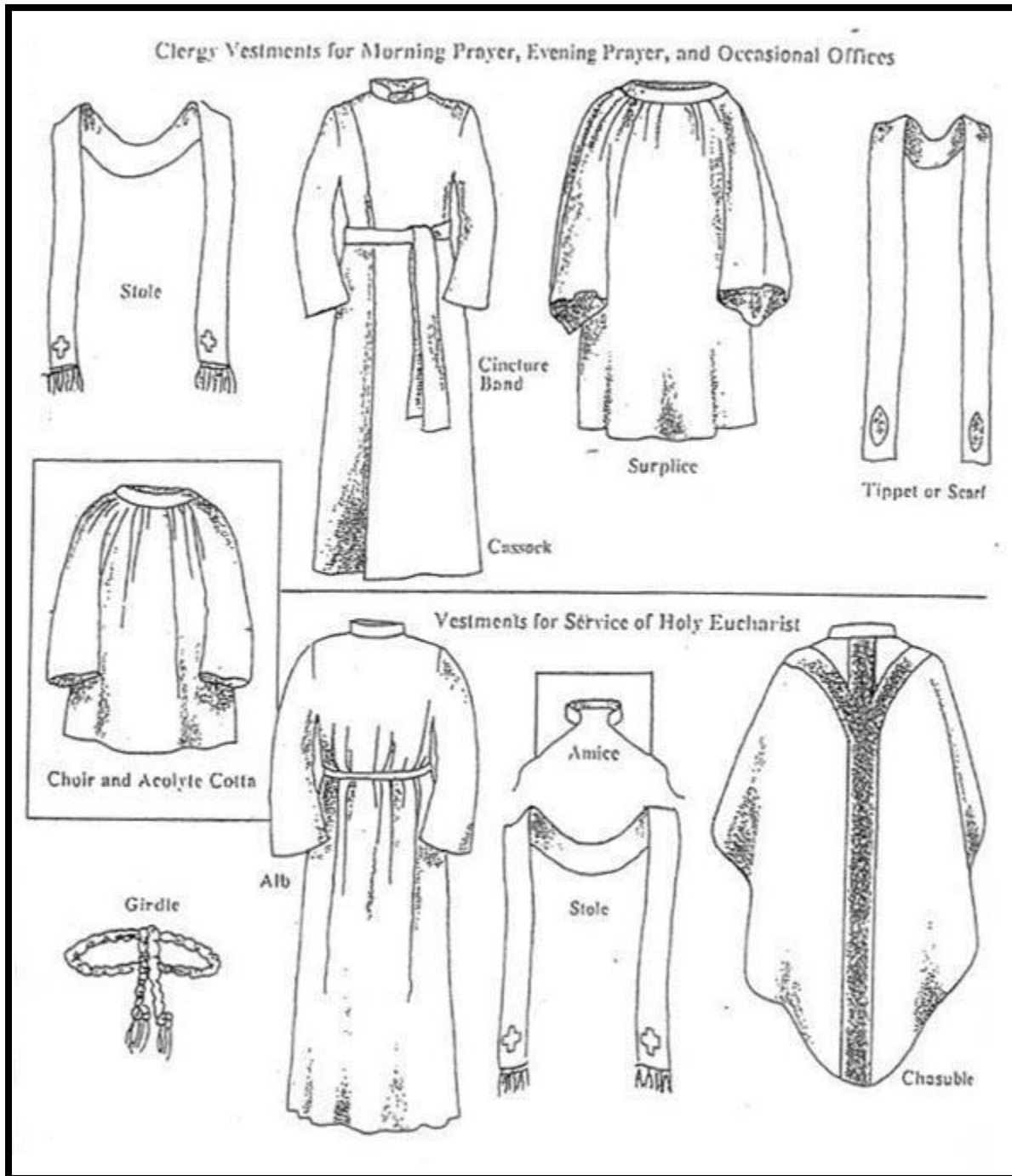
CRUET: A smaller silver or glass vessel for water or wine used at communion.



EWER: Silver or brass pitcher for water at the font for use at Baptisms.



VESTMENTS



COSSACK: A long, dress-like garment worn as the basic vestment.

SURPLICE/COTTA: A white, loose tunic-like outer garment, worn over a cassock. The surplice is long; the cotta is short.

CHASUBLE: A poncho-type outer garment worn by the priest who is celebrating communion. It is usually decorated with symbols and seasonal color.

DALMATIC: Resembles the Chasuble except that the dalmatic has sleeves rather than being open like the poncho-style. It is worn by a deacon.

TUNICLE: Resembles the Dalmatic except it has a single band across the front and back. It is worn by a sub-deacon.

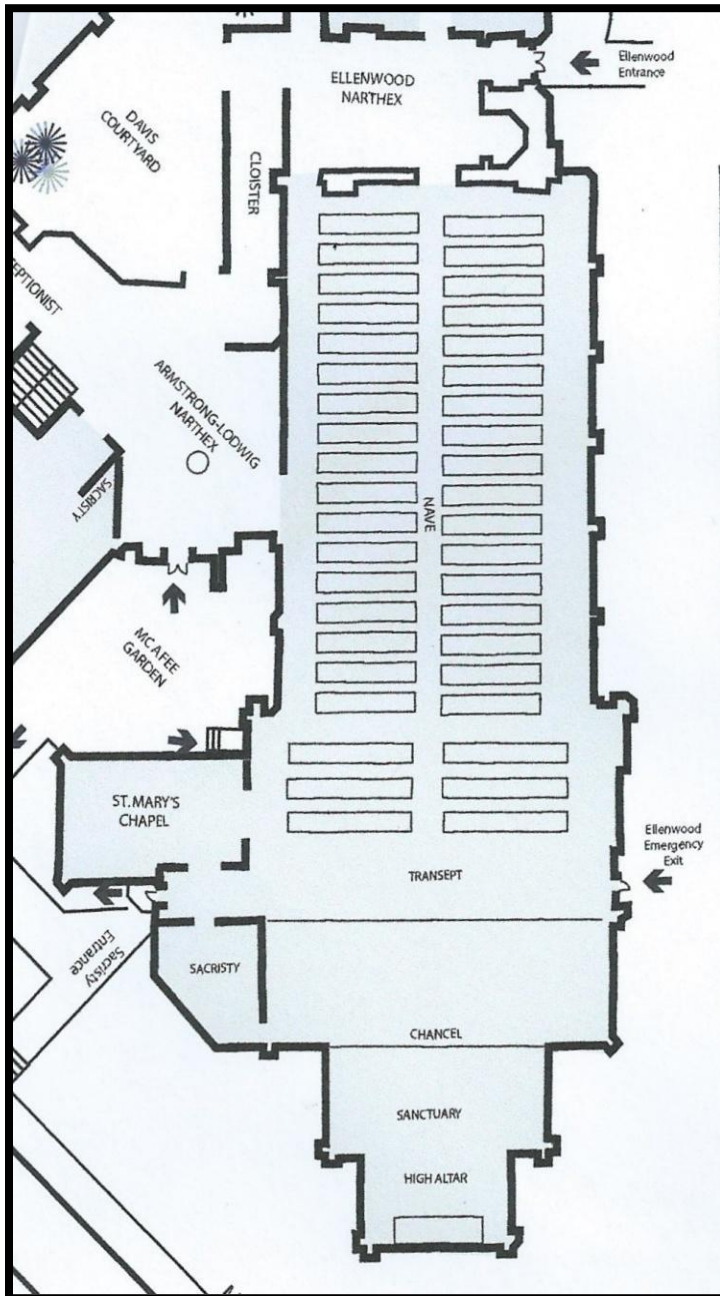
COPE: Festive cloak worn by the presiding priest or bishop at special celebrations.

STOLE: A long narrow band of damask, linen, or silk often fringed on the ends. It is worn differently by the Eucharistic ministers, according to their function in the service. It has symbols and seasonal color.

TIPPET: A black stole worn for any non-Eucharistic service.

CINCTURE/GIRDLE: A woven rope used as a belt.

CHURCH FURNISHINGS



NARTHEX: A vestibule leading to the nave of a church.

NAVE: The primary area inside the church doors for the congregation.

TRANSEPT: Sometimes called the 'Crossing', the transept forms wings at right angles to the nave. It usually separates the nave from the choir.

CHOIR: The part of the church beyond the transept. The area may be higher than the level of the nave. The name choir is used because traditionally the clergy of the Cathedral stood here as a chorus, chanting or singing during the responsive portion of the service.

CHANCEL: The part of a church near the altar, reserved for the clergy and choir, and typically separated from the nave by steps or a screen.

SANCTUARY: An elevated platform that contains the main altar and associated liturgical elements that is restricted for ceremonial use by the clergy, often fenced from adjoining spaces. It is centered on the main east-west axis within the east end and generally located within the choir.

GLOSSARY

ACOLYTE: A lay function in the church, the acolyte assists the priest, lights and carries candles, and performs other ceremonial functions.

ABLUTIONS: Liturgical and ceremonial cleansing of the chalice and paten with water after the distribution of the Blessed Sacrament to the people.

ABSOLUTION: Formal act by a bishop or priest of pronouncing God's forgiveness of sins through Jesus Christ. The absolution of sins reflects the ministry of reconciliation committed by Christ to the church.

ADVENT: The season prior to Christmas begins with the fourth Sunday before Christmas; also the entire Christmas season. This is an expectant, anticipatory time awaiting the joy of the birth of Jesus Christ the Messiah and Savior. .

ADVENT WREATH: A special wreath containing five candles used in churches and homes as reminders of the four Sundays before Christmas. Four of the candles are arranged in a circle, the fifth white candle in the center. By tradition one additional candle is lit each Sunday. On Christmas, the fifth candle is lit.

ALB: White robe worn by the priest when celebrating communion; generally worn over daily linens but under other vestments, scarves, etc...

ALTAR: Table, located in the sanctuary or the chancel, on which are placed the vessels for holding the bread, wine, and water used in the Holy Eucharist.

AUMBRY (AMBRY): A closed recessed cabinet in the wall used for holding the Blessed Sacraments.

ANGLICAN: It is a term indicating the English origins of the Episcopal Church, sometimes seen in the expressions Anglican Church or Anglican Communion.

ANTHEM: Sacred vocal music using scriptural words; now also any vocal music or hymn sung by a choir but not by the congregation.

ASH WEDNESDAY: The day which marks the beginning of the season of Lent, a period of spiritual discipline, fasting and moderation in preparation for Holy Week and Easter; one of the most important days of the church year.

ASPERGILLUM: A branch, bush or perforated metal globe with a handle used to sprinkle Holy Water.

BENEDICTION: A blessing by a Bishop or priest. A Service of devotion to Our Lord present in the Blessed Sacrament.

BISHOP: From the Greek word “overseer” he or she is the chief pastor of a diocese to whom all clergy are responsible.

BLESSED SACRAMENT: The consecrated bread and wine of Holy Eucharist.

BURSE: A pocket or envelope of stiff board covered with material of the same liturgical color as the vestments, in which the corporal linen is kept when not in use.

CANTOR: A person who chants or sings; often a solo voice during a service.

CASSOCK: The black robe worn by priests; bishops’ cassocks are purple.

CATHEDRA: The special chair that a bishop sits in during a church service.

CATHEDRAL: An Episcopal Church which is the official church of a bishop of a diocese.

CELEBRANT: The priest in a celebration of the Holy Eucharist, Mass, or Holy Communion who consecrates the bread and wine.

CHALICE: A cup for wine that is consecrated and administered during the Liturgy.

CHANCEL: The portion of a church between the front row of pews and the altar; usually the place the choir sits.

CHURCH EXPECTANT: The faithful departed this life awaiting the Last Judgment and the final Resurrection, called also the Intermediate State.

CIBORIUM: A covered container made of ceramic or metal to contain the unconsecrated bread for Holy Communion.

CINCTURE: A wide flat linen or rope cord worn around the waist over the alb or cassock.

COLLECT FOR THE DAY: A short prayer appropriate to the day of the Church Year and one which “collects” or sums up the thought of the Day or Season.

COMMUNICANTS: The members of a local church; those who do or who are eligible to receive communion.

COMMUNION: Christian sacramental meal, the Lord’s Supper; now more commonly called ‘Holy Eucharist’ in Episcopal churches—the true presence of Jesus Christ.

COMPLINE: The seventh and last of the “canonical hours” or services of the day, said after nightfall or in monasteries, schools and seminaries just before retiring.

CONSECRATION:

- The dedication of anything to Divine service, such as one's life, money, influence and abilities.
- The advancement of clergy who have been duly elected and qualified to the rank of Bishop.
- The setting apart of a Church or other place by a Bishop to be used for the service of God.
- The act of blessing and invoking the Divine Presence upon the Elements of the Holy Communion by the Prayer of Consecration.

CONVOCATION: A meeting of clergy and lay representatives from a section of the diocese.

COPE: A cloak of rich material, varying in color according to the Church Season, worn over the Alb or Surplice by some priests and Bishops when in processions.

CORPORAL: A napkin of fine linen to be spread on the altar over the fair linen upon which the sacred vessels are placed at a celebration of the Holy Communion. It is embroidered with only one cross in front.

COTTA: A white linen or lace garment, similar to the surplice but shorter and not so full and with smaller sleeves, worn over the cassock by those who assist in the church services, e.g., choir members.

CREDENCE TABLE: The shelf or table at the side of the sanctuary upon which are placed the Elements of the Holy Communion preparatory to their Consecration.

CROSIER OR CROZIER: The official Staff, carried by a chaplain before an archbishop, terminating in a cross with two horizontal bars, to be distinguished from the Pastoral Staff of a bishop. Both are emblematic of pastoral authority.

CRUET: French for "little jug". It is a small vessel holding water or wine.

DAILY OFFICE: Use of prayers recited each day which mark the times of the day—.Morning Prayer (MP), Noon Prayer (NP), Evening Prayer (EP), and Compline.

DIOCESE: Unit of church organization that is the spiritual domain under a bishop.

EPIPHANY: January 6, a feast celebrating the visit of the Wise Men to the infant Jesus. It is the end of the Christmas season.

EPISCOPAL: The name of a church organization that means government by an overseer—episcopos. Episcopos is the Greek word from which we derive the English word 'bishop'.

EPISTLE: A reading from the Bible other than the Gospels or Psalms.

EPISTLE SIDE: The right side of a church when facing the altar.

EUCCHARIST: Communion or the Lord's Supper.

EVENSONG: An evening worship service sung by a choir.

FLAGON: Large vessel used to hold wine.

FONT: A basin of water used in baptism.

FRACTION: The breaking of the consecrated bread.

FRONTAL: A covering for the altar table made of silk or brocade material.

GENERAL CONVENTION: The national triennial meeting of the Episcopal Church. Parishes send "deputies" or official representatives to the General Convention.

GOSPEL: Any reading from Matthew, Mark, Luke, or John in the New Testament.

GOSPEL SIDE: The left side of the church when facing the altar.

HIGH CHURCH: A designation of a church emphasizing theological or liturgical formality sings or chants its service rather than reading or speaking it, and celebrates the Eucharist every Sunday.

Holy Oil: Oil of the Sick (Unction), Oil of Chrism used in baptism and other church rites, Oil of Catechumens also used in baptism.

HOLY WEEK: The important church period from Palm Sunday to Easter Sunday.

HOMILY: A short sermon often on a single topic of devotion or morality.

INCENSE: A fragrant powder burned in a small dish or pot that is used during the service or in the processions in recollection of one of the three gifts of the Wise Men to the Christ Child.

INSTALLATION: A service in which a person is made the official bearer of a clerical or academic office.

JUNIOR WARDEN: Assistant to the Senior Warden; usually becomes Senior Warden after the Senior Warden's term is completed.

JUSTIFICATION: The doctrine that God pardons, accepts, and declares a sinner to be “just” or “made right” on the basis of Jesus Christ’s own righteousness (Romans 3:24-26; 4:25; 5:15-21) which results in God’s peace (Romans 5:1), His Spirit (Romans 8:4) and salvation.

LAITY: The non-ordained members of a church.

LAY MINISTER: A person who is not ordained, but who works closely with a church or religious program.

LAY PERSON: Any non-ordained person in the Episcopal Church.

LAY READER: Any non-ordained person who participates in reading part of a church service.

LECTERN: Raised platform used for reading prayers or scripture, usually located at the front of the nave opposite the pulpit.

LECTIONARY: Complex series of Biblical readings used in the Church.

LENT: A period of fasting, sobriety and meditation from Ash Wednesday to Palm Sunday. The season recalls the period of Christ’s fasting and meditation in the wilderness, so traditionally is for forty days.

LESSON: Any reading from the Bible except the Gospels or Psalms; usually read on the Epistle side of the church.

LITURGY: The word means the work of the people; generally used to refer to the full text of the words of a worship service.

LITURGICAL COLORS: Advent—blue; Christmas, Epiphany, Easter, Installation, Weddings, Funerals—white; Lent—violet; Holy Week, Martyrs Feast Days, Pentecost Day, Ordinations, Confirmation—red; 3rd Sunday Advent and 4th Sunday of Lent—rose; Pentecost Season—green.

LOW CHURCH: A church liturgical style that is less formal, does not chant or sing its service, and alternates Morning Prayer with the Eucharist.

MAUNDY THURSDAY: Thursday of Holy Week, the name is from Latin ‘mandatum’, referring to Christ’s commandment concerning foot-washing; also the day the first Lord’s Supper was celebrated.

MISSION: Local Episcopal congregation that has not yet attained the status of a church with a full-time priest.

MITER: Liturgical hat or headdress of a bishop.

MORNING PRAYER (MP): A morning worship service without communion.

NARTHEX: An enclosed space at the entry end of the nave of a church, a church vestibule.

NAVE: The main part of a church where the congregation sits. Nave is derived from an old word for ship, and in some churches the beams of the roof resemble the beams and timbers in the sides of a ship.

PALL: Small stiffened square white linen used to cover the chalice at Eucharist.

PARISH: The group of people of a certain area who are organized into a local church; sometimes the word also refers to the geographic region around a church. In the South many of the present-day counties were once referred to as parishes [as is still the case in Louisiana]; mostly a reference to the local congregation.

PATEN: Shallow dish or bowl containing the Holy Eucharist.

PASCHAL CANDLE: Large white candle lit at the Easter Vigil which symbolizes the Resurrection.

PEACE: Also known as Passing the Peace; a ritual in the Episcopal Church in which members of the congregation, including the clergy, greet one another.

PISCINA: A small sink that empties onto the earth. Located in the Sacristy and used for the reverent disposal of the consecrated wine or blessed holy water.

PRESIDING BISHOP (PB): The elected Episcopal leader of The Episcopal Church and the chief administrator and spiritual pastor.

RECTOR: The Rector has the authority and responsibility for worship and the spiritual jurisdiction of the parish, subject to the constitution and canons of the Church and the pastoral direction of the Bishop.

SEDILLA: Set of three chairs in the sanctuary for the celebrant (priest), deacon and LEM/Chalice bearer/sub-deacon

SENIOR WARDEN: The lay person who leads the governing board of the local church.

SEXTON: The person who performs maintenance and custodial services.

STOLE: A long narrow strip of fabric worn for liturgical ceremonies and is a distinctive insignia of a priest or bishop.

SURPLICE: A white over-garment worn over cassock; longer and fuller than a cotta.

TABERNACLE: A sacred place in the center of the High Altar that contains the Blessed Sacrament.

TORCH BEARER: A person who carries a candle mounted on a short staff in a religious procession.

TRINITY: The Trinity refers to the oneness and essential unity of God as Father, Son, and Holy Spirit.

THURIBLE: A small metal pot used to burn incense.

THURIFER: An acolyte or server who swings the thurible that holds the incense.

TWELVE DAYS OF CHRISTMAS: Time from December 25th to January 6th; that is from Christmas day to Epiphany.

VESTMENTS: Garments worn by people who lead the services of a church. Colors used in some vestments are changed during the year to indicate the seasons of the church year. Vestments are usually styled by cut and color to indicate whether a person is a celebrant (priest), deacon, Chalice bearer, sub deacon, etc.

VESTRY: The governing board of a local Episcopal church consisting of lay members who have primary responsibility of the finances, property, and calling of a Rector.

WAFER: Symbolizes the body of Christ during the Lord's Supper.

WINE: Symbolizes the blood of Christ during the Lord's Supper.

