
ALTAR GUILD CUSTOMARY

OF

ST. MONICA'S EPISCOPAL CHURCH



Effective 10/16/18

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PRAYERS

O God, bless and accept the work of my hands and of all who minister to You in the care and adornment of your Sanctuary. Bless and hallow them who love the beauty of Your House, that your Holy Name may be glorified; through Jesus Christ, Your Son, our Lord. Amen.

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

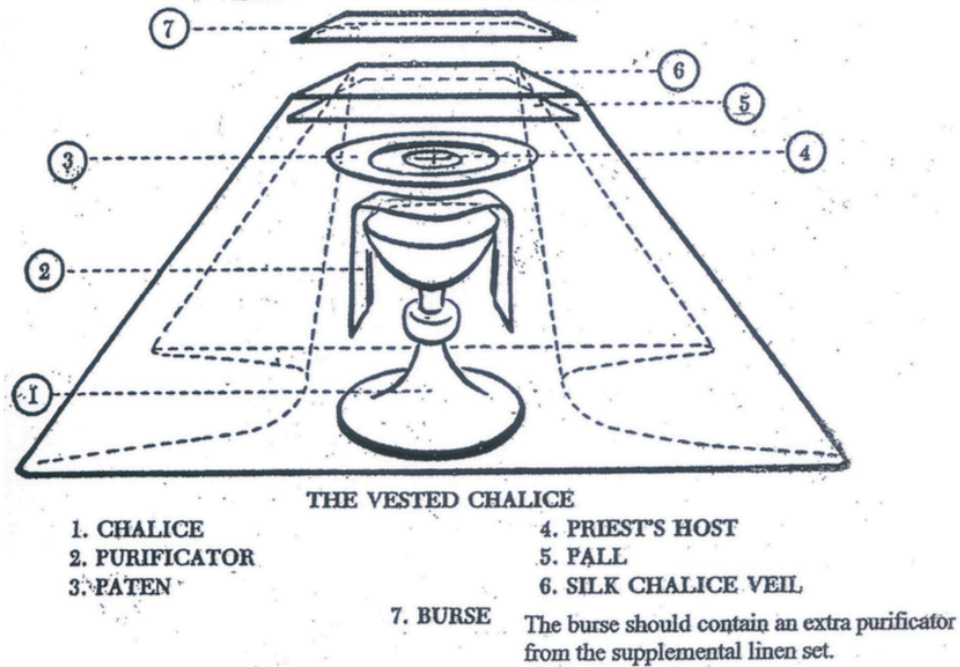
Teach me my God and King
In all things you to see,
And what I do in anything
To do it as for you.

Cleanse us, O Lord, and keep us undefiled, that we may be numbered among those blessed ones, who having washed their robes and made them white in the blood of the Lamb, stand before your Throne and serve you day and night in your Holy Temple; through Jesus Christ our Lord. Amen.

“Lord I have loved the habitation of your house, and the place where your honor dwells.”
Psalm 26

INSTRUCTIONS FOR WEEKEND SERVICES

- Saturday morning setup team, turn on the water heater located in the supply closet in Women's restroom.
- Prepare the communion vessels for service.
- **Setting up the Altar:**
 - **Mark the Gospel Book with the appropriate reading. Place the Gospel book on the left front corner of the altar (standing facing the cross).**
 - Place a corporal on the altar and bring the back edge of the corporal, so it is in line with the edge of the altar linen. Please place corporal on the altar linen seams down.
 - **Vest the Chalice (see Photo below):**



- Place chalice (1) in the middle of the Corporal with cross nearest to priest.
- Place a Purificator (2) over the Chalice
- Place Paten (3) over the Purificator
- Place "Priest Host" (4) on Paten
- Place Pall (5) over Priest Host.
- Place the Veil (6) over this setup NOTE: The veil should form a triangle at both the front and back of the veil.
- Place Burse (7) over the Veil with the fold toward the front of the altar.

- **Setting up the Credence Table**
 - Place the lavabo bowl, lavabo towel, and cruet of water on the credence table.
 - Place additional communion wafers in crystal covered container on the credence table.
 - Place container with gluten free wafers on the credence table.
 - 5:00 pm and 9:30 am and 11:15 services:
 - Place a cruet of wine on the credence table. NOTE: please review the amount of consecrated wine available in the Ambry before determining the amount of wine to pour into the cruets for use at this service.
 - Place both communion wafers in the silver ciborium (silver covered container) and a cruet of wine on the table at the back of the sanctuary (near the door).
 - 7:45 am service:
 - Place a cruet of wine on the credence table. NOTE: please review the amount of consecrated wine available in the Ambry before determining the amount of wine to pour into the cruets for use at this service.
 - **DO NOT** place communion wafers or a cruet of wine on the table at the back of the sanctuary (near the door).
- Preparing the Baptismal Font
 - Empty the water in the baptismal font into the piscina.
 - If the storage container has sufficient blessed water in it go ahead pour and re-fill the baptismal font to about the ½ level.
 - If the container is empty, please ask Fr. Eric to join you in the sacristy and he will consecrate additional water.
- **DO NOT offer the previous prayers over the water.** The baptismal waters are only consecrated using the Thanksgiving over the Water part of the baptismal liturgy and can only be conducted by a priest or bishop.
- NOTE: Please do not place bulletins on the altar, the baptismal font, nor on celebrant's chair.

After each service:

- Pour remaining consecrated wine (from the altar and in credence table chalices) down the piscina.
- Remove, clean, cover and store all vessels.
- Any wine remaining in flagon should be poured in piscina.
- Remove corporal, and shake any crumbs into the piscina.
- Rinse soiled linens in pre-made solution (1/3 cup Liquid Tide, 3 cups White vinegar, Gallon of water), get the linens from chapel, place all in plastic bag (back of door handle in sacristy), bring to the parish office workroom and leave for team member to prepare.
- ***After 9:30 am service and prior to leaving, please turn off the water heater.***

SPECIAL INSTRUCTIONS

BAPTISM

Since baptism will always occur with Holy Communion on the Sundays appointed, follow that procedure, plus the following:

- Vestments are to be white.
- The baptismal font remains at the back of the church.
- The Paschal candle remains next to the font.
- Second credence table will be placed to the right of the font with a linen covering.
- Place a shell, one towel, and one baptismal candle for each person to be baptized. Save the candle boxes.
- Place the oil stock with fresh cotton, and with oil from container SC (sacred chrism). Place a small white napkin under it.
- Just before the service, take the glass pitcher and fill with warm water and place on the baptismal table.
- After the service, clean and store all vessels, empty the bowl of font into the piscina, and dry thoroughly. Replace candle and table to original positions.
- Launder linens as prescribed on a normal Sunday.
- Change altar linens back to liturgical calendar color before next service.

WEDDINGS

- Consult with the Rector as to what type of wedding ceremony (e.g. chapel or main altar) and requests of the bridal couple.
- Set up is the same as for Holy Communion, using the white vestments. Clean up same as following Holy Communion.
- Occasionally a kneeling bench may be used. If so, place in front of the altar.
- Vestments are to be white.

FUNERALS

- Consult with the Rector and follow his/her instructions.
- Communion will be held at all funerals. The altar guild will be notified.
- White vestments will be used.
- The Paschal candle is always used. This is placed next to the altar and near the table on which the ashes are placed. Place the extra white Pall over the Ash container.
- In the case of a coffin, place the Paschal Candle on the altar on the left hand side just as we do at Easter.
- The pall* to be used over the casket is placed on the back of the back pew. This pall is one we borrow from St. Mary's Bonita Springs. Please arrange to pick up the pall at least two days in advance.

INSTRUCTIONS FOR ADVENT AND CHRISTMAS

ADVENT

- Several days before Advent season, we need to prepare the Advent wreath.
- The Advent Wreath will be placed near the altar in the same location of the Paschal Candle when on the altar (left side facing altar).
- The candles (three blue, one rose, and one white for the center) are with the holder.
- Blue vestments are used during Advent.

CHRISTMAS

- All silver should be cleaned and polished.
- Clean fair linens should be placed on the main altar and the chapel altar, and the other linens should be changed as well (e.g. credence table, tabernacle, etc.)
- Rector will instruct as to number of wafers and amount of wine to be used at all services.

Prior to Christmas Eve

- Decoration of the Nave for Christmas will be held no earlier than the afternoon of the Sunday before Christmas. (Requires advanced coordination with the Parish Administrator to assist in recruiting a team to decorate)
- The Poinsettias will be delivered before Christmas Eve and will be placed appropriately in the chancel.
- Place crèche in front of the altar on the small table.
- The individual candles and paper bobisches will need to be brought from the old sacristy for the ushers to distribute at each evening service.
- White vestments will be used for the celebration.

INSTRUCTIONS FOR LENT

ASH WEDNESDAY

- Our stock of Ashes should be checked at least three weeks prior to the service. The Parish Administrator will order ashes if none are in stock.
- No flowers for this service.
- On the Tuesday before, cover the cross with purple veiling.
- Setup the altar as for a 9:30 am service.
- Rite II for both services (12:00 a.m. and 6:00 p.m.)
- The ashes and a damp paper towel should be placed on the credence table.
- Purple vestments are used.

INSTRUCTIONS FOR HOLY WEEK

PALM SUNDAY

- Purple veils will be removed from the crosses. Red vestments replace purple
- Palms are usually handled by the ushers unless the Rector instructs otherwise and are set up in the parish hall. Generally, all available chalices are used.
- Most of the bulletins at the 5:00 pm and 9:30 am services are to be placed in the parish hall, with the remaining in the back of the Sanctuary as usual.

MAUNDY THURSDAY

- Red hangings and vestments are used.
- Basins, towels, and chairs will be made ready for this service for foot washing—two washing stations in front of the columns.
- The entire altar area will be stripped at the end of this service and two to three altar guild members will help with this portion of the service, per instructions from the Rector.
- The Reserve Sacrament will be processed to the chapel and placed on a clean corporal only until setup for Good Friday. All remaining consecrated bread and wine should be consumed/poured down the piscina.
- The Tabernacle doors shall remain opened and all contents removed.

GOOD FRIDAY

- No hangings.
- On the credence table should be two chalices, one paten, and a corporal only. The Altar Guild will move the reserve sacrament from the chapel altar to the credence table. The large wooden cross is moved from the old sacristy to the back of the sanctuary; acolytes will bring it in during Good Friday service.
- After the Good Friday services, remove all consecrated elements from the credence table. Pour all consecrated wine down piscina, and either eat the remaining consecrated bread or scatter it on the ground for the birds.
- There should be no consecrated bread or wine in the church at all after this service.

THE GREAT VIGIL OF EASTER

- Saturday morning is a “work day.” The priest and Altar guild should be scheduled (the day before Easter) and everything is returned to the altar area cleaned and polished.
- The Paschal candle is placed on the left side of the altar.
- White vestments are used.
- Clean fair linens are placed on the altar.
- Change the credence table linen and the tabernacle shelf linen if needed.
- Communion is set up as usual (wine and wafer amounts to be determined by the Rector). Occasionally an extra wine cruet is used.
- Small tapers and paper bobisches located in the old sacristy are made ready for the ushers at the Great Vigil of Easter. It is necessary after the service to clean and put these away.
- IF there is enough help available, the workday also includes cleaning out the cupboards, drawers in the sacristy.
- **Lighting the NEW FIRE:** A volunteer is to be recruited who will make ready the “New Fire” in the front of the church entrance. A small fire pit or metal container that contains combustible wood is to be placed on the ground near the paved driveway in front of the church. A fire extinguisher should be readily available. (NOTE: Soaking some of the wood in some lighter fluid will help insure the fire starts quickly.) During the service, the Celebrant will instruct the volunteer to light the fire. The Celebrant will need 1 – 2’ small dowel to light from the fire in order to light the Paschal Candle. After all participants have entered the sanctuary, the volunteer should extinguish the fire with water.

HELPFUL HINTS

LAUNDERING CHURCH LINENS

1. Always check the calendar in the sacristy to be sure of the services and the colors for the day.
2. Don't be embarrassed to ask for help. There are many members of the guild who "learned by doing", who will be delighted to help. Remember: "There are no dumb questions."
3. Unexpected problems will come up now and then. When this happens, if you cannot reach someone in authority, use your common sense. There is always a solution.
4. Weekly altar guild members should always be at their service on their week and should be ready to help at funerals and weddings or find a substitute.
5. Laundering church linens: Rinse linens in piscina and treat with pre-mixed solution. **NEVER USE CLORINE BLEACH ON LINENS!** Wash as regular whites. Press on a towel until dry with a hot iron—wrong side, and then right side. Never press in folds. See altar guild book for folding directions. Fold by hand. Linens may be washed, rinsed, and smoothed out on a clean surface to dry, right side down.
6. Special note to experienced altar guild members: It is your responsibility to instruct new members as to procedure on altar guild duties.

FAIR LINENS

Treat stains, remove all wax, and wash as you would the smaller linens. Again, **NO BLEACH!** Place in a damp plastic bag in refrigerator for several hours. Iron on wrong side first with a hot iron, turn, and iron on the right side. Continue as you would other fair linens.

NEW OIL STOCKS

These are kept in the ambry and are to be placed out as follows:

OI – Healing Oil

SC – Baptisms

PASCHAL CANDLE

Paschal candle is to be placed on the Altar:

- From the Great Vigil of Easter through Pentecost
- At ALL funerals
- At Baptisms, the Paschal Candle will be placed in front of the baptismal font.

Please check the oil level in the candle before placing it next to the altar. Fill if necessary.

AMBRY MAINTENANCE

Care of the ambry should be done once a month.

Healing Team Duties:

1. Wipe off oil stocks with a dry cloth. Check for freshness. If oil is rancid, notify the priest.
1. Check oil stock. If oil in this is rancid, discard the cotton, wash ring in soapy water, dry, replace the cotton, and place a few drops of **OI** oil on it.

Altar Guild Duties:

Consecrated wine left in the tabernacle for more than 2-3 weeks should be discarded by pouring it down the piscina. Wash the cruet, set to dry, and place empty cruet back in the ambry.

PISCINA NOTE: The special sink in the sacristy (Piscina) does not go into the sewer system. It is a special device that actually connects the sink directly to the ground. Using it follows the tradition of pouring unused sacrament into the ground. It is not necessary to go outside and pour the sacrament into the ground.

DEFINITIONS OF CHURCH TERMS

ABLUTIONS	Ceremonial cleansing of the chalice and paten by celebrant after Holy Communion.
ACOLYTE	One who attends or serves the priest in the sanctuary.
ALB	A white-sleeved garment emblematic of the baptismal garment worn at baptism. It is worn by the ministers at Holy Communion as part of the Eucharistic vestments.
ALMS BASIN	Also spelled bason, a large circular vessel of greater width than depth, usually made of wood, brass, or silver, in which the offerings of the congregation.
AMICE *	A large square (or oblong) piece of white linen or cotton. It is worn about the shoulders over the cassock. The upper part is first placed over the head so that it may fall like a collar over the alb. It is tied with crossed strings around the waist. This is not currently used at St. Monica's.
BISHOP'S CHAIR	A special chair on the right side of the chancel reserved for the diocesan bishop on his visitations and the Celebrant occupies during services at all other times.
BREAD BOX	A box (usually silver) in which the bread or wafers for Holy Communion are kept.
BURSE	A square case used to hold the purificators at Holy Communion.
CASSOCK	A long, closely-fitting garment reaching from neck to the shoe tops, worn by clergy, lectors and lay readers, acolytes, and the choir. It may be worn for every official occasion when there is no communion (Daily Office, etc. A priest wears black, and a bishop wears purple.
CERE CLOTH	The first, waxed linen cloth upon the altar.
CHALICE	The gold or silver cup used for the wine at Holy Communion.
CHASUBLE	It is oval in shape, made without sleeves, and has an opening for the head. It is worn by the priest throughout the service.

CHRISM	Consecrated oil used for baptismal anointing.
CIBORIUM	A silver container with a lid used for the bread at Holy Communion. It is also used to hold the reserved sacrament.
CINCTURE	A wide, flat cloth belt or rope worn around the cassock or alb.
CORPORAL	A square cloth of white linen. The sacred vessels are placed upon it at a celebration of the Holy Communion.
COTTA	A white garment similar to a surplice but shorter and without a cross on the front. Worn by choir and acolytes over the cassock.
CREDESCENCE	A shelf or table upon which the cruets, bread box, lavabo bowl, and the lavabo towels are placed in readiness for the Holy Communion.
CRUET OR FLAGON	A vessel holding wine or water for Holy Communion.
FAIR LINEN	The principal white linen cloth covering the altar, required by rubric.
FLAGON	A vessel to hold the reserve of wine at the Holy Communion.
FONT	The bowl of stone, marble, or metal on a pedestal in which the water for Holy Baptism is blessed.
FRONTLET OR SUPERFRONTAL	A superfrontal, or short cover, which hangs in front of the altar; used over the frontal, if there is one.
HOST	The consecrated bread or wafer at the Holy Communion.
IHS	The sacred monogram; the first letters of the name <i>Jesus</i> in Greek.
LAVABO BOWL	A small bowl for water used by the celebrant at the Holy Communion to wash his/her fingers.
LAVABO TOWEL	A small towel used with the lavabo bowl.
LECTERN/AMBO	A stand at the chancel rail upon which the Bible rests.
MANIPLE*	A short band or scarf worn on the left arm of the celebrant at Holy Communion as part of the Eucharistic vestment. This is not currently used at St. Monica's.
MENSA	The top of the altar or the holy table.

MISSAL	The altar service book containing the service of Holy Communion and the collects, epistles, and Gospels.
MISSAL STAND	The stand or desk upon which the altar service book rests.
NAVE	The body of a church building where the congregation worships.
PALL	A square of aluminum, cardboard, or plastic covered with linen placed over the chalice.
PALL, FUNERAL	A large silk or brocade cover for a coffin.
PASCHAL CANDLE	A large candle which stands on the floor of the sanctuary on the Gospel side from the Great Vigil of Easter until the Day of Pentecost. It symbolizes our Lord's forty days on earth after His Resurrection. The Paschal candle is used at all baptisms and funerals.
PATEN	The silver or gold plate for the wafers used at the Holy Communion.
PISCINA the	A basin with a drain directly to the ground where water used in the sacrament of Holy Baptism is poured; or where the first water used in cleansing the vessels and linens of the Holy Communion is poured.
PROTECTOR	A cloth used to cover the altar between services to protect it from dust.
PURIFICATOR	A small square of linen with a cross upon it, used by the lay Eucharistic minister to cleanse the chalice and paten during the Eucharist.
PYX	A small receptacle, like a watch case, used to carry the reserved Sacrament to the sick.
REREDOS	The panel of wood or stone behind the altar.
RUBRIC	A rule or direction in the Book of Common Prayer governing the conduct of services, usually printed in italics.
SACRISTY	The place or room in which the sacred vessels, linens and vestments are kept.

STOLE	A long, narrow band of silk worn over the shoulders of the clergy (both shoulders – priests/ left shoulder only – deacons) For Cassock/Surplice, it is worn over the surplice, also over the academic hood.
SUPERFRONTAL	A short hanging for the front of the altar. It may be used over a frontal or separately and be made of lace or of colored silk.
SURPLICE	A white vestment with full flowing sleeves. It is longer than a cotta and has a cross on the front. Worn with the stole, it is the standard clergy vesture for any of the church's services.
TIPPET	A black scarf, wider than a stole, worn about the neck with ends hanging down in front. It is worn by the clergy at choir offices.