



# ST. GREGORY'S

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# EPISCOPAL CHURCH

*Boca Raton, Florida*

## ALTAR GUILD MANUAL

Adapted and abridged from the full manual prepared by Liz Rockafellow. Many thanks to Liz for her efforts.

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## **CHAPTER 1 – WHAT IS AN ALTAR GUILD**

An altar guild exists to assist the rector in preparing for the rites of the church.

To aid and assist in this work, this manual and handbook has been prepared. It is designed to give a brief, straightforward. Step-by-step procedures which have been found to be most efficient at St. Gregory's.

## **CHAPTER 2 – GENERAL TEAM RULES AND REGS**

The altar guild prepares the sanctuary for services and maintains the vessels and linens used by the clergy, laypeople, and congregants as they worship.

The St. Gregory's altar guild is structured in teams – one for each week of the month. (Week 1, week 2 etc.) When there is a fifth week during a month, services are covered by volunteers from all teams.

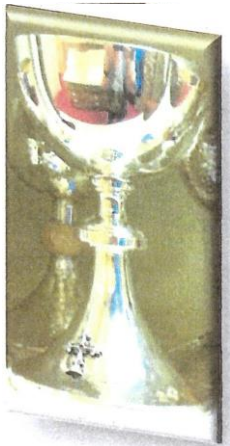
Each team is responsible for covering Saturday through Friday of their week. Teams either do their weekly cleaning on Friday or Saturday.

Each team is responsible for the noon-time Eucharist during their week in addition to covering Sunday services and any special services such as weddings.

## CHAPTER 3 – VESSELS 101

### A. Describing and identifying Eucharistic vessels & items

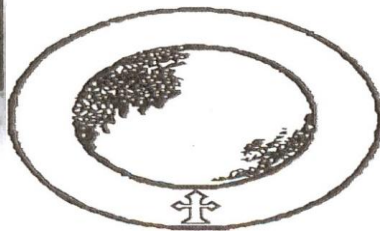
**Chalice:** this vessel (named from the Greek calyx and the Latin calyx – both meaning cup) is indeed a cup which is used at the altar to hold the elements of wine and water for consecration and communion. Usually the chalice is a tall, beautiful vessel of silver lined with a mask of gold. Customarily only one chalice is on the altar until after the breaking of the bread. We now use four additional chalices to serve our congregation.



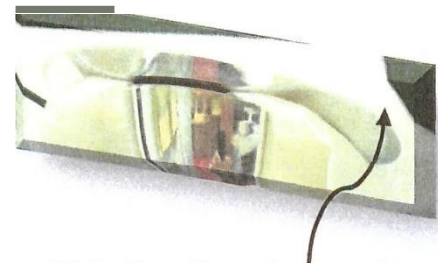
a shallow dish made of silver to match the chalice (in St. Gregory's case), upon which a wafer (which only becomes the priest's host when the chalice is vested for the



This Paten is used at Sunday services to bring forth the Priest host and those for congregants when the elements are being carried from the Narthex.



The standard Paten



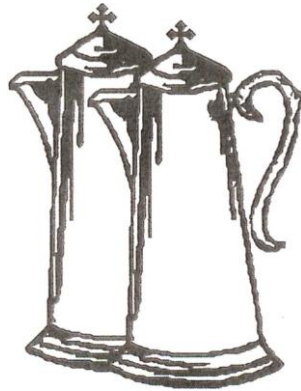
This flat Paten with cross engraved on the lip is used to hold the Priest host at weekday services, Sunday at 6:00, and any other serviced when the elements are not being brought from the Narthex.

**Ciborium:** this vessel resembles the chalice except it has a lid with a cross on it. It is used to hold the reserve sacrament wafers. At St. Gregory's, it is placed on the north credence table during set-up for Sunday morning services.



**Flagon:** a large silver pitcher with a lid which is used to hold wine that is brought forward from the narthex to the altar for Holy Communion. St. Gregory's has two sizes. The largest is used primarily at Easter and Christmas.

St. Gregory's two flagons



**Lavabo bowl:** a small silver bowl with an engraved cross used to wash the hand of the celebrant or any ordained person serving the host during the administration of communion. That is done during the setting of the altar. The server uses the lavabo bowl to catch water poured from the water cruet over the celebrant's hands.

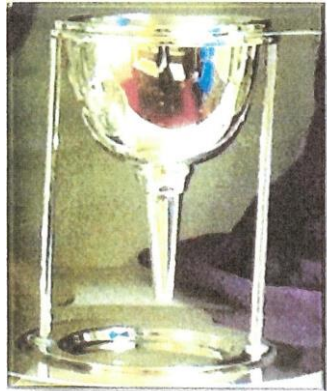


**Bread box:** a small silver chambered round box with a lid bearing a cross on top. It is used to hold extra wafers.

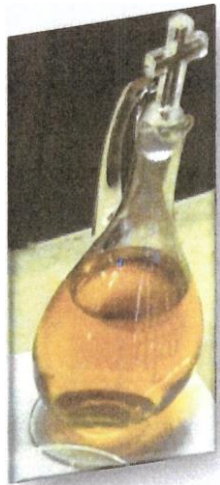
St. Gregory's bread box  
used for most services



**Funnel:** A silver version of this device is used to direct wine or water back into their cruets.



**Cruet:** a heavy glass pitcher that contains the water or wine used for communion. The cruets are presented by the server to the celebrant during the setting of the altar. The celebrant will put the wine and water in the chalice. The server would also use the cruet with water to wash the hands of the celebrant and those administering the host during communion. A cruet is also used to store the remaining consecrated wine after communion.



**Sanctus gong/bell:** this large bell is made of brass. It is sounded at the Sanctus, during communion prayers, during the elevation of the elements, and to summon the people for communion. The gong is struck with a mallet. It is used on the main church.



St. Gregory's Sanctus gong (also called Sanctus bell)

These are used in the chapel.



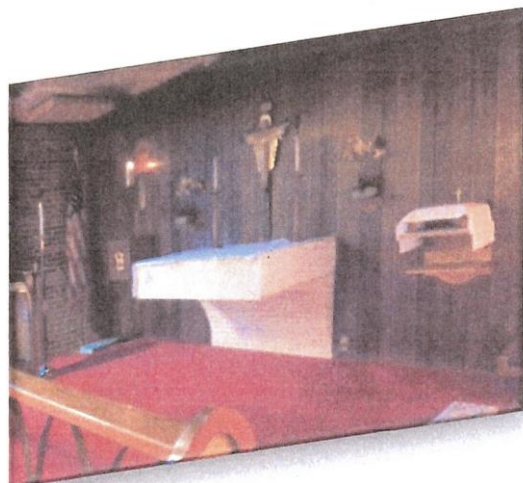
**Alms basin:** these collection plates are usually made from silver but can be fashioned from other materials. St. Gregory's features a needlepoint pad in the basin.



St. Gregory's large silver alms basin.

## B. Recognizing a variety of candles and their uses

**Sanctuary candle:** this candle hangs near the ambry or tabernacle where the reserved sacraments are housed. It must always be kept burning.

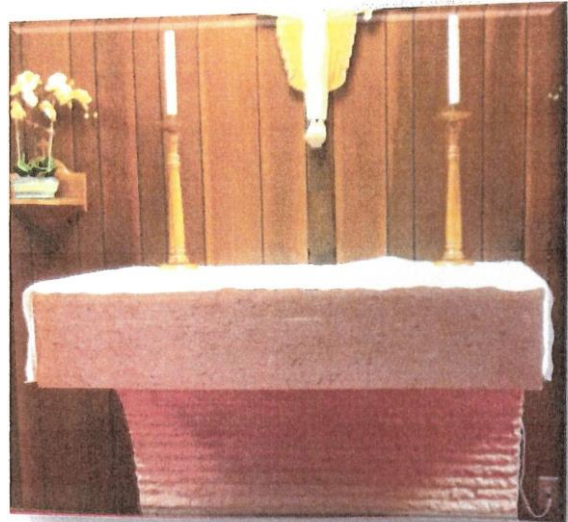




**Eucharistic candles:** a pair of candles that are placed on the altar. The holders used in the main church are hammered lacquered brass. The ones used in the chapel are simpler and made of wood.



Main altar



CHAPEL ALTAR

Chapel altar

**Bishop's candle:** a single candle which might be placed on the altar in addition to the Eucharistic candles when the bishop is present to celebrate the Eucharist.

**Candelabra:** tall multi-branched candle holders that stand on the floor. It is used in the main sanctuary. They are brought out for special services such as weddings and high holy days.



**Paschal candle:** this is lighted at special services such as the Easter vigil, baptisms, and memorial services.



**Pavement candles**: these are candles which stand on the floor of the sanctuary.

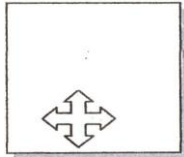
**C. Miscellaneous items**

**Hand sanitizer**: a pump for dispensing hand sanitizer for all celebrants to purify their hands before handling the vessels and elements during communion. It is used for all services at St. Gregory's.

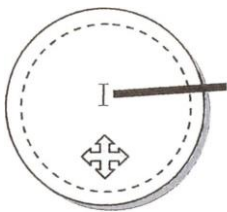
## CHAPTER 4 – LINENS: WHAT’S THE DEAL?

### A. Describing and identifying altar linens

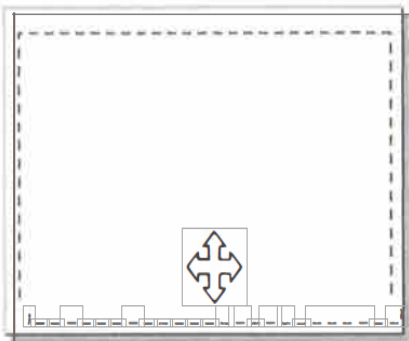
**Chalice pall:** a stiffened square of white linen. It is centered on top of a chalice, stacked above a purificator and possibly a paten (depending on the service.)



**Ciborium cover:** a circle of white linen with a buttonhole in the center (to slip over the cross on the ciborium.)



**Corporal:** a square of white linen with the design embroidered at one edge and centered. There are two sizes: the smaller one is used in the chapel; the larger in the main sanctuary. When the folded corporal is brought back to the sacristy after the service, it should be shaken over the piscina because any crumbs inside are blessed.



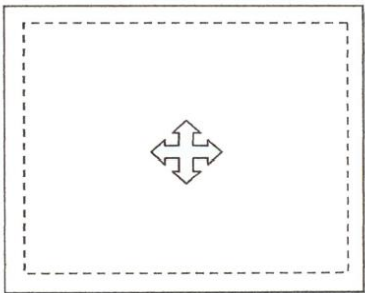
**Credence cloth:** a large rectangle of white linen embroidered at one edge and centered. St. Gregory’s has two sizes: the larger ones are used on the credence tables behind the main altar. The smaller one is used on the narthex credence table where the elements are held before being presented to the altar.



**Lavabo towel:** a rectangle of white linen the size of a fingertip towel embroidered at one end and centered. Celebrants use it to dry hands.



**Purificator:** a white linen square embroidered in the center used to wipe the chalice edge after parishioners take a sip of wine.

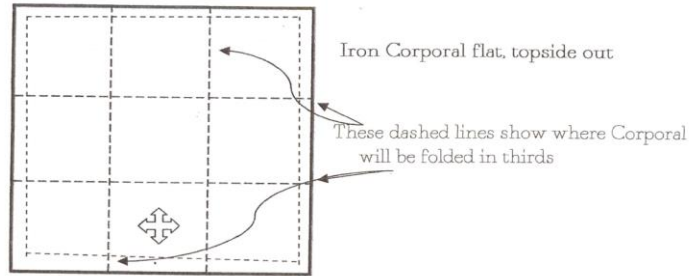


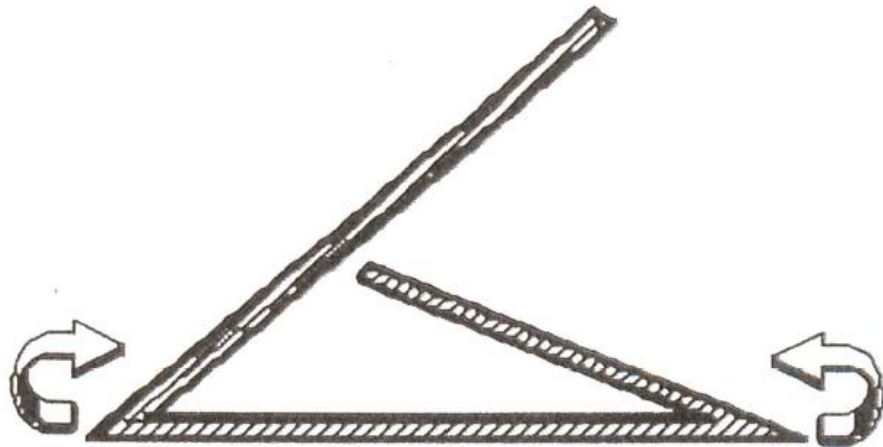
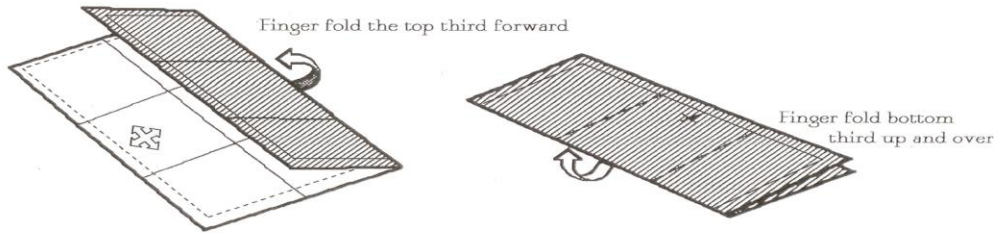
**Baptismal towel:** a white linen rectangle the size of a fingertip towel with a scallop shell embroidered at one end. Used to wipe the candidates brow following the pouring of water.



**B. Ironing and folding of altar linens**

**CORPORAL:**

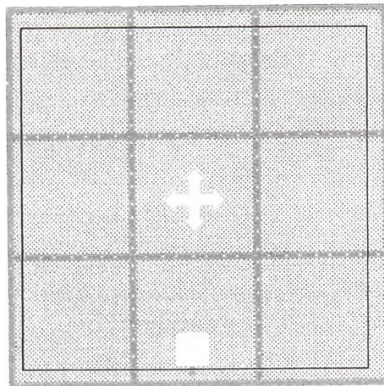




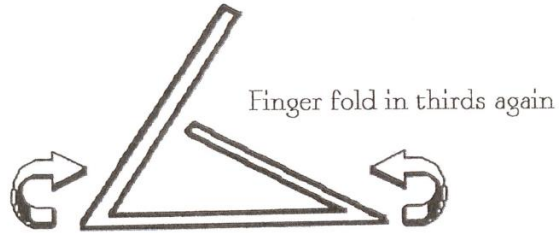
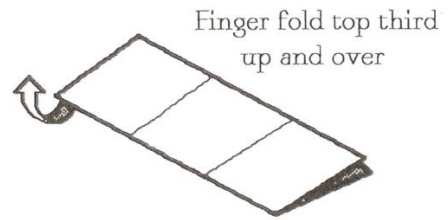
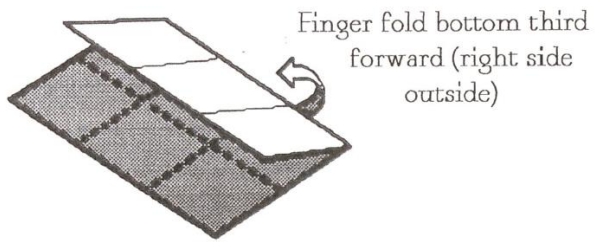
Finger fold in thirds again

The corporal end up folded in thirds inside out so that when unfolded on the altar the topside with embroidery is right side up.

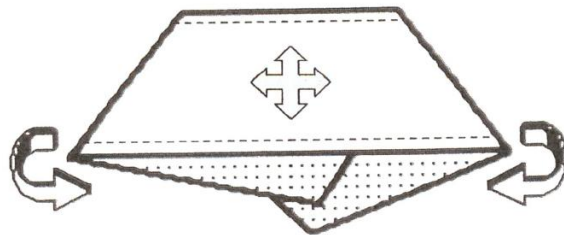
**PURIFICATOR:**



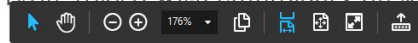
Iron Purificator flat with wrong side up



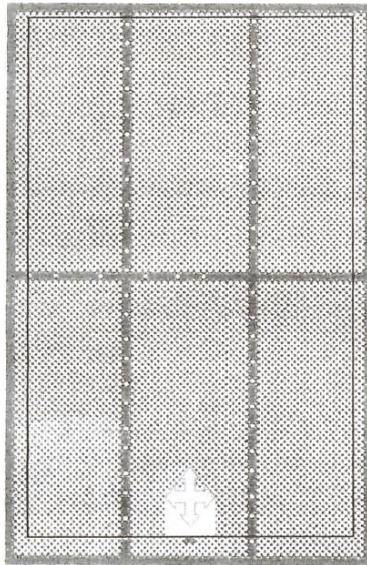
\*\*Themed Embroideries (such as Nativity & Lenten versions) MUST end up RIGHT SIDE UP after folding!



Store folded with embroidery on top

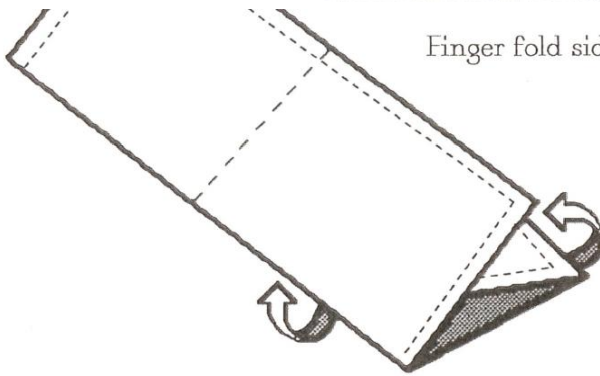


LAVABO TOWEL & BAPTISMAL TOWEL:

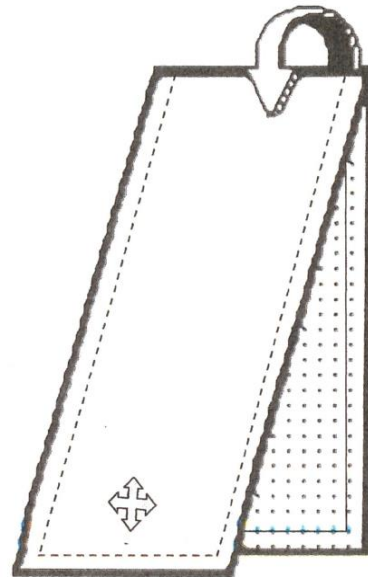


Iron Lavabo and Baptismal towels flat, wrong side up

Finger fold sides in thirds



Finger fold in half and store with Cross on top



C. When are linens changed during the ecclesiastical year?



**Bundle of Wheat linens:** replace Jerusalem Cross linens in the fall usually before the first Sunday of November

**Nativity linens:** replace bundle of wheat linens for the Christmas season

**Bundle of wheat linens:** replace nativity linens by epiphany

**Greek cross linens:** replace bundle of wheat linens before lent

**Resurrection linens:** replace Greek cross linens for Holy Week and Easter season

**Descending dove linens:** replace resurrection linens before Pentecost

**Jerusalem cross linens:** replace descending dove linens for transfiguration Sunday

## CHAPTER 5 – ALL YOU EVER NEED TO KNOW ABOUT VESTMENTS

### Describing & identifying Eucharistic garments

#### A. Garments

**Alb:** this most basic of liturgical garments is long, full, and white. Some have collars of hoods.

**Cincture:** a rope belt made of braided cloth. It's worn loosely over the alb and tied to the side.

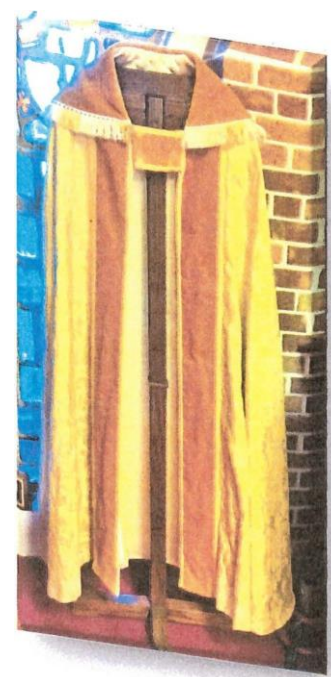
**Stole:** in the color of the day or occasion, this is the badge of ordination worn over both shoulders hanging straight down. Deacons also wear stoles as a badge of their ordination but over their left shoulder and either looped or tied on the right side.

**Chasuble:** a one-piece full-cut garment open on the sides with an opening for the head worn by the celebrant.

**Cope:** a long semi-circular cloak generally matching other vestments in the color of the season. Usually reserved for the highest of holy days such as Easter and Christmas.



CHAUSIBLE



COPE

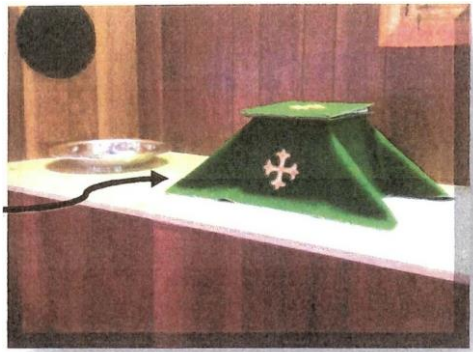
## B. Non-garment vestments

**Antependia:** hangings that drape the pulpit and lectern.



**Burse:** a material covered square of stiff board that opens like a book to hold extra purificators. It is placed above the vested chalice and veil.

**Veil:** a large embroidered square of heavy material that drapes the vested chalice.



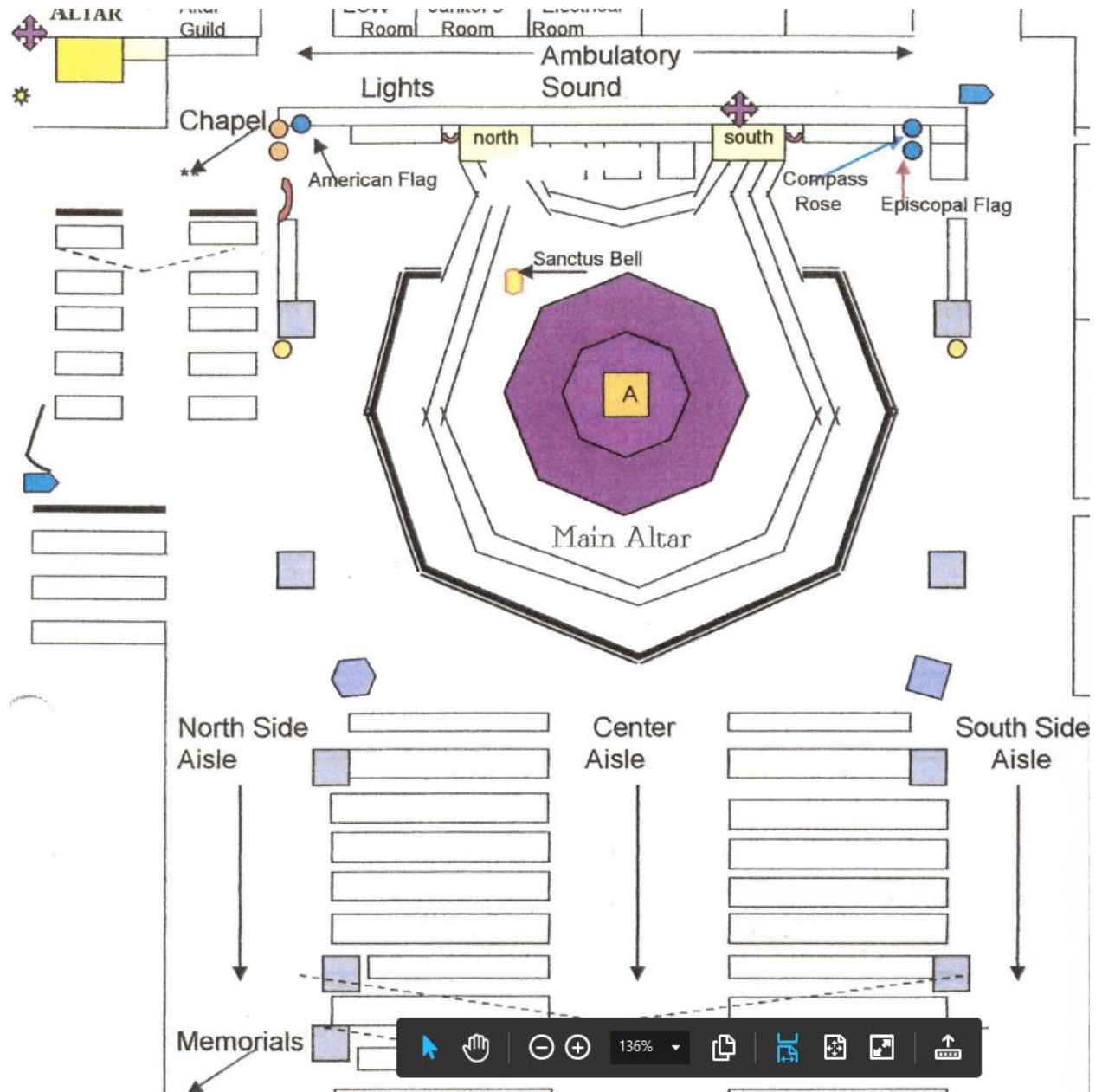
**Funeral pall:** the large covering placed over the casket when the deceased is brought into the church.

**Wedding kneelers:** these are cushions placed on the altar step for the bride and groom when they kneel during the wedding service.



ST. GREGORY'S WEDDING KNEELERS

CHAPTER 6 – A PICTORAL LAYOUT OF ST. GREGORY'S MAIN SANCTUARY



## **CHAPTER 7 – TEAM WEEKLY CLEANING DAY (FRIDAY OR SATURDAY DEPENDING ON THE TEAM)**

There is a checklist which lists all weekly cleaning day tasks

1. Fill candles with liquid wax
  - Main altar candles
  - Chapel altar candles
  - Pavement candles
  - Sanctuary candle
  - Candelabra candles

2. Polish as follows:

### Lacquered items

Use specific polishing towels (the band instrument polishing towels)

- Celtic procession cross
- Hammered main altar candle holders
- Brass paschal candle holder
- Candle snuffers: also wash bell with hot soapy water, replace wicks as needed
- Silver alms basin
- Morning prayer candle base
- Altar book stand

### Unlacquered items

Use specific metal polishing product and rags

- Sanctus bell
  - Crucifix & paschal lamb processional crosses
  - Brass missal stand
3. Check appropriate color of vestments, antependia, and veil & burse. The appropriate color is indicated on the liturgical calendar on the bulletin board above the sink
  4. Wafers:
    - Empty bread box, clean it & refill with fresh wafers. 7 wafers per slot.
    - Use the wafers removed for Sunday service count. Count wafers as per list on the wall above the piscina
    - Place a slip in each bag of wafers showing the count
  5. Re-stock wine supply. There should be one empty bottle, one full bottle, and one partial bottle

6. Press the 3 current credence cloths and the large corporal (if needed)
7. Put out large paten (without cross) and small paten for oil to be used on Sunday for the healing station

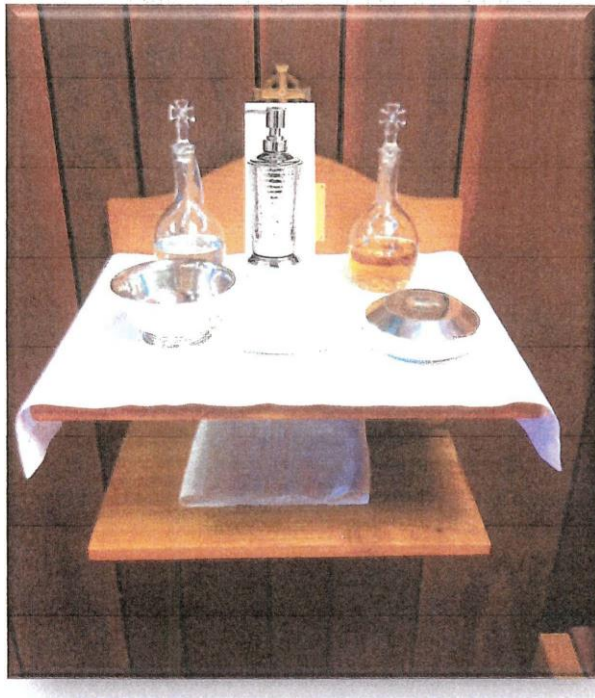
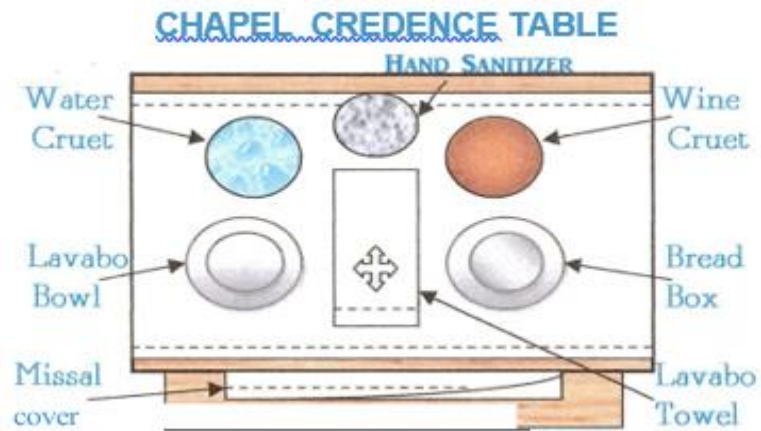


8. Wash and refill the holy water fonts in the chapel and two in the main church.
9. Inventory linens and supplies. The inventory lists are above the piscina
10. Check the supply of paper towel circles used to stabilize candles. Cut more if needed.
11. Prepare work assignments for upcoming week. Make two copies
12. Check pews
  - Remove any leftover bulletins from the prior week
  - Make sure each wooden holder has a pencil, welcome pamphlets, and prayer cards
  - Straighten hymnals and prayer books
13. Check level of sanitizer in hand sanitizer vessel. Refill is needed. Clean spout.
14. Check prayer stand. Replace votive candles as needed.
15. Set up main altar and credence tables for Sunday services (SEE CHAPTER 10)



## CHAPTER 8 – WEEKDAY NOON SERVICE SET- UP

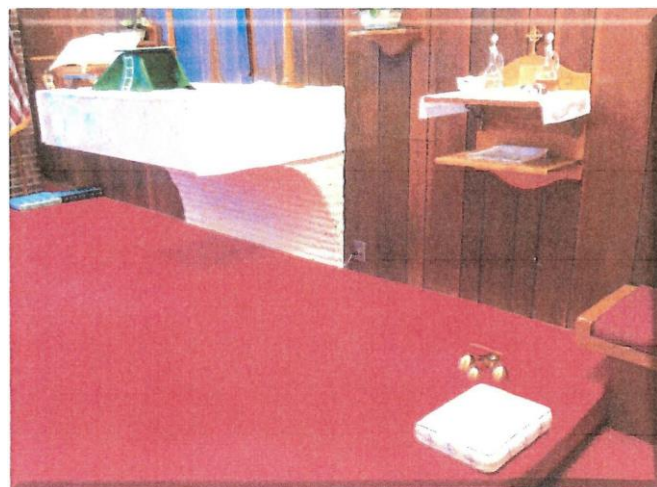
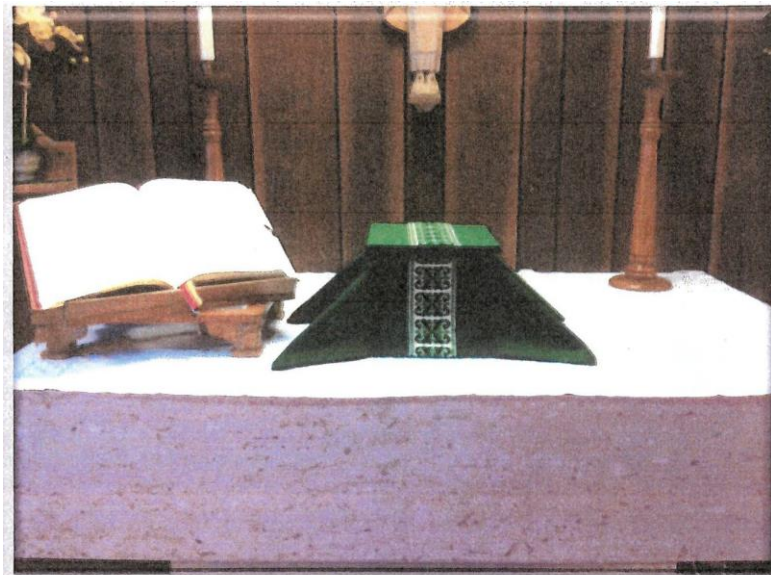
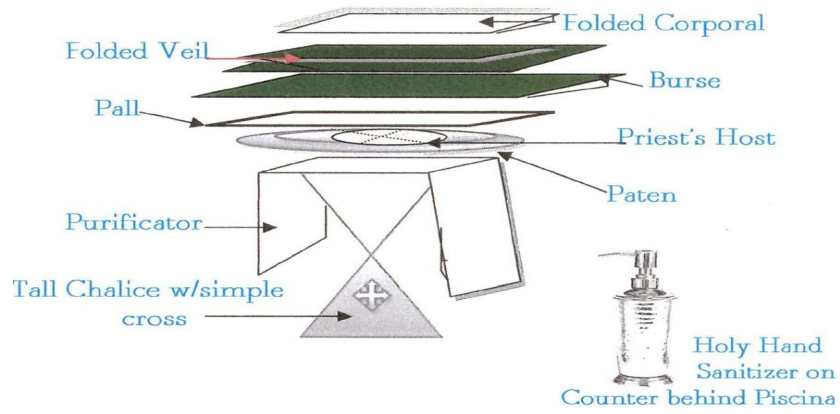
1. Check the color for the day (liturgical calendar above the sink) change vestments, antependia (in chapel), veil & burse if needed
2. Set the chapel credence table



CRUET HANDLED POINT TO THE BACK



3. Set the altar with vested chalice



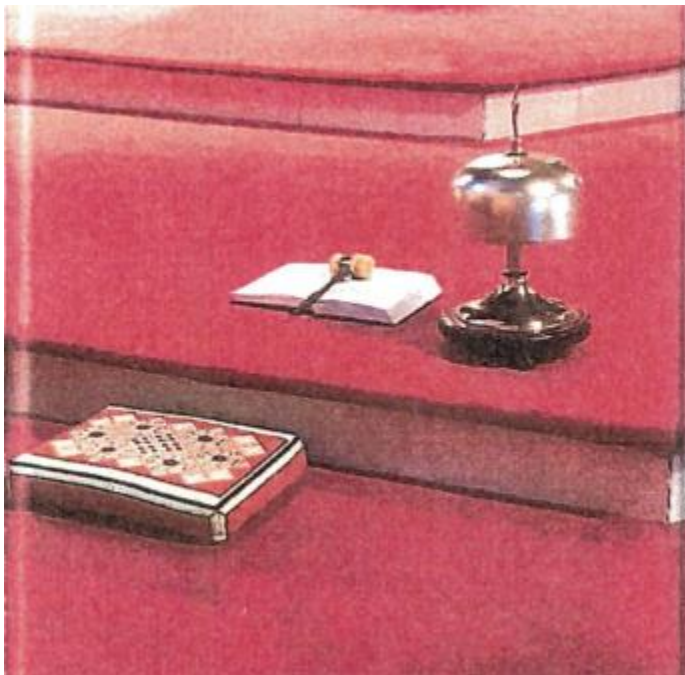
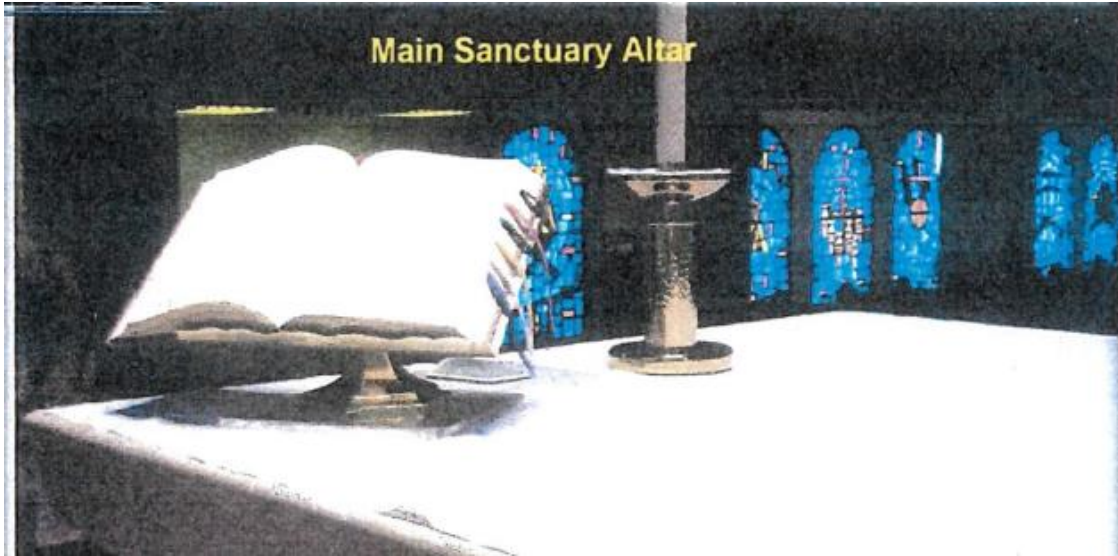
4. Check (and fill if needed) altar candles and Morning Prayer candle. Check votive candles and replace any if needed.
5. Check holy water font in chapel – fill with more water if needed. Make sure black alms basis is on the shelf by the chapel door.

## **CHAPTER 9 – WEEKDAY NOON CLEANUP**

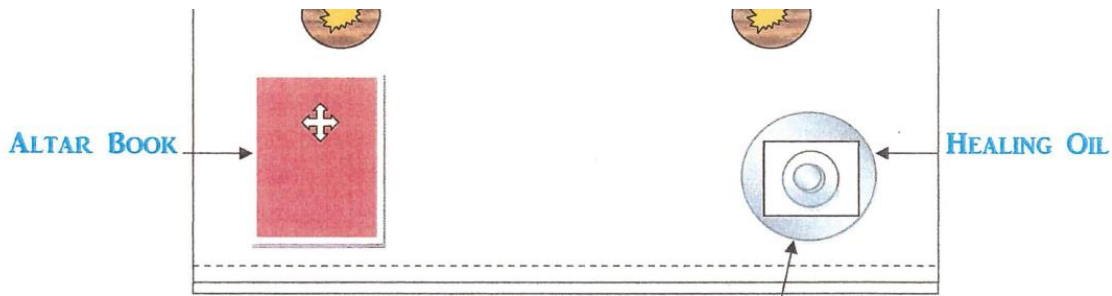
1. Check color of day next and change vestments, antependia (in chapel) and veil & burse if needed.
2. Refill altar candles and morning prayer candles (advent wreath candles if Advent/Christmas)
3. Shake corporal over piscina
4. Wash chalice and sterilize with hot water.
5. Wash and iron purificator(s) and lavabo towel
6. Fold linens from previous day
7. Set up for the next day's noon service. Water and wine cruets should be filled to the bottom of the handles
8. Refill bread box if needed
9. Lock sacristy door, turn off lights, lock chapel door.

## CHAPTER 10 – SUNDAY SET UP (MOST DONE DURING WEEKLY CLEANING)

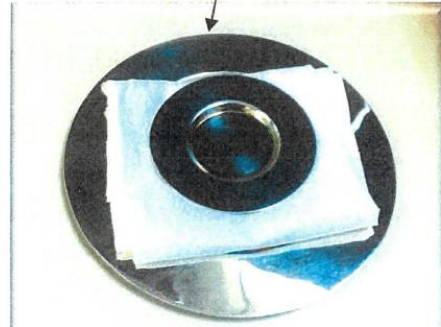
- Check color of antependia (pulpit, lectern, chapel), vestments, and veil & burse)
- Take altar cover cloth off main altar with roller found in sacristy
- **Main altar:** place main altar candles and missal stand with altar book on altar. Sanctus bell, mallet, kneeler, and marked prayer book are placed on the floor.



- **Chapel altar:** check candles for liquid wax, altar book open to rite ii, drop of oil on paten without cross for healing ministry (oil is put out before 8:00 on Sunday – not Saturday or Friday)

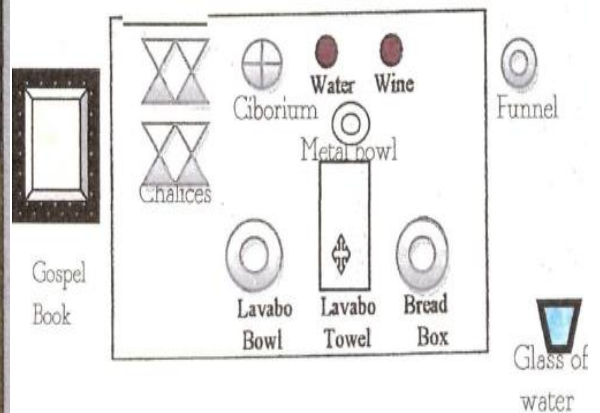


A DROP OF HEALING OIL (STORED IN FARTHEST RIGHT UPPER CABINET IN SACRISTY ON ALTAR WALL) IS PLACED IN CENTER OF SMALL SILVER PLATE; THIS PLATE IS CENTERED OVER FOLDED PAPER TOWEL, WHICH IS CENTERED ATOP PATEN WITHOUT CROSS



- Place larger credence cloths on north and south credence tables & small one of credence table near narthex (where the elements are placed)
- 6. **North credence table:**
  - 4 chalices with current purificator and pall
  - 1 ciborium with cover
  - 1 small bowl (for gluten free wafers)
  - 1 emergency small chalice with non-current purificator without a pall
  - Silver funnel
  - 1 large cruet with wine (filled to bottom handle) this is put out Sunday before 8:00 – not Friday or Saturday)
  - 1 large cruet with water (filled to bottom handle) this is put out Sunday before 8:00 – not Friday or Saturday)
  - Bread box
  - Lavabo bowl
  - Lavabo towel
  - Larger brass-front gospel book on stand
  - Hand sanitizer

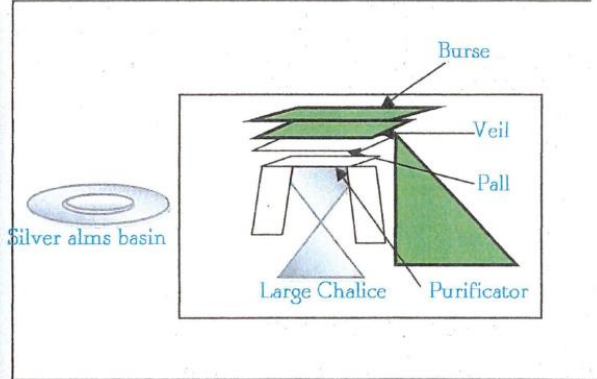




7. **South credence table:**

- Vested chalice (with fancy cross) in center of credence table
  - Current purificator on chalice
  - Pall
  - Drape with veil
  - Place burse on top with spine towards congregation. 2 non-current purificators and large current corporal inside

- Place large silver alms basin on left



8. **Narthex credence table (placed out Sunday before 8:00 – not Friday or Saturday)**

- Wafers placed in large paten. Check with vergier for number of wafers.
- Large priest host on top of wafers with slip of paper with number of wafers
- Flagon with wine. Handle facing back. Check with vergier for amount of wine.



9. Small glass of water in pulpit and on north credence table (Sunday before 8:00 not Friday or Saturday)

**Clean up after 8:00 & re-set for 10:00**

- Refill all candles used with liquid wax
- Wash and sterilize used chalices
- Wash any other used vessels
- Wash and iron used linens
- Set up as described above

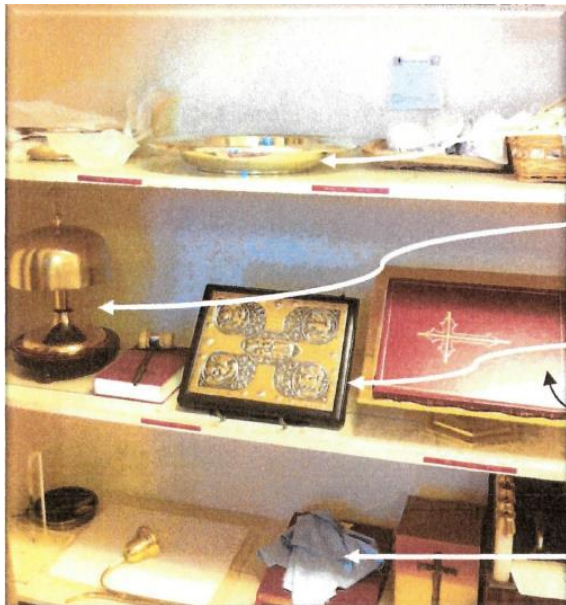
**Sunday 6:00 set up**

Set up as for weekday noon Eucharist. Small gospel book with marker placed for gospel reading on right corner of chapel altar



## Chapter 11 – Sunday clean-up after 10:00

- Remove and wash all altar vessels. Return to cabinet in sacristy
- Wash and iron all linens
- Remove candles, missal stand, Sanctus bell etc from main altar
- Roll altar cover over main altar
- Set up for 6:00 service
- Remember to put blue dust covers on all service items on sacristy main closet



**ITEMS RECEIVING BLUE DUST CLOTHS:**  
**SILVER ALMS BASIN**

**SANCTUS GONG**

**BRASS-FRONT GOSPEL BOOK**

**BRASS MISSAL STAND WITH ALTAR BOOK,  
SPINE FACING DOWNWARD**

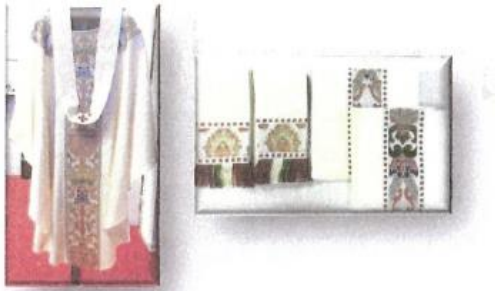
**BLUE DUST CLOTHS**





## Chapter 12 –BAPTISMS

1. Vestments and antependia are pomegranate white



2. The baptismal font (from the priest sacristy) is placed center in front of the altar. Find a strong person to carry it (perhaps usher or vergers.) Leave the lid in the priest sacristy.
3. Place the small table from the chapel (by the microphone switches) by the baptismal font. Place a non-current credence cloth on the table.



4. Place the paschal candle on the northwest corner of the altar landing. Place the small snuffer by the paschal candle
5. Pour approximately one cup of hot water (from the hot water dispenser) into the metal bowl of the font
6. **On top of the small table:**
  - Small silver shell with 1 drop of anointing oil for each person being baptized
  - Large silver shell (priest will use it to scoop water)
  - One baptismal towel for each person being baptized
7. **On the shelf below the table:**
  - Large pitcher filled to the top with hot water
  - One baptismal candle in plastic holder for each baptismal candidate
  - Boxes from each candle



8. Set up the credence table as usual for a Sunday service except also include aspergillum and basket on north credence table



**ASPERGILLUM:** THE TUBULAR VESSEL USED TO SPRINKLE HOLY WATER. THIS IS FOUND IN THE DRAWER IN THE SACRISTY WHERE THE BAPTISMAL CANDLES ARE KEPT.

**BASKET:** THE ASPERGILLUM GOES IN IT ON THE CREDENCE TABLE.

9. When cleaning up make sure that the water from the font is poured down the piscina (or outside) because it is holy water

**CHAPTER 13 – CONFIRMATIONS** (Note: Bishop Eaton does not use the Bishop's candle)

1. . Put the large white kneeling cushion as the opening of the altar rail. The cushion is found on the 4<sup>th</sup> shelf of the main sacristy closet



2. Place the small wooden table from the chapel (found by the microphone switches) on the south side of the main altar to hold the certificates
3. Place the small silver scallop shell with drops of anointing oil on the north credence table



4. Vestments and antependia are pomegranate white

## CHAPTER 14 – WEDDINGS

1. Turn on lights in the O'Brien room
2. Turn on lights in the library
3. Put out the candelabra (if in main sanctuary)
4. Put out the paschal candle with small snuffer
5. Vestments and antependia are pomegranate white
6. **For a wedding with Eucharist in the chapel**
  - Set up for noon-day Eucharist
7. **For a wedding with Eucharist in the main sanctuary**
  - Confirm the expected number in attendance for appropriate amount of wafers and wine
  - Confirm if elements will be brought forward from narthex area. If they will not be brought forward, put the flagon with wine and large paten with priest hosts on north credence table
  - Set up the vested chalice on the altar on top of the large corporal
  - Make sure the reserve sacraments have been moved to the ambry in the main sanctuary
  - Nothing should be set up on the south credence table
  - Set the north credence table as for a 8:00 Sunday service
  - Center the wedding kneeling cushions on the first step down from the altar



- Put wedding bulletins near the narthex

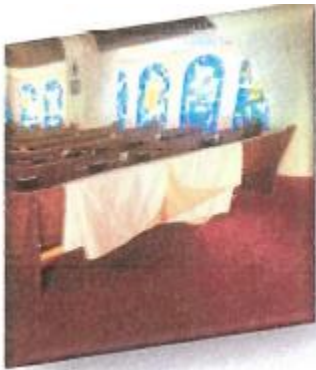
## CHAPTER 15 – FUNERALS/MEMORIAL SERVICES

### First confirm the following

- Is it in the chapel or main sanctuary?
- Will there be a Eucharist?
- Will the elements be brought forward from the narthex area?
- Will there be an urn with ashes or a casket?
- What is the expected attendance?

**Note:** Paschal candle is always placed near the altar. Vestments and antependia are always pomegranate white

- If there will be a casket: retrieve the pall from the closet across from the sacristy and place over the last pew on the north side of the church.



- If there will be ashes:
  - Place the small wooden table (from near the microphone switched in the chapel) centered in front of the altar, one level below the main altar. Cover with non-current credence cloth.
  - Get out the urn cover and place on table
- If there is NO Eucharist in the main sanctuary:
  - Put the brass missal stand with the altar book on the altar
  - Put the Eucharistic candles on the altar
  - Place the brass front gospel book on the altar
  - Put out candelabra
- If there is to be a Eucharist in the main sanctuary:
  - Set up north credence table as for an 8:00 Sunday service
  - Put out Sanctus bell, mallet, prayer book and kneeler
  - Put out the candelabra
  - Place Eucharistic candles, missal stand and altar book on the altar
  - Vest the chalice on the altar

- If the elements are coming forward from the narthex area, set the flagon and paten on the narthex credence table as for a Sunday service
- If the elements are not being brought forward, put the elements on the north credence table
- If there is to be a Eucharist in the chapel:
  - Set up as for a weekday service
  - Place the small wooden table for ashes with non-current credence cloth

## **CHAPTER 16 – THANKSGIVING DAY**

- Vestments and antependia are pomegranate white
- Put the vested chalice on the main altar
- Set up as for a Sunday 8:00 service
- Alms basin goes on the credence table near the narthex

## CHAPTER 17 – ADVENT

- Vestments and antependia are blue (exception - vestments are rose for the [third Sunday of Advent](#))
- Assemble the two advent wreaths (one for the chapel and one in the main sanctuary). The pink candle should be positioned north (closest to the parking lot)



**MAIN SANCTUARY ADVENT WREATH**



**CHAPEL ADVENT WREATH**

- Place the small candle snuffer on the floor near the advent wreath



- **Note** advent wreath candles need to be filled after each service!
- **Hanging on the greens:** this is often done on the Saturday before Advent – but that can change.
  - Put up choir rail garland and large center lighted wreath
  - Set up two Christmas trees near the credence tables in the main sanctuary
  - Put up wreath in the chapel on the wall to the right of the altar

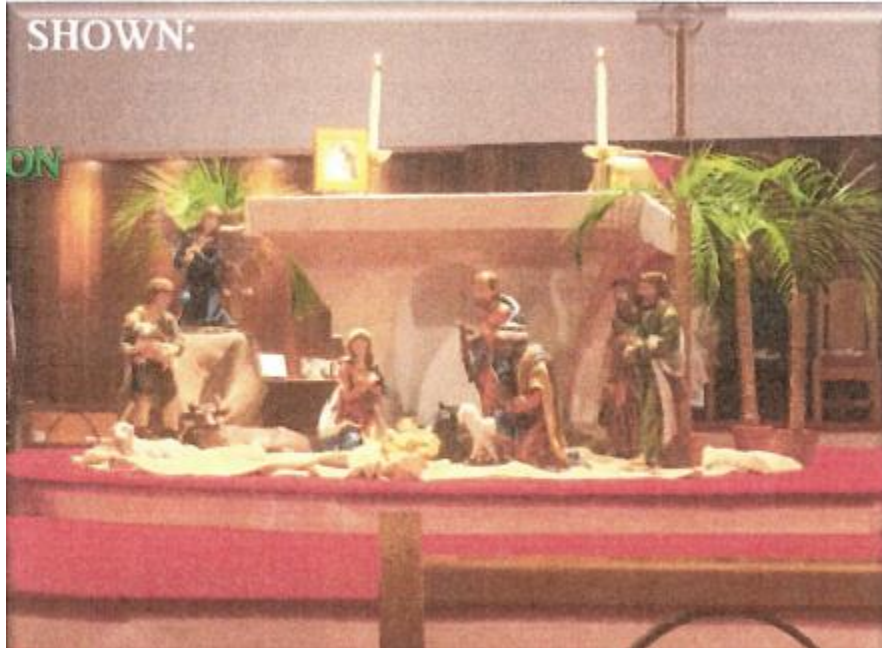
### **Advent lessons and carols**

- Set out main altar candles
- Alms basis goes on table by the narthex with bulletins
- Set out candelabra



## CHAPTER 18 – CHRISTMAS CLEANING AND PREPARATION DAY

- There is a checklist list for this special preparation day – follow it
- Change to nativity linens
- Polish silver vessels except chalice stored in purple bag and alms basin
- Prepare hand held candles in plastic cups to be used for Christmas eve services
- Set up large crèche in main sanctuary just below the altar. Baby Jesus is not put out until Christmas Eve
- Palm fronds are arranged in green vases around the nativity scene



- Smaller crèche is set up under the altar in the chapel



## CHAPTER 19 - CHRISTMAS EVE AND CHRISTMAS DAY SERVICES SET-UP

- Turn on Christmas tree lights and choir loft garland
- Place handle held candles by narthex and chapel doors
- Large flagon is used for services
- Candelabra is used for all services except 4:00 children's pageant
- Vestments and antependia are white/gold high mass array
- Place cope stand in the church and chasuble on the altar rail (cope is **not** used for Christmas day service)



## CHAPTER 20 – GENERAL LENT NOTES

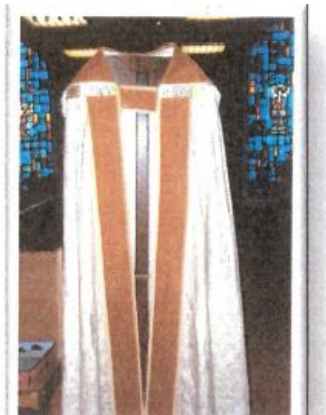
- Vestments and antependia are either purple or Lenten array. Check altar guild meeting note to verify. Usually purple for Ash Wednesday and first two Sunday's in lent.
- Vestments on the 4<sup>th</sup> Sunday of lent are rose/pink
- Use unadorned gospel book for all services
- Remove all flowers from chapel and narthex

## CHAPTER 21 – ASH WEDNESDAY

- Place “everyday” alms basin at both narthex and chapel entrance
- **Ashes**
  - Ashes are usually kept on container on top shelf of “rise & shine” cabinet
  - 2 silver bowls with ashes and a little water to make a paste
  - Place bowls with ashes on Lucite sheets at front right corner of altar
  - Add a few drops of water as needed between services
- **For washing ashes from fingers**
  - In crystal bowl, mix water with 1-2 drops dishwashing liquid and lemon
  - Place bowl on north credence table on saucer away from credence cloth with a hand towel nearby
  - Wash and refill between **each** service
- **Ashes to go**
  - Prepare small basket with:
    - Small metal container of dry ashes
    - Small bottle of water (LEM kit bottle)
    - 2 – 3 small hand towels
    - 5-6 folded pieces of paper towel
    - 2 plastic spoons
    - 2 small glass bowls for ashes

## CHAPTER 22 – PALM SUNDAY

- Vestments and antependia are passion red
- Cope goes on wooden stand in main church
- Chasuble is draped on left side of altar rail close to the cope stand



DISREGARD COLOR OF  
VESTMENTS. THESE  
PHOTOS ARE FOR  
PLACEMENT REFERENCE!  
VESTMENTS TO BE  
FROM PASSION RED  
ARRAY.



- Clean palms delivered to remove strands (Saturday before Palm Sunday)
- Palms and aspergillum filled with holy water are placed as follows:



**8:00 AM: IN FRONT OF MAIN ALTAR**

**10:00 AM: OUT IN FRONT OF CHURCH**

Congregation walks around  
outside of church before entering

**6:00 PM: IN FRONT OF CHAPEL RAIL**

**\*\*ASPERGILLUM PLACED ON LOWER SHELF OF TABLE**



- Put out candelabra
- Use adorned gospel book

## CHAPTER 23: TENEBRAE, MAUNDY THURSDAY, AND GOOD FRIDAY

### Tenebrae:

- Remove all palms in the church including green in the narthex
- Antependia is passion red
- No priest vestments
- Put out candelabra
- Pavement candles with oil placed on Lucite sheet on the main altar
- Alms basin and bulletins placed on table near the narthex and by chapel door
- Place an extra chair next to left side of acolyte bench to accommodate additional priest if needed
- Bulletins placed at priest places (they sit near acolyte bench)

### Maundy Thursday

- Vestments and antependia are passion red. No cope but place chasuble over altar rail
- Use candelabra



- Use adorned altar book
- White flowers in church
- Alms basin and bulletins on small table in main sanctuary and near chapel

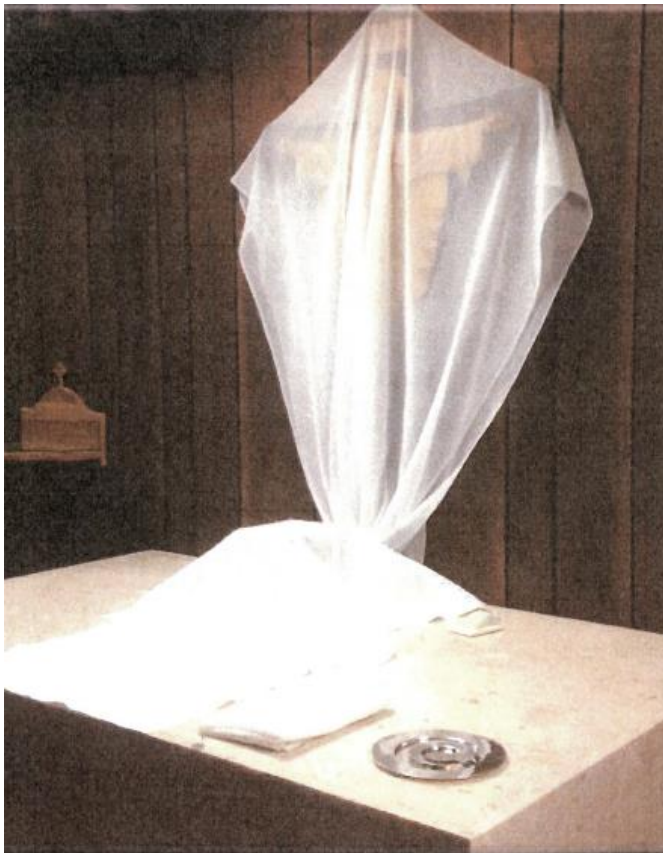


- Foot washing stations: 4 located directly in front of main altar in a row. Each station has:
  - Chair (from Harris Hall)
  - Copper pitcher and basin
  - Plastic pitcher with warm water
  - Plastic basin to collect used water
  - 2 white towels





- **Before 7:30 service:** set up chapel altar for repose as follows
  - Remove everything from altar including candles and linens
  - Leave antependia on lectern
  - Remove missal, morning prayer candle, and all hangings
  - Place urn on bare altar
  - Cover urn with white cloth
  - Spread non-current corporal in front of urn
  - Place element cover (stored in wine closet) beside corporal
  - Place healing oil on front corner of altar
  - Drape cross in white veiling



- For washing main altar: on the wooden table from corner of chapel, place large cruet with tap water, 2 small towels and a small palm frond
- After stripping the altar:
  - A wooden cross with a crown of thorns and black draping is placed in front of main altar
  - Also drape the main altar cross with black draping



- Save the altar flowers, they will be used for the flower cross which is assembled on Holy Saturday

### Good Friday

- Before the noon service
  - Drape the altar cross in the chapel in black
  - Remove curtain from ambry leaving the door open
  - Place candles at the foot of the altar
  - Place candles at foot of large wooden cross





- Priest brings the elements to priest's sacristy before the noon service
- Move white flowers to the O'Brien room for decorating the white cross the following day

## CHAPTER 24 – HOLY SATURDAY / EASTER VIGIL

- Remove black veiling from crosses
- Fill the sanctuary candle (it will be in priest's sacristy)
- Set out chapel paschal candle
- Return all crosses to their regular positions in main sanctuary and chapel
- Return painting of St. Gregory to wall above north credence table
- Change to white high mass antependia and vestments
- Place cope on stand in main sanctuary and drape chasuble over railing



- Put out candelabra
- Place paschal candle stand at main altar. (priest will take paschal candle to be lit from wood fire in front of church)
- Prepare hand held candles in plastic cups
- Decorate the white wire/wood cross with white flowers left from Tenebrae



- Other set up the same as a usual Sunday except:
  - Add empty large cruet and empty bread box to north credence table

- Use two ciboria and large chalice (stored in purple bag)
- Use large flagon with ½ cup pf wine and large paten with 75 wafers
- Add aspergillum with no water of baptism and filled with holy water if no baptism
- Add 1 stainless steel small bowl (same as used for ashes)
- Put large box of matches & lighter fluid on desk in priest sacristy



- Baskets of candles and bells are placed inside near entrance of narthex

## CHAPTER 25 – EASTER SUNDAY

- Vestments and antependia remain white high mass array
- Cope and chasuble are used
- Candelabra and paschal candle remain at main altar
- Set up for Sunday except:
  - Put out all chalices including largest one usually in purple bag
  - Use largest flagon
  - Put of aspergillum in basket with holy water

#### **CHAPTER 26 – PENTECOST SUNDAY**

- Vestments and antependia are passion red
- Change lines to descending dove
- Set out candelabra
- Remove paschal candle after the service

#### **CHAPTER 27 – EVENSONG**

- Set out altar candles and candelabra
- Place the prayer stand from the chapel and priest's chair from behind the altar on the north side of the altar

## CHAPTER 28 – HOW TO CHANGE A WICK AND OTHER IMPORTANT QUESTIONS ANSWERED

### Candle issues:

- Check all candle wick's periodically to make sure they are cut down enough to not produce too high of a flame
- To insert a new wick:
  - Pull wick through the hole in the follower using copper wire provided in each bag of wicks
  - Cut loop at tip of wick
  - Light briefly
- To replace wax lighters
  - Scrape off 1" of wax from one end, ½" from other end using a knife
  - Loop 1" end on the opening of the lighter & pull in wax lighter
  - Light shorter end and make sure lighter is easily extinguished when handle is pulled back
- When filling candles
  - Use a small amount of alcohol on paper towel to wipe candles after filling
  - Alcohol must be kept in a separate cabinet than liquid wax

### Vessel cleaning issues:

- Do not immerse chalices and ciboria in water base down. This will prevent water from entering the stem through the base
- Decontaminate tops of chalices under boiling water
- For cleaning cruets: drop ½ tablet of Efferdent into cruet of water and shake. Let stand 10-15 minutes
- Home Eucharist (LEM) kits
  - If kit is found near piscina, it is to be cleaned

### Miscellaneous:

- Small paten without cross is used for healing ministry
- If wine is left in chalice (it has been blessed), pour down piscina. If left in cruet, pour back in wine bottle.
- If wafers are left on paten (those are blessed), crumble and put into courtyard for the birds
- Antependia have their own fringe comb