

HANDY HINTS FOR HELPING HANDS

ALTAR GUILD

PLEASE READ

NO NEED TO MEMORIZE

(Make any corrections or notes on these pages)

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December 2005

SUNDAYS

General Tasks

The team on duty for the month should divide up the following tasks:

- § Polish brass as needed.
- § Dust altars and sanctuary furniture if needed.
- § Check for soiled linens on altars, credence tables and table for gifts (by the front door) and change if needed. Chapel linens should be washed and ironed by members. Fair linen for the high altar should be changed only when needed—small wine stains can be dabbed with soda water. It is hard on the linen to be laundered professionally, so use your judgment as to when it should be changed.
- § Notify parish office as altar bread, charcoal, incense, or wine need replenishing.
- § Fill holy water stoup in Lady Chapel entrance as needed. You will find a carafe of holy water in the cabinet where the processional cross is kept, near the door to the clergy sacristy.
- § Change water in thermos jugs in the church (fresh water, non-holy)

SUNDAYS *(Continued on next page . . .)*

SUNDAYS (continued . . .)

SACRISTY

- § Lay out celebrant's *vestments* of proper color.* Put out **maniple**, if there is one, with the set.
Check to see if *alb* is clean. Alb hangs on side of vestment closet.
- § If communion silver looks dull, polish it.
- § N.B. **Silver paten (Bomysoad) should be kept in flannel case in top drawer of vessel chest when not in use.**
- § Large priest's host
- § Fill large *cruets*. Water goes in cruet "A" (aqua) on lip;
Wine in cruet with "V" (vinum) on lip;
Wine is kept in the bottom of the vessel chest.
Supply of wine is in working sacristy in box on closet floor.
- § Fill the large *bread box* with about 150 wafers, unless other directions are given.
- § Arrange the vessels at the right end of the vessel chest, with cruet handles pointed toward the hall. The order, starting from the right: wine, bread, water, lavabo bowl with lavabo towel.
- § Set up *chalice*. A step-by-step diagram is on the wall.

CHURCH: Put up pulpit fall and Bible (lectionary) markers of proper color.*

Between the 8:00 a.m. and 10:15 a.m. (9:30 a.m. in summer) services:

- § Clean vessels and reset. Remember to use **two chalices for the 10:15 a.m.** (9:30 am. in summer) services. The second *chalice*, covered with a *purificator*, is placed behind the vested chalice on the vessel chest. You do not have to carry out things to chancel.
- § If there is a procession or baptism scheduled, hang *cope* of proper color* on side of vestment closet. Place chasuble of proper color* on altar rail (pulpit side) with back side up.

* Check with parish office or rector

SUNDAYS (Continued on next page . . .)

SUNDAYS (continued . . .)

After 10:15 a.m. (9:30 a.m. in summer) service:

- § Wash all *vessels*. **Dispose of water in piscina.**
If you are setting up for Wednesday, do **not** fill water cruet (*this should be done on Wednesday before the service*). Cover vestments with cloth.
Check weekday color chart on corkboard on door between sacristies to see if there is a **color change** for a weekday Mass.
Return silver paten (Bomysoad) to its flannel case in top linen drawer.
Use small paten for weekday services.
- § Rinse out any stained linen and take home to launder.
- § Check whether *alb* needs laundering—if so, take it home and launder.
- § Rearrange *flowers* from high altar for chapel altars. **However**, if there is to be a service at the high altar during the week, ask sexton to store the flowers in the large refrigerator.
- § Straighten sacristy.

SUNDAYS

WEDNESDAY-LADY CHAPEL

PATEN	SMALL (saucer-shaped)
PRIEST'S HOST	SMALL size (2")
CRUETS	SMALL silver cruets. Fill wine cruet (gold-lined) and half-fill water cruet (silver-lined).
HOST BOX	SMALL (fill with 15-20 wafers)
HEALING OIL	The ampulla marked "OI" is used for this service—place on credence table.
BOOK	Rite One, Low Mass (blue needlepoint cover—except during Lent when it has no cover)

PROCEDURE: Everything is placed on *credence table* in this order:

on left side

veiled chalice

on right side

healing oil ampulla
water/wine
bread box
lavabo bowl w/ towel

Flowers are placed on retable closer to tabernacle;

Lighted altar candles are placed towards the end of the retable

N.B. use only for the Eucharist service:

The 6 candles on the reredos in this chapel are office lights—to be used ONLY for non-Eucharistic services.

Missal stand, with blue-cover missal, is placed on altar, on the celebrant's left.

VESTMENTS

Check weekday color chart on corkboard on door between sacristies for proper color.

Lay out vestments, following instructions in Altar Guild Handbook (or see chart on wall).

WEDNESDAY - LADY CHAPEL

THURSDAY–ST. MICHAEL’S CHAPEL

- PATEN** SMALL (saucer-shaped)
- PRIEST’S HOST** SMALL size (2")
- CRUETS** SMALL silver cruets.
Fill wine cruet –1/2 to 3/4 full
Half-fill water cruet
- HOST BOX** SMALL (fill with 15-20 wafers)
- HEALING OIL** The ampulla marked “**OI**” is used for Thursday service.
- BOOK** Rite Two (Red Needlepoint)
- PROCEDURE:** Place cruets, bread box and lavabo bowl w/ towel on *credence* table:
- | | | | |
|--------------------|----------------------|------------------------|-------------|
| <u>Left</u> | <u>Middle</u> | <u>Right</u> | |
| | Oil ampulla | Water/wine
w/ towel | Lavabo bowl |
| | Bread box | | |
- Place *veiled chalice* on altar–cross facing priest:
Missal Stand (red needlepoint), is placed on altar on celebrant’s left.
Candles remain on retable.
- VESTMENTS:** Check weekday color chart on corkboard on door between sacristies for proper color.
- Lay out vestments–following instructions in Altar Guild Handbook (or see chart on wall).

THURSDAY–ST. MICHAEL’S CHAPEL

FUNERALS

Burial—remains are present.

Memorial—remains are not present.

Lamb of God is used unless Festival White is requested.

Variations:

(1) With Communion

Set up *paraments, vestments and vessels* as for regular 10:15 Sunday Mass.

Lamb of God *Chasuble*:

Place on altar rail, back side up, pulpit side.

Olmstead cope (white & gold):

Hang on hook on side of vestment closet.

Lamb of God *frontal, Bible markers, pulpit fall*.

(3) Burial with Communion

Set up *paraments, vestments and vessels* as for regular 10:15 Sunday Mass.

(2) Without Communion

Set up *paraments* as for 10:15 Sunday Mass
Check w/ Rector as to *vestments*.

Lamb of God *frontal, Bible markers, pulpit fall*.

(4) Burial without Communion

Set up *paraments*
as for regular 10:15 Sunday Mass.
Check w/ Rector as to *vestments*.

Check on whether deacon/sub-deacon will be involved. If so, set up card tables—see page 11.

Lamb of God *Chasuble*:

Place on altar rail, back side up pulpit side.

Olmstead cope (white & gold):

Hang on hook on side of vestment closet.

Lamb of God *frontal, Bible markers, pulpit fall*

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6 wooden bier candlesticks—
not used with cremains

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not used with cremains

Lamb of God *Pall*—(NO pall if there are cremains—cover w/ white chalice veil)
Place on last row of pews

Lamb of God *Pall*
Same as with communion
(Found in frontal-chest in hallway)

Fill holy water vat (*aspersorium*)
with holy water and put the sprinkler
(*aspergillum*) in the *aspersorium*.

Fill holy water vat (*aspersorium*)
with holy water and put the sprinkler
(*aspergillum*) in the *aspersorium*.

REMINDER: After the service, replace frontal, Bible markers and pulpit fall with proper color for the next service, if necessary.

FUNERALS

BAPTISM

- § Check with celebrant or master of ceremonies for number of baptisms.
- § Dust and cleanse the font.
- § Remove cover from font.
- § Place certificates and one baptismal candle per candidate on small table.
(There should be a linen on the small table at all times.)
- § Place baptismal towel (shell embroidered on it) with silver shell on top, on edge of font.
- § Place silver bowl in font.
- § Fill ewer with hot water and place at the font just before the service.
- § Paschal candle should be left where it is, *i.e.*, in the chancel or in the baptistry.
- § Place ampulla labeled “SC” on chancel railing (pulpit side).
- § Use *Lamb of God* frontal and vestments.
- § Hang *Olmstead cope* on first space on hanger next to vestment closet.
- § Place chasuble on altar rail, pulpit side, back side up.

WEDDINGS

BAPTISM

- \$ The color is always white.
- \$ Ordinarily, special flowers are arranged for by the bride's parents.
- \$ Place bride and groom's white satin kneeler to left of opening in communion rail. Kneeler is kept in top drawer in working sacristy.
- \$ Hang Olmstead cope on rack near vestment closet.
- \$ If a Nuptial Mass is to be celebrated, prepare the communion vessels as for Sunday 10:15 Mass, and use the Lamb of God paraments and vestments. Place chasuble over altar rail on pulpit side, back side up.
- \$ When rings are to be blessed–
 - Pour about 1" of holy water in aspersorium;
 - Put the aspergillum in the aspersorium–
 - Place this and glass bowl (in cabinet next to aspersorium) on credence table next to Communion vessels.

HOLY DAYS AND FESTIVALS

* All Saints' Day	November 1
* Christmas Eve and Day	December 24, 25
Epiphany	January 6
* St. Vincent's Guild	January, September
* Candlemas	February 2 (transferred to the next Sunday unless it falls on a Wednesday or Thursday)
* Ash Wednesday	
The Annunciation	March 25 (celebrated only if it falls on a Wednesday or Thursday; if it falls during Holy Week, it is transferred to the first open date after Easter II)
* Good Friday	
* Easter Vigil and Easter Day	
* Ascension Day	
* Pentecost	
The Visitation	May 31 (celebrated only if it falls on a Wednesday or Thursday)
* Corpus Christi	
The Transfiguration	August 6 (transferred to the next Sunday unless it falls on a Sunday, Wednesday or Thursday)
Saint Mary the Virgin	August 15 (celebrated only if it falls on a Wednesday or Thursday)
Holy Cross Day	September 14 (transferred to the next Sunday unless it falls on a Wednesday or Thursday)
Saint Michael and All Angels	September 29 (transferred to the next Sunday unless it falls on a Wednesday or Thursday).

***Those days marked with an asterisk have a sheet of instructions devoted just to that day.
OTHERWISE, FOLLOW THE GENERAL RULES (See next page)**

HOLY DAYS & FESTIVALS (continued on next page . . .)
HOLY DAYS & FESTIVALS (continued . . .)

VESTMENTS: Usually means that you should set up for celebrant, deacon, and sub-deacon. For Sunday Masses, follow Ordo-Kalendar unless a Holy Day has been transferred. Check with rector or master of ceremonies. For weekday Masses, follow chart posted on corkboard in working sacristy

Celebrant: On top of the vestment chest, lay out:
- *chasuble*
- *maniple*, if there is one
- *stole* in the shape of an “H”
- *girdle* in the shape of an “S”
- *alb* hangs on side of vestment closet

Deacon: Set up card table to the **right** of vestment press:
- *dalmatic* (2 orphrey bandings on back)
- *stole* in shape of an “H”
- *girdle* in the shape of an “S”
- *alb* hangs in closet of clergy sacristy.
N.B. Stole is used **only** if a deacon is a member of holy orders

Sub-deacon: Set up table on **left** side of vestment press:
- *tunicle* (single orphrey banding on back)
- *girdle* in the shape of an “S”
- *alb* hangs in closet in clergy sacristy

Cope hangs on rack on vestment closet.

PROCESSIONS:

Processions (when cope is used) are **only** held at 10:15 service and designated evening services. Therefore, **chasuble** should be placed on altar rail, pulpit side, only for those services. For the 8:00 a.m. service, lay out **chasuble** on vestment chest. If there is a procession, it will be indicated on lector/server schedule posted on corkboard in working sacristy.

VESSELS:

Set up vessels as for Sunday 10:15 service. Unless there are instructions to use gold **chalice and paten**, use large silver Bomysoad paten for Sundays and festivals. Large *silver Bomysoad paten* is kept in a flannel case in the top drawer of the linen chest (not in the cupboard with the cruets).

HOLY DAYS & FESTIVALS
ALL SAINTS' DAY

Refer to Holy Days & Festivals General Instruction Sheet (page 11)

- § Put up festival white-and-gold *frontal*.
- § Put up festival white-and-gold *pulpit fall* and *Bible markers*.
- § Place *Olmstead cope* on rack on vestment chest.
- § Place celebrant's festival white-and-gold *chasuble* on altar rail (pulpit side)
- § Place celebrant's *girdle* and *stole* on top of vestment press.
- § Set up card tables in sacristy and put on the right-hand table the **deacon's** festival white-and-gold *dalmatic* (with two orphrey bandings), *stole* laid in shape of an "H," the *girdle* in an "S" shape. *Alb* hangs on rack on vestment chest.

On the left-hand side table, place the **sub-deacon's** festival white-and-gold *tunicle* (with single orphrey banding) and *girdle* in an "S" shape.

(**Note:** a deacon does **not** wear a *stole* unless he/she is in holy orders).

Alb hangs on rack on vestment chest.

Place on vessel chest:

- § (a) *Gold chalice* and *paten* vested with festival white-and-gold hangings
(Gold vessels are stored in safe)
- § (b) One large *silver chalice* with *purificator*
- § (c) *Bread box* filled with loose wafers
- § (d) Sunday silver *cruets*, filled
- § (e) Silver *lavabo bowl* with towel.

ALL SAINTS' DAY

CHRISTMAS

Refer to Holy Days & Festivals General Instruction Sheet (page 11)

Right after Thanksgiving, check with office that the poinsettias have been ordered.

In general, always use the best fair linens on altars and credence tables.

Candelabra go on top gradine of altar (7 branches near tabernacle, 3 branches to the sides).

The florist should finish placing altar flowers by early morning on Christmas Eve Day. The altar cannot be vested until florist finishes. In a year where Christmas Eve falls on a Sunday, flowers may not be placed on the altar until the conclusion of the Advent IV service in the morning.

§ Use festival white *frontal* for the high altar.

§ Use the *lace superfrontals* for the chapels.

§ Place *gold cope* on rack on vestment closet.

§ Place **celebrant's** festival white *chasuble* on altar rail (pulpit side).

§ Place celebrant's *girdle* and *stole* on top of vestment press.

§ Set up card tables in sacristy and put on the right-hand table the **deacon's** festival white *dalmatic* (with two orphrey bandings), *stole* laid in shape of an "H," the *girdle* in "S" shape. (Note: The deacon does not wear a stole unless he/she is in holy orders.)

On the left-hand side table, place the **sub-deacon's** festival white *tunicle* (with single orphrey banding) and *girdle* in an "S" shape. (Note: the sub-deacon does not wear a stole unless he/she is in holy orders.)

Place on vessel chest:

§ (a) Use the *gold chalice and gold paten* (kept in safe), vested with festival white hangings, as well as the *silver chalice*. Cover the *silver chalice* with only a *purificator*.

§ (b) *Fill* the bread box.

- § (c) Sunday silver *cruets*, filled.
- § (d) Silver *lavabo bowl* with towel.

CHRISTMAS

EPIPHANY - January 6

Refer to Holy Days & Festivals General Instruction Sheet (page 11)

- § Use festival white vestments and paraments.
- § **(Note: Sometimes gold chalice and paten are used)**
- § Hang the cope on rack on vestment closet.
- § Place the chasuble on altar rail, on pulpit side.
- § Set up 2 card tables for deacon (on right) and sub-deacon (on left); lay out their vestments on the tables. (See previous page–Christmas).

ST. VINCENT’S GUILD SERVICE (January & September)

- Use red paraments and vestments.
- Service is at the high altar.

CANDLEMAS - February 2
or Sunday after February 2 if Candlemas does not fall on a Sunday

These instructions do not apply if Candlemas falls on a Wednesday or Thursday.

Refer to Holy Days & Festivals General Instruction sheet (page 11)

- § Use *Lamb of God* vestments and paraments.
- § Set up candelabra on high altar as for Christmas (Sexton will erect aisle candle holders)

CANDLEMAS

EPIPHANY, ST. VINCENT'S GUILD, &

ASH WEDNESDAY

There are FOUR Masses: at 7:00 a.m., 9:30 a.m., 12:05 p.m., and 7:00 p.m.:

7:00 a.m.	Lady Chapel
9:30 a.m.	Lady Chapel
12:05 p.m.	High Altar
7:00 p.m.	High Altar

No healing oil during Lent.

§ Purple vestments and paraments are used.

§ Sunday cruets should be used.

§ **SIDE ALTARS HAVE NO FRONTALS DURING LENT.**

§ Place the *pewter box with ashes* on the credence table.

(This box will be found in the center cupboard of the cabinets in the working sacristy, on the side where the sink is.) It could be in any of those cabinets. There are two pewter boxes. Only one is used at 7:00 a.m. and 9:30; two are used at noon and 7:00 p.m.

§ In addition to the *silver lavabo bowl*, find the glass footed bowl (in the cupboard beneath the processional crosses in the clergy sacristy), and a lavabo towel. Fill this (glass) bowl with sufficient water for celebrant to wash his hands, and place it on the credence table before Mass (add a few drops of soap to the water.)

7:00 p.m.—Hang purple *cope* in sacristy on rack on vestment closet.

7:00 p.m.—Place the purple *chasuble* on the altar rail in St. Michael's Chapel for celebrant to don after the offertory sentence.

§ Change *altar candles* and *altar cross* from brass to wood—until Maundy Thursday **EXCEPT** for Rose Sunday. Notify sexton that change is needed.

§ Set up the *communion vessels* as usual.

7:00 p.m.—Set up for deacon, sub-deacon. (See page 11. Deacon and sub-deacon only wear stoles, but only if they are in holy orders.)

ASH WEDNESDAY

SUNDAYS IN LENT

1st, 2nd, and 3rd SUNDAYS, use *Lenten Array* - then put it away.

1st, 3rd and 5th SUNDAYS:

There will be a procession at the 10:15 service. For the 10:15 service, the *chasuble* should be placed on altar rail on pulpit side, *cope* should be hung on rack on vestment closet.

4th SUNDAY:

This is also called **LAETARE SUNDAY**, REFRESHMENT SUNDAY, or MOTHERING SUNDAY.

- § Use the *rose vestments and paraments*. *Superfrontal* is stored in back hall where the ladder hangs, covered with green beach towels.
- § In St. Michael's chapel, leave the altar bare.
- § Use the rose *superfrontal* for the Lady Chapel.
- § Set up the vestments as usual for Sunday Masses.
- § *Flowers* may be placed on the high altar.
- § Brass candlestick, brass cross on high altar.

5th SUNDAY:

- § Use *purple vestments* (*Ask Rector which purple chasuble*)
- § Go back to wooden candlesticks and cross.
- § **NO** flowers.

SUNDAYS IN LENT

PALM SUNDAY

- § Veil all crosses and all statues in the church and chapels and the processional cross. You may do this any time after the **fifth** Sunday in Lent.
- (a) All veils are kept in a drawer in the working sacristy.
- (b) Press *crimson veils* and *ribbons* before draping (the day before if possible)
- § On high altar, *bronze cross (veiled in crimson)*, *wooden candlesticks*.
- § Unless soiled, all altar linen remain. Put clean linen on all altars after Good Friday.
- § The high altar and chapel altars remain bare. **No Bible markers, no pulpit fall.**
- § The *vestments* and *chalice veil* are **Passiontide red**.
- § Hang **Passiontide red** *cope* on rack on vestment closet for 10:15 service.
- § *Chasuble* is put on rail on pulpit side for 10:15 service.
- § Set up card tables on either side of vestment press in sacristy. Use **Passiontide red** *vestments* for deacon and sub-deacon. (Note: Sub-deacon does **not** use stole if not in holy orders).
- § Check to see if acolytes' *cottas* and *surplices* are clean. (They should be laundered before Easter.)
- § Fill the *holy water vat* (aspersorium) with holy water and put the *sprinkler* (aspergillum) in the aspersorium. (See original handbook for illustrations of these items.)
- § Set up table for palms. Put on **crimson** cover. Place table in middle of chancel. Use table in nave, near side entrance to church.

§ *Processional cross palms*—To keep the palms fresh, leave in water and arrange just before the 10:15 service.

§ Allow plenty of time (and workers) to strip palms before Sunday. Wrap palms, including processional cross palm fans, in damp newspaper to keep them fresh. **KEEP PALMS (DAMPENED) ON KITCHEN COUNTER.** It is too warm and dry in sacristy to leave them there overnight, so leave a note in sacristy to let acolytes know where they are.

PALM SUNDAY

MONDAY and TUESDAY of HOLY WEEK

§ Prepare for regular Mass at the high altar at 7:00 p.m., on both days, using **Sunday** cruets.

§ High altar is bare.

§ Continue with **Passiontide red vestments**. Place *cope* on rack on vestment closet. Place *chasuble* on communion rail, on pulpit side.

§ Wooden *candlesticks* and veiled *brass cross*.

WEDNESDAY of HOLY WEEK

§ 9:30 a.m. Mass will be held as usual in the Lady Chapel. **Passiontide red vestments.**

The service of **TENEBRAE** takes place at 7:00 pm.

To prepare for it, do the following:

§ Polish the *menorah* (also known as *hearse*); Use *liquid wax candles*.

§ Bring the *flower pedestal* (from prayer shrine) to the right of gate facing altar and put it inside the communion rail. (Remove carpet from flower pedestal). Leave altar rail gates open

- § High altar is bare
- § *Wooden candlesticks and veiled brass cross.*

MON./TUES./WED. - HOLY WEEK

MAUNDY THURSDAY

Starting with the high altar:

- § Brass *candlesticks* will be returned to high altar;
- § No *frontal*
- § Veil *brass cross* on high altar in white;
- § *Processional cross* remains veiled in crimson;
- § In the sacristy, Lamb of God vestments are laid out as usual, but place a **Passiontide red stole** under the *chasuble* for the celebrant, which he will wear after Mass during the stripping of the altars.
- § Vest *chalice* as usual for Sunday Mass, **BUT, IN ADDITION**, place two small (2") priest's hosts on top of the one large (4") priest's host on the paten.
- § Hang the Olmstead (white) cope on rack on vestment closet.
- § For Pedilavium (foot washing):
Place silver pitcher filled with warm water, a white low basin—on floor— in front of the front pews on lectern side. A supply of white towels should be placed on a small table next to pitcher and basin. Towels are kept in bottom drawer on right hand side, in working sacristy.
- § Bring *bishop's chair* from sacristy; place beside small table.
- § Check that white gloves are clean and ready for acolytes' use. They are stored in top drawer of working sacristy.

MAUNDY THURSDAY (continued . . .)

MAUNDY THURSDAY (continued . . .)

St. Michael's Chapel:

- § Move altar back against retable. Move altar rail out to hall.
- § The garden should be in place by early afternoon Thursday. At present, the arrangements for the *garden* are under the care of Rudy's Greenhouses.
- § Veil *brass cross* in white.
- § Close wings of *trptych*.
- § Use clean altar linen and *white lace frontal*.
- § Place *humeral veil* over *prie-dieu*, brought from sacristy to St. Michael's Chapel. Place *prie-dieu* to right of entrance to sanctuary.
- § Place festival white burse containing corporal against retable to the right of tabernacle in St. Michael's chapel. Place *white veil* (found in top right hand drawer in working sacristy) on altar in front of burse.
- § Place small candelabra on altar. (Use 3 branch candelabra.)
- § Get small *chalice* in the top left cupboard of the vessel chest), *veil with white lace cloth* (in second drawer of vessel chest, underneath the palls), *tie with ribbon*, and use *small paten*; *chalice and paten* should be placed on vessel chest in sacristy.
- § Check with Rector to see which books should be brought into chapel and placed on a covered card table.
- § Place a *water jug* and *cups* at the back of the chapel.
- § Sexton will have a carrying case of *candles* filled with liquid wax and a container filled with liquid wax.

After the 7:00 p.m. Mass and procession to the Altar of Repose in St. Michael's Chapel, the acolytes, wearing white gloves, will strip the high altar, Lady Chapel altar, pulpit and lectern. The high altar will be washed and left bare. The tabernacles will be left open.

For the washing of the altar, set up the following:

- § Bucket filled with warm water (bucket is kept on top shelf in left-hand closet as you enter working sacristy)
- § Handiwipes (cut in half) (stored in bottom drawer with Pedilavium towels).

(Take tabernacle curtain and cloth home to wash and iron after Maundy Thursday service to be returned Saturday morning)

MAUNDY THURSDAY

GOOD FRIDAY

You must work without passing through St. Michael's Chapel. The working sacristy will be cluttered with brass, linens, etc., from the stripping of the high altar and Lady Chapel altar on Maundy Thursday, so you will need to be careful.

The high altar and Lady Chapel altar are left bare, and the tabernacles remain open until at least 3:00 p.m. on Friday. The tabernacle curtains may be washed at this time.

Place "Passion" nails (stored on shelf above sink in sacristy) next to bulletins by doors. (Do before noon liturgy).

Sacristy:

- § Take *wooden crucifix* next to hall entrance to St. Michael's, veiled in crimson (redo veiling, can use veil which was on processional cross) and place on small table in baptistry;
- § Hang the Passiontide red *cope* on rack on vestment closet;
- § Place Passiontide *stole* on vestment press;
- § Place *humeral veil* over *prie-dieu* in St. Michael's Chapel;
- § Veil *processional cross* in **black**.
- § Place on vessel chest: (a) *small silver cruet* filled with water
(b) chalice covered with purificator
(c) silver *lavabo bowl*
(d) *lavabo towel*

High Altar and Nave:

- § **No cross on high altar**
- § Unfold corporal and place in front of open tabernacle door (no fair linen is used, nor frontal, pulpit fall, or Bible markers).

- § Place Passiontide red *chasuble* on altar rail on pulpit side.
- § Place *wooden* funeral candlesticks on high altar.
- § Place *flowerstand* from St. Mary's shrine in center aisle near man entrance door, with offering plate on it.

Lacy Chapel:

- § **Leave altar and credence table bare; tabernacle door remains open**

GOOD FRIDAY (continued . . .)

GOOD FRIDAY (continued . . .)

GOOD FRIDAY - Evening Service (7:00 p.m.):

- § Take down *veiling* and put away carefully.
- § Place *chalice* with *purificator* over it and small *paten* on sacristy chest.
- § Use *lavabo bowl* with towel.
- § Use small water *cruet*.
- § Rector wears **Passiontide red** *cope* for Stations of the Cross.
- § Place **Passiontide red** *stole* and *chasuble* on altar rail on pulpit side.

After Evening Service, do following in St. Michael's Chapel:

- § Place Altar of Repose flowers in baptistry.
- § Strip the altar: (a) remove linen and frontal;
(b) remove candlesticks.
- § Open tabernacle door
- § Sexton will move communion rail and chairs to original positions and put away table. (This may not happen until Saturday a.m.)

EASTER VIGIL and EASTER DAY

At the high altar:

- \$ Unveil all *statues* and *crosses*, if not done earlier.
- \$ Place 3-branch candelabra on outside edge between large brass candlesticks on either end; and 7-branch candelabra closer to the tabernacle between large brass candlesticks.
- \$ Place the *high altar brass cross* on the tabernacle.

At the high altar (Saturday morning):

The florist usually arranges the lilies around 8:00 a.m. After the flowers are in place:

- \$ Replace *veil* on tabernacle and replace *corporal* on floor of tabernacle.
- \$ Return *sanctus bell* and all paraments to high altar.
- \$ Put up festival white frontal.
- \$ Put up *festival white pulpit fall* and *Bible markers*;
- \$ Place clean *fair linen* on altar.
- \$ Place *dust cover* on clean linen.
- \$ Prepare credence table with *fresh linen and dust cover*.

Lady Chapel:

- \$ Replace *cross*.
- \$ Replace *brass candlesticks*.
- \$ Place *fresh linens* on the altar and credence table. Put *dust covers* on top.
- \$ Replace *brass missal stand* on credence table.
- \$ Put on *lace frontal*.

St. Michael's Chapel:

- \$ Replace *cross*.
- \$ Replace *brass candlesticks*.
- \$ Put up *lace frontal*.
- \$ Place *fresh linens* on the altar and credence table. Put *dust covers* on top.

EASTER VIGIL and EASTER DAY (continued . . .)
EASTER VIGIL and EASTER DAY (continued . . .)

At the baptistry (for Easter Vigil):

§ If there are baptisms, see “Baptism” in the Handbook for general instructions about preparing for this.

Aspersorium and *aspergillum* should be placed in baptistry.

§ If there are no baptisms, place small, light-colored maple table with shelf underneath (found under portraits of former rectors) in front of first pulpit side pew, next to aisle. Cover with *fair linen*; place *silver bowl* on table; place *aspersorium* and *aspergillum* on lower shelf.

In the sacristy:

§ Fold *veils* and return to large right drawer in working sacristy on south side.

§ Place *Olmstead cope* on hook on vestment closet.

§ Place festival white *chasuble* on altar rail on pulpit side.

§ Set up card tables on either side of vestment press and put **deacon’s** festival white *dalmatic* (with two orphrey bandings), *stole* and *girdle* on right side, and **sub-deacon’s** festival white *tunicle* (with single orphrey banding) and *girdle* on left side.

On top of vestment press, place celebrant’s *girdle* and festival white *stole*.

§ **Place the following on the vessel chest:**

(a) *Gold chalice* and *paten* vested with festival white *hangings*. (Gold vessels are stored in safe.)

(b) One large silver *chalice* with purificator.

(c) *Bread box* (ciborium) filled with wafers (hosts).

(d) Sunday silver *cruets*, filled.

(e) Silver *lavabo bowl* with towel.

EASTER VIGIL and EASTER DAY

ASCENSION DAY

Refer to Holy Days & Festival General Instruction Sheet (page 11)

- § Put up *festival white frontal*.
- § Put up *festival white pulpit fall* and *Bible markers*.
- § Place *Olmstead cope* on hook on vestment closet.
- § Place celebrant's *festival white chasuble* on altar rail (pulpit side)
- § Place celebrant's *girdle* and *stole* on top of vestment press.
- § Set up card tables in sacristy. Put on the right-hand table the **deacon's** *festival white dalmatic* (with two orphrey bandings), *stole* laid in the shape of an "H," the *girdle* in an "S" shape. *Alb* hangs in closet.

On the left-hand side table, place the **sub-deacon's** *festival white tunicle* (with single orphrey banding) and *girdle* in an "S" shape. *Alb* hangs in closet.

(Note: a sub-deacon does not wear a stole unless he/she is in holy orders.)

Place on vessel chest:

- § (a) *Gold chalice* and *paten* vested with *festival white hangings*.
- § (b) One large *silver chalice* with *purificator*.
- § (c) *Bread box* (ciborium) filled with loose wafers (hosts).
- § (d) Sunday silver *cruets*, filled.
- § (e) Silver *lavabo bowl* and towel.

ASCENSION

DAY

PENTECOST

Refer to Holy Days & Festivals General Instruction Sheet (page 11)

§ The 10:15 a.m. service is a Solemn Mass, with procession.

§ Use *red vestments*.

§ Hang the *red cope* on hook on vestment closet.

§ Hang *red chasuble* on altar rail, on pulpit side.

§ Place celebrant's *girdle* and *stole* on top of vestment press.

§ Set up card tables in sacristy and put on the right-hand table the **deacon's dalmatic** (with two orphrey bandings), *stole* laid in the shape of an "H," the *girdle* in an "S" shape. *Alb* hangs in closet.

On the left-hand side table, place the **sub-deacon's tunicle** (with single orphrey banding) and *girdle* in an "S" shape. *Alb* hangs in closet.

(Note: A **sub-deacon** does **not** wear a *stole* unless he/she is in holy orders.)

PENTECOST

CORPUS CHRISTI SUNDAY

The Feast of Corpus Christi (also known as “Votive of the Holy Eucharist”) always falls on the Thursday after Trinity Sunday, but may be celebrated on the following Sunday.

- § Place the *candelabra* on the high altar. (Both the seven and the three sets—see instructions for Easter Vigil).
- § The vestment color is *festival white*.
- § Place the *Olmstead cope* on hook on vestment closet.
- § Place the *humeral veil* on top of the vestments laid out on the vestment press. (Stored in third drawer from bottom.)
- § Set up vessels in the usual manner, **except** place a priest’s small host (2”) on top of the large priest’s host on the paten.

Monstrance:

- § Take the *monstrance* down from the top shelf in the priest’s closet. Uncover it and place it on the back shelf in the working sacristy (below window).
- § From the back center of the *monstance*, remove the luna (also called a “lunette”) and place on vessel chest in the sacristy.
- § Cover *monstrance* with *white veil* that is used to veil the high altar cross on Maundy Thursday. Leave the monstrance on the back shelf.

CORPUS CHRISTI SUNDAY
TRAVEL COMMUNION KIT

The travel communion kit is used whenever a service with Eucharist is held away from the building of Grace Church, most often the first and second Wednesdays of each month, when it is celebrated at the Chemung County Nursing Facility and Bethany Manor, respectively. It looks like a large, black suitcase and is kept in the working sacristy.

Place wine in plastic bottle located in the kit. Fill about one-third to one-half full. Secure top. Place in left side of bottom section of the kit, along with the candles.

Place people's hosts and small priest's host in ciborium (host box).

Place vessels into the lower level of the kit as follows:

First: Fit the two glass *cruets*, the *chalice* and *paten* into the slotted holders located on the sides of the bottom level of the kit, as shown in the diagram. The *ciborium* and the two silver *bowls* are wrapped in the paper supplied and placed on the bottom. Cover all items with paper to prevent scratching.

Second: After all the above have been put in place, place the *crucifix* and *candlesticks* in their respective holders. These will hold ciborium and bowls in place.

Third: Replace tray in kit with *stole* and *pall* already in it; add *purificator* and *lavabo towel*. Leave kit in working sacristy.

TRAVEL COMMUNION KIT