

**ALTAR GUILD HANDBOOK
ST. JAMES PARISH**

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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

.....

INTRODUCTION

It is your privilege to serve on the Altar Guild. This is a serious responsibility. You handle the sacred things of God. Upon you, your rector depends in his ministry, and upon you, your congregation depends in their worship. It is hoped that you recognize the importance of this work you have accepted.

God's work is frequently neither easy to do nor convenient for us. However, mistakes and oversights result from our working too hastily.

This Guild exists to assist the rector **as he desires** in the preparation of the church for the worship of God. To quote from Edith Weir Perry's book, "...where difference of opinion rises between a member and the rector, she should carry out the rector's wishes; if she finds herself unable to do so without displaying her feelings, she should resign from the Guild. The same thing applies to working harmoniously with other members. If she finds she cannot do this, she should resign. The Guild must be loyal to the rector under all conditions for the office he holds, and loyal to fellow members of the Guild, for the sacred work in which they are all engaged."

First of all, **study this manual carefully and please use it as you do your work. An updated copy stays in the sacristy** for your reference when working; please use it.

DUTIES AND RESPONSIBILITIES OF ALTAR GUILD MEMBERS

1. You must be available for all possible duties, or you must confirm with your Team Captain that conflicts in your schedule can be accommodated by the other members of your team.
2. If you are unable to serve during your scheduled week, it is YOUR responsibility to get a substitute. Both persons MUST inform their respective team leaders as soon as possible.
3. You will share and divide among the team members the various duties to be carried out during your scheduled week.
4. When first arriving on Saturday mornings and at other times (when appropriate), take time for quiet prayer at the Altar Rail.
5. **ONLY CLERGY, VERGERS, ACOLYTES, CHALICE BEARERS AND ALTAR GUILD MEMBERS ARE ALLOWED BEHIND THE COMMUNION RAIL.**

CHURCH SEASONS

<u>Season</u>	<u>Liturgical Color of Hangings</u>	<u>Linen</u>
Advent	Blue	Undesignated
Christmas	White	Quinn (Nativity)
Epiphany (January 6)	White	
First Sunday After	White	Quinn (Nativity)
Remaining Sundays	Green	
Ash Wednesday	Purple	Undesignated
Lent	Purple	Undesignated
Palm Sunday	Red	Undesignated
Maundy Thursday	White	Undesignated
Good Friday	Black	Undesignated
Easter Eve	White	Sprunt (Lamb)
Easter	White	Sprunt (Lamb)
Confirmation	Red	Sprunt (Lamb)
Pentecost	Red	Albert Perry (Descending Doves)

WHITE: symbolizing joy, purity, and truth. Used for baptisms, weddings, funerals, Maundy Thursday, Easter Eve until Ascension, Trinity Sunday, and Christmas.

RED: the color of fire and of blood. Used on Pentecost and on Palm Sunday through Wednesday of Holy Week, and for Confirmation.

GREEN: the color of living things and of God's creation. Used in the season after Epiphany and Pentecost

BLUE: symbolic of Expectation. Used in the season of Advent.

PURPLE: symbolic of penitence and expectation. Used in the season of Lent.

BLACK: representative of great sorrow. Used for Good Friday.

GENERAL PREPARATION

Members of the scheduled team meet on Saturday mornings at a prearranged time.

On the Saturday preceding the first Sunday of the month, polish ALL SILVER that will be used that month.

Every Saturday the SNUFFERS should be cleaned to remove all soot and wax. Replace wicks, if needed.

The CANDELABRA, EUCHARISTIC CANDLES and the TORCHES should be refilled after both the 9 AM and the 11:15 AM services. The wicks should never be pulled up or cut.

Remove DUST COVER and check to see which FAIR LINEN is on the Altar. (When folding the Dust Cover or Fair Linen, always fold from the outside to the center, repeat, repeat, being careful never to crease any linens). If there is no Holy Eucharist service, the Dust Cover remains on the Altar.

Consult the church calendar for the season's color. Change the hangings, if necessary on the Altar, Pulpit, and Lectern Bible.

The MISSAL and stand are placed next to the Chalice. The Priest will put it where he/she wants it. OPEN THE MISSAL TO THE APPROPRIATE PAGE. Place the ribbon markers at the correct pages for the service.

Ribbon Markers

	<u>Rite I</u>	<u>Rite II</u>
	Page	Page
The Proper Preface (according to season)	20	158
Sanctus (Holy, Holy, Holy)	30-31	166
Prayer of Thanksgiving	44	194

The flowers should never be taller than the CROSS. If there is a problem with the flowers, they may be taken down and returned to the Sacristy to be reworked.

At 8 AM, one ALMS BASIN is put on the small table to the right of the CHANCEL steps.

After the 8 AM service, all five ALMS BASINS are placed in the NARTHEX on the lower shelf of the table to the left of the Sanctuary door. Remember to put the three larger Alms Basins on top of the two smaller ones. Remember to return Alms Basins to the Narthex after the 9 AM service.

RECEIVING BASINS are placed on the shelf beside the BISHOP'S CHAIR at the left of the Altar for 9 AM and for 11:15 AM services.

Place the CHASUBLE on the Altar Rail with the neck of the garment towards the people, so that the priest can kneel behind the rail to put on.

Check the weekday WEDNESDAY EUCHARIST TRAY.

Check and replenish TRAVELING EUCHARIST SETS.

REVIEW THE SATURDAY AND SUNDAY CHECKLISTS POSTED ON THE SACRISTY DOOR.

8 AM HOLY EUCHARIST

Retable: 1. Flowers
 2. Candelabra

Main Altar: 1. Proper color frontal
 2. Fair Linen (be sure to match other linens to the Fair Linen)
 3. Eucharistic Candles
 4. Missal Stand with Missal open to page 20, with missal markers in place
 5. Vesting the Chalice:
 C corporal
 Chalice
 Purificator
 Small Paten with Host wafer (2 ¾" size) place on top of purificator
 Pall
 Silk Veil
 Silk Burse containing a linen veil and two extra purificators

Credence Table:
 1. Credence Cloth
 2. Small Silver Water Flagon, almost full (to left side, with handle toward wall)
 3. Small Silver Wine Flagon, half full (to the right, toward the people, with handle toward wall)
 4. Small Silver Bread Box with 50 loose wafers placed in front of the Wine Flagon; place a piece of paper in the bread box with the number of wafers
 5. Chalice with purificator and pall in front of the Water Flagon

Small Table under Credence Table holds the Lavabo and towel

Place one Alms Basin on the small table to the right of the Chancel stairs. The two receiving Basins may be placed on the shelf by the Bishop's Chair.

CHASUBLE THAT MATCHES HANGINGS IS TO BE PLACED ON THE ALTAR RAIL. The neck goes towards the people, so that the priest can kneel behind the rail to put on.

The Gospel Book is placed beside the Kneeling Lectern on the pulpit side.

9 AM HOLY EUCHARIST

1. Put 8 AM offering in the bag, lock the bag, and place in the safe.
2. Place Alms Basin with the other four in the Narthex.
3. Refill wine and water flagons.
4. Wash chalices and replace, along with fresh purificators.
5. Empty lavabo and replace with fresh lavabo towel.
6. Place chalice with purificator in transept windowsill and on chapel credence table.

7. **Altar:**
 - Missal stand with Missal opened to page 158, marker placed at pages 166 and 194
 - Gospel book
 - Eucharistic candles (if possible, refill after 8 AM service)

- Vesting the Chalice (same as 8 AM):
 - Corporal
 - Chalice
 - Purificator
 - Small Paten with Host wafer (2 ¾" size) place on top of purificator
 - Pall
 - Silk Veil
 - Silk Burse containing a linen veil and two extra purificators

8. **Credence Table:**
 - Credence cloth
 - Water flagon on left with handle toward wall
 - Chalice with purificator and pall
 - Two large silver patens

9. **Small Table under Credence Table** holds the Lavabo and towel

10. **Oblation Table** (in the Narthex):
 - Large bread box with 200 loose wafers (2 packages) –
 CHECK CONSECRATED WAFERS TO SEE HOW MANY LOOSE
 WAFERS ARE NEEDED FOR THE BREAD BOX.
 PLACE PIECE OF PAPER IN THE BREAD BOX WITH NUMBER OF
 WAFERS.
 - Wine flagon, half filled
 - Cover bread box and flagon with veil

11:15 AM HOLY EUCHARIST

Clean up from 9 AM Eucharist:

Put offerings in appropriate bank bag, lock bag and put into safe.

Pour any CONSECRATED WINE left in a flagon into the RESERVE bottles in the Ambry, and put any CONSECRATED WAFERS in bread box in the Ambry.

Pour wine remaining in chalices down piscina.

Wash and dry Chalices before replacing them on the Altar and Credence Table.

Remove Chalices from Transept and Chapel.

Return Alms Basins to Narthex.

REFILL AND REPLACE CANDELABRA AND EUCHARISTIC CANDLES AND TORCHES, PUTTING THEM BACK IN THE APPROPRIATE PLACES.

1. Altar:

- a. Missal Stand with Missal opened to correct page for the service.
- b. Gospel Book
- c. Vesting the Chalice (same as 8 AM):
 - Corporal
 - Chalice
 - Purificator
 - Small Paten with Host wafer (2 ¾" size) place on top of purificator
 - Pall
 - Silk Veil
 - Silk Burse containing a linen veil and **two** extra purificators

2. Credence Table:

- a. Small Silver Water Flagon, ¾ full (on left side, with handle to wall)
- b. Extra chalice with purificator
- c. Two large silver patens

3. Small Table under Credence Table holds the Lavabo bowl and towel

4. Oblation Table (in the Narthex):

Large bread box with 100 loose wafers (1 package) –
 CHECK CONSECRATED WAFERS TO SEE HOW MANY LOOSE
 WAFERS ARE NEEDED FOR THE BREAD BOX
 PLACE PIECE OF PAPER IN THE BREAD BOX WITH NUMBER OF
 WAFERS.

Wine flagon, half filled

Cover bread box and flagon with veil

CLEANING UP AFTER 11:15 AM HOLY EUCHARIST

1. Place 11:15 AM offering in bag, lock, and place in safe along with with the bank bags from 8 AM and 9 AM services.
2. Remove flowers and wrap with green florist paper from the cabinet, placing a bulletin with each arrangement for delivery.
3. Clean and put all Basins in the appropriate flannel bags and put into safe.
4. Pour unconsecrated wine from the flagon back into the bottle.

IF THE WINE FLAGON WAS LEFT ON THE ALTAR, OR IF THE FLAGON IS COVERED WITH A VEIL, THERE IS CONSECRATED WINE IN IT. POUR IT INTO THE RESERVE BOTTLES IN THE AMBRY.
5. Pour any remaining wine left in the Chalices into the PISCINA; then rinse chalice with water and pour that into the Piscina.
6. Wash and dry the Chalices and Flagons. Put back into appropriate felt bags and store them on the top shelf in the safe.
7. Always place used Purificators in the dirty linen basket in upper cabinet.
8. Remove any wafers left on the Patens and put them into container marked "Consecrated Wafers." Wafers left in the bread boxes are unconsecrated; place into the container so marked. BE CAREFUL NOT TO MIX CONSECRATED AND UNCONSECRATED WAFERS.
9. Refill the Candelabra, Eucharistic Candles and Torches.
10. Return the Candelabra to the Retable.
11. Fold any clean linens from the Burse and return them to their proper place with matching linens.
12. Put Credence Cloth away unfolded in its proper drawer.
13. Put the brass vases back into the cabinet.

14. Place Dust Cover over Fair Linen.

15. Close and Lock Safe.

SUMMER SERVICES

8 AM – No change from regular set-up.

10: 30 AM – Set up as for 11:15 AM Eucharist

WEEKDAY CHAPEL SERVICES

Chapel Tray:

1. Linen Cloth
2. Glass water cruet, 1/3 full.
3. Glass wine cruet, 1/3 full.
4. Chalice
Purificator
Small Paten with Priest's wafer
Pall
5. Bread Box with 25 loose wafers
6. Folded Corporal
7. Linen Veil to cover all.

Before the Service:

1. Turn on the light in the Chapel
2. Remove Dust Cover from Chapel Altar. If the Altar is against the wall, pull it out enough for the priest to get behind it easily.
3. Place small brass candlesticks on front corners of the Chapel Altar.
4. Place brass Missal Stand, with Missal open to page 156, on left of Chapel Altar.
5. Place tray on wooden shelf.
6. Remove the veil.
7. Place Corporal, Chalice with Purificator, Paten, Host Wafer, and Pall in the appropriate place on the Chapel Altar.
8. Cover all with Linen Veil.
9. Light candles.

After the Service:

1. Replace all items on the tray.
2. Cover Fair Linen with Dust Cover.
3. Clean and replenish tray and replace in cabinet for next week.
4. Refill candles.

SPECIAL SERVICES

BAPTISM

On Sundays when there is a Baptism, the White Hangings may be left on for all services.

1. White Hangings
2. Pedestal, placed to the right at the foot of the Chancel steps, with:
 - a. Purificator
 - b. Bowl
 - c. Towel
 - d. Chrism
3. Ewer (pitcher), $\frac{3}{4}$ filled with warm water and placed in the Baptismal Font, with the cover raised. Make sure that the Ewer is clean inside before filling.
4. Baptismal table, place in front of the Prayer Bench by the Pulpit, with:
 - a. Purificator
 - b. Baptismal Candle(s).
5. Paschal Candle, placed to the left at the foot of the Chancel steps.

MARRIAGE

1. White hangings on the Altar, pulpit, and lectern.
2. Place flowers on the Retable. Remember that no florist may go behind the Altar Rail. (After the wedding, wedding flowers are moved, with the regular Altar flowers replacing them on the Retable).
3. Candelabra are placed on the Retable. Make sure that they are refilled both before the service and after.
4. Wedding kneeling cushion is kept in a lower drawer of the Sacristy cabinet, and should be placed on top of the center cushion at the Altar rail for the service. The rail should remain open.

FUNERALS

Funeral with Coffin:

Two people are needed to put on and take off the funeral pall. This is not the responsibility of the funeral home.

1. Pall: It is located in the bottom drawer of the Sacristy cabinet.
2. Paschal Candle: Place at the bottom of the Chancel steps, on the left, facing the Altar.
3. White Hangings on Altar, Pulpit, and Lectern.
4. Candelabra: Check that they are filled before the service, and refill them afterwards.

Two members of the Altar Guild should be in the Narthex before the service to place the Pall on the coffin as it is brought into the doors of the Narthex. After service, Altar Guild members remove Pall as coffin comes out of the Church.

After the service, fold and replace the Pall in the drawer.

Funeral with Ashes:

1. White Hangings on the Altar, Pulpit, and Lectern.
2. Paschal Candle on the left at foot of Chancel steps
3. Small table used for Baptisms, placed at foot of the Chancel steps, in center.
4. Wooden box for ashes, which is found in the Clergy vesting room.
5. Candelabra: Refill before and after service.

When ashes arrive, leave the box with ashes on the table by the Sacristy.

Pall for cremains is located in the bottom drawer of the Sacristy cabinet.

ASH WEDNESDAY

Use Purple Hangings.

8:00 AM service – set up in the Chapel.

12:10 PM service – set as for 8:00 AM on Sunday.

7:00 PM service – set as for 11:15 AM on Sunday.

Ashes are kept in the Sacristy cabinet. Follow clergy direction for specifics for each service.

PALM SUNDAY

Red Hangings, including red veils placed on the Altar Cross and the Processional Crosses.

Palms only, NO FLOWERS.

For all Palm Sunday services, set up as usual for the 8 AM, 9 AM and 11:15 AM services; follow clergy direction for distribution of palms to the people and other details specific to Palm Sunday.

MAUNDY THURSDAY

The short ladder is placed behind the Altar for the Rector to use when removing the white veil from the Altar Cross and replacing it with the black veil.

For the service:

1. White Hangings: We use the antique embroidered linen frontal on the main altar.
2. White veil (kept in the Sacristy cabinet) is draped on the Cross. It is sewn with a pocket in it to fit over the Altar Cross and the Processional Crosses.
3. Set up as for the 11:15 AM service..

ALL Altar Guild members present go to the Sacristy after taking communion. They remain there quietly while the service continues. The congregation will bring ALL Altar and Chancel items to the Sacristy door for the Altar Guild members to put away. The Rector puts the black veil on the Cross. Remember to keep the two kneeler cushions accessible, to be replaced at each prayer desk after the service.

GOOD FRIDAY

Everything is left as is until Saturday morning.

EASTER EVE

1. Use white hangings
2. Use SPRUNT memorial linens.

EASTER

All Easter Services are heavily attended, so prepare accordingly.

1. White Hangings
2. Paschal Candle on the left of Chancel steps. It remains for all services until Pentecost.
3. Use SPRUNT Linens.
4. Set up for large Eucharists at both 9 AM and 11:15 AM services. Use both the large and small wine flagons at both services and provide 300 wafers (3 packages) for each service. Be sure there is extra wine and 3 extra sleeves of wafers in the Ambry.

CONFIRMATION

1. Red Hangings.
2. Set up as a 9 AM Holy Eucharist.
3. Follow clergy direction for specifics.

PENTECOST

1. Red Hangings.
2. Use Descending Dove (Albert Perry) Linens.

THANKSGIVING

1. White Hangings. Prepare as for usual services.
2. Any additional flowers, fruits, or vegetables are placed on the Retable by Flower Guild.

ADVENT

The Advent Wreath, with a 16-inch evergreen wreath, is placed on the Paschal Candle stand for the first Sunday in Advent.

Check the purple and rose candles each week to see if they need oil added.

The Christ Candle (white) is not lit until Christmas Eve. THIS CANDLE UNSCREWS DIFFERENTLY THAN THE OTHERS, AND OFTEN REQUIRES ASSISTANCE.

CHRISTMAS EVE

1. Set up as for 9 AM Holy Eucharist, using both large and small wine flagons and extra wafers.
2. White Hangings.

CHRISTMAS DAY

Set us as for 11:15 AM service.

GLOSSARY

Alms – Charitable donations

Alms Basin – The silver plate in which is collected the offerings of the people.

Altar – The Holy Table; the Eucharistic Table.

Altar Rail – The rail between the Chancel and the Sanctuary.

Ambry – The enclosed cabinet beside the Credence Table, where consecrated wine and wafers are kept.

Baptistry – The area in which the Baptismal Font is located.

Baptismal Font – The marble receptacle in which the water for Holy Baptism is placed.

Bishop's Chair – The chair on the left of the Sanctuary, reserved for the Bishop of the Diocese.

Bread Box – The silver box where the people's wafers are placed.

Burse – The case for the two Purificators and a Veil.

Candelabra – The two seven-branched holders that are placed on the Retable.

Chalice – The silver cup used at Holy Eucharist.

Chancel – The raised area between the Nave and the Altar, where the Acolytes, Chalice Bearers, and Lay Eucharistic Ministers sit.

Chasuble – The sleeveless outer vestment worn over the Alb by the Celebrating Priest at Holy Eucharist.

Chrism – A small vial that holds consecrated oil.

Consecrated Elements – The wine and wafers that have been blessed by the Priest.

Corporal – The square of linen that is placed on the Fair Linen to protect it. The embroidery is at the edge of the piece. It symbolizes the cloth on which Christ was laid.

Credence Table – The shelf or table to the right (Epistle side) of the Altar that holds the Sacraments for the Holy Eucharist service.

Cruet – The glass receptacle for wine and for water used for the Wednesday Eucharist. Also called an **Ampulla**.

Divesting – The process of removing the Eucharistic vessels from the Altar.

Dust Cover – Protection cover for Fair Linen at all times when the Eucharistic Vessels are not on the Altar.

Elements – The materials appointed by Christ to be used in the Sacraments: water, wine and bread.

Epistle Side – The right side of the Altar as one faces it.

Eucharist – The name given for Holy Communion; etymological meaning, "Thanksgiving."

Eucharistic Candles – The two tall candles that are on the Altar ONLY when Eucharist will be prepared at that Altar.

Ewer – The Pitcher used to hold the water for Baptism.

Fair Linen – The Principal linen that covers the Altar. It represents the cloth in which Jesus' body was wrapped at His burial.

Flagon – Silver vessel that holds either wine or water. The wine flagon is the smaller of the two.

Follower – A hollow tip, usually made of brass, designed to sit over the top of a candle to prevent wax drips.

Frontal – A short cover for the front of the Altar.

Gospel Side – The left side of the Altar as one faces it.

Hangings – The Frontal on the Altar, the Bible markers at the Lectern, and the cloth hanging from the Pulpit.

Kneeling Cushions – The cushions placed in front of the Altar for kneeling to receive the Holy Eucharist. There are also kneeling cushions at the two prayer desks in the Chancel.

Lavabo – Small bowl used for ritual handwashing by the Celebrant.

Markers – The ribbons used to mark the places of the service in the Missal for the Priest.

Missal – A volume containing the Order of Holy Eucharist, together with the Propers for the Christian Year and special occasions.

Missal Stand – The brass stand that holds the Missal.

Narthex – The foyer at the entrance of the Church.

Nave – The body of the Church building, where the congregations sits.

Pall – The rigid square that covers the Chalice and the Purificator. A pall is also the fabric used to cover a coffin. It signifies the cloth placed over Jesus' body.

Paschal Candle – A candle lighted on Easter Eve and used at Baptisms and Funerals.

Paten – The silver plate for the Bread at Holy Eucharist.

Piscina – A basin with a drain leading directly to the ground, where Consecrated wine left in the Chalices is poured. The water used for rinsing sacred vessels, etc. is poured away.

Purificator – A cloth that is used to cleanse the sacred vessels after Holy Eucharist.

Receiving Basin – A large silver plate used to receive the Alms Basins.

Retable – The shelf where the Candelabra and flowers are placed.

Sacristy – The area where the sacred vessels and linens are kept.

Sanctuary – The area where the Altar is located.

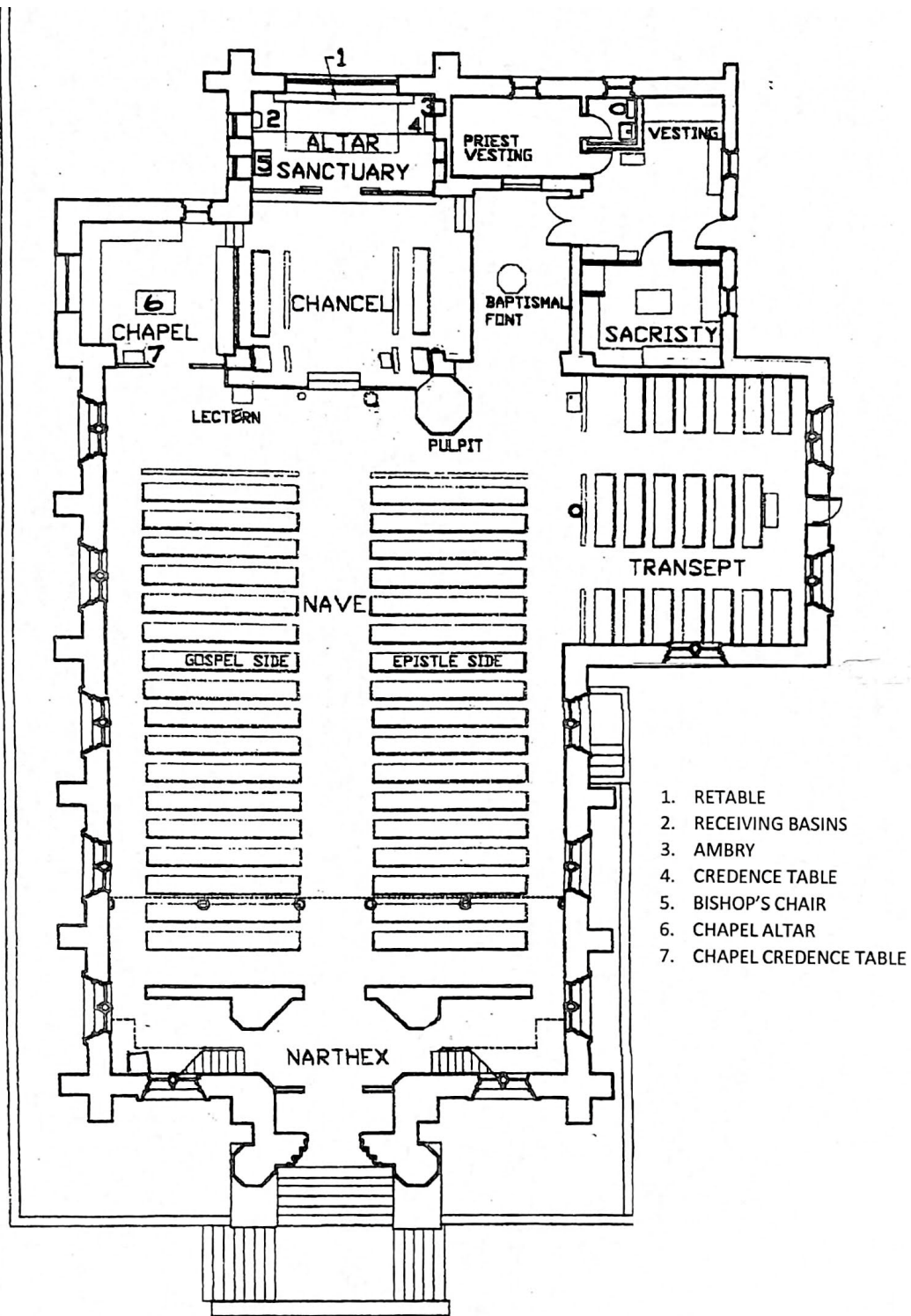
Snuffers – Brass utensils that are used to put out the candles after a service.

Veil – A linen cloth with an embroidered center that covers either the Chalice, the Vessels, or the Elements.

Vesting – The procedure for setting up the Altar Chalice for a service.

Wafer – A thin disk of unleavened bread used at the Holy Eucharist. The Priest's (Host) wafer is approximately 2 3/4", and the people's wafer is approximately 1 1/8".

FLOOR PLAN



- 1. RETABLE
- 2. RECEIVING BASINS
- 3. AMBRY
- 4. CREDENCE TABLE
- 5. BISHOP'S CHAIR
- 6. CHAPEL ALTAR
- 7. CHAPEL CREDENCE TABLE