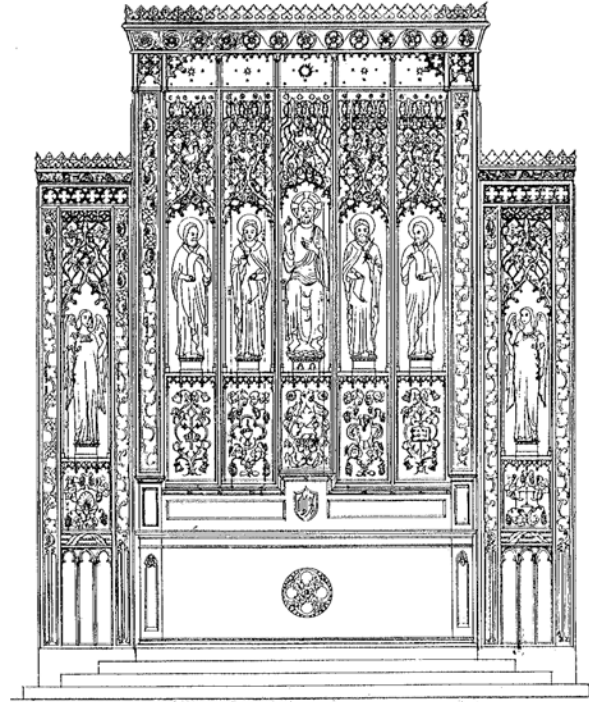


The ALTAR GUILD MANUAL



FROM EARLY DRAWING OF ADDITIONS TO PEREBO'S FOR THE CHURCH OF
SAINT JOHN THE EVANGELIST IN HINGHAM MASSACHUSETTS

The Episcopal Parish of St. John the Evangelist Hingham, Massachusetts

Altar Guild Prayer

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

Altar Guild Responsibilities

The duty of the Altar Guild is to prepare all things necessary for the conduct and celebration of public worship at St. John's. This is a quiet, behind-the-scenes act of service that is invaluable to the worshipping community. The altar guild is responsible for the preparation of the Sunday morning and Saturday evening liturgies, the regular mid-week Wednesday Eucharist, funerals, weddings, special services such as Evensong and Lessons & Carols, Christmas Eve and Day services, and the liturgies of Holy Week and Easter. The preparations are done reverently and prayerfully to help those who enter through the doors of St. John's to "worship the Lord in the beauty of holiness."

The mission of the Altar Guild is to assist the rector with the conduct of worship. The parish rector is the head of the Altar Guild. The rector generally delegates the leadership to a Director, but the canonical authority for worship resides with the rector.

Altar Guild Approach

Reverent

Your ministry on the Altar Guild is a calling from God, an act of devotion, and an offering to the Lord – do it for him and leave it with him. Before you begin, consider taking a few moments to kneel at the communion rail in silent prayer. "This work is for God's house, may I do it worthily."

Quiet

Whenever possible, your work around the altar should take place when the church is empty. After the service do not enter the Sanctuary until most of the people have left the nave of the church. Give the clergy privacy when they vest in the Sacristy before and after the service. This is time they use for prayer and to collect their thoughts.

Prompt

Your preparation for a service should be completed at least fifteen minutes before the service begins. This allows worshippers who enter the church early for prayer, to be able to pray in silence and without distractions. If pressed for time, do your best to set up the Sanctuary as quickly and efficiently as possible.

Considerate

You need to be familiar with your duties and when they should be done. If you are unsure of the procedure or task, please ask for clarification or help from the altar guild director, another senior guild member, vergers or rector. We ask all senior guild members to assist and to help to train new guild members. All new members will be partnered with a senior altar guild member until they are comfortable with the tasks and set up procedures. If you are unable to serve at your scheduled service, please arrange for another member to act as a substitute and notify the Altar Guild Director and church secretary.



“The Lord is in his holy temple; let all the earth keep silence before him.”

Habakkuk 2:20

Holy Eucharist Services

Our weekly Saturday and Sunday services of Holy Eucharist are the foundation of worship at St. John's. The liturgies at 5 pm on Saturdays and 8 & 10 am on Sundays reflect the regular rhythm of praise and thanksgiving that has emanated from this place for over 125 years.

St. John's follows the seasons of the liturgical calendar and as the seasons of the Church year change, so do the colors traditionally associated with them. White vestments and Altar hangings are used in the Easter and Christmas seasons and for weddings and funerals. Purple is utilized during Lent and Advent; green on the Sundays following Pentecost and Epiphany, and red during Holy Week, on Palm Sunday, the Day of Pentecost, and for the commemoration of martyrs.

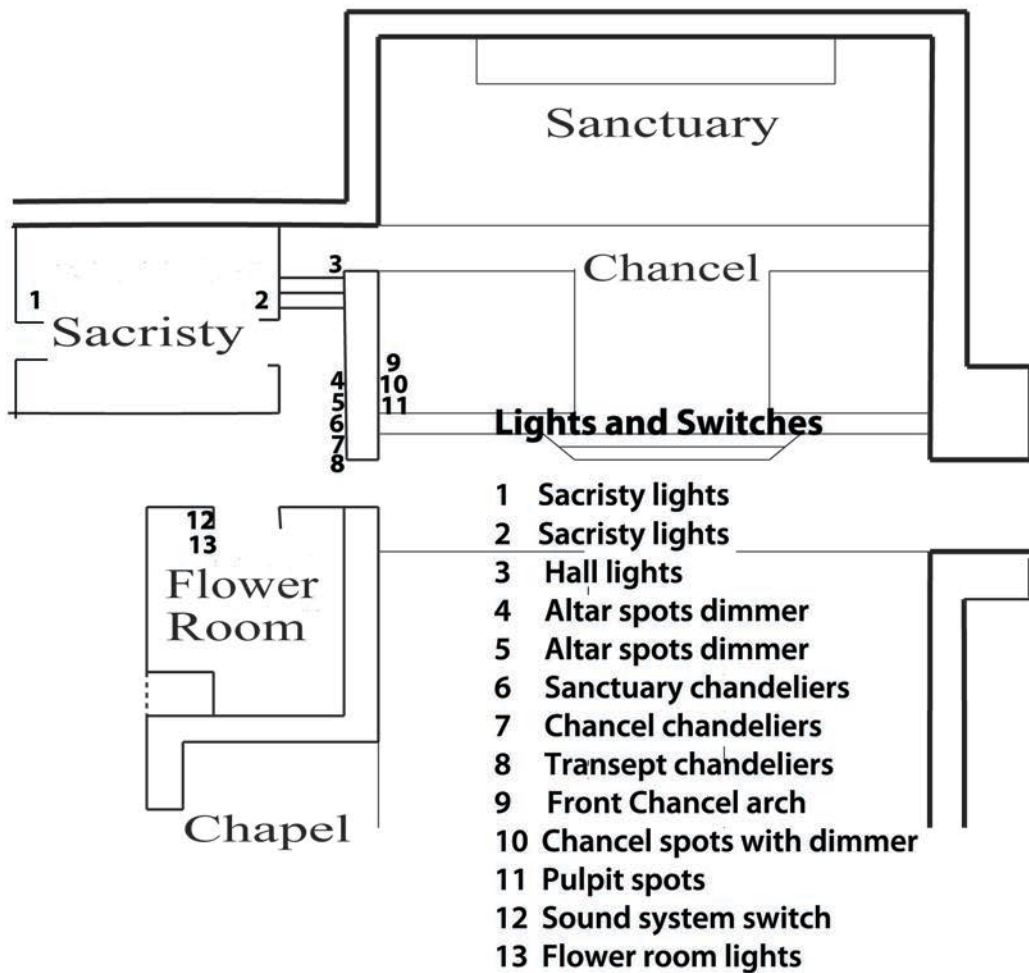
The Altar Guild responsibilities for the services are grouped into six separate activities according to the time when they are performed:

- Setting up for a Sunday 8 am service
- Cleanup after the 8 am service
- Setting up for the 10 am service
- Cleanup after the Sunday 10 am service
- Setting up for the Saturday 5 pm service
- Cleanup after the Saturday 5 pm service

Altar set up for the 8 am Sunday service

On most Sundays, the sexton will have arrived at the church before you and will have unlocked the Sacristy, opened the safe and turned the lights on. If not:

1. Open the Sacristy. A key can be found in the flower room on the bottom shelf of the vase cabinet. The vase cabinet is on the far wall of the flower room.
2. Turn on all lights and sound system in Sacristy, Sanctuary, chancel and flower room.
3. Open safe, being careful not to let any of the silver vessels fall out onto the floor. Combination to the safe may be found in the linen drawer.

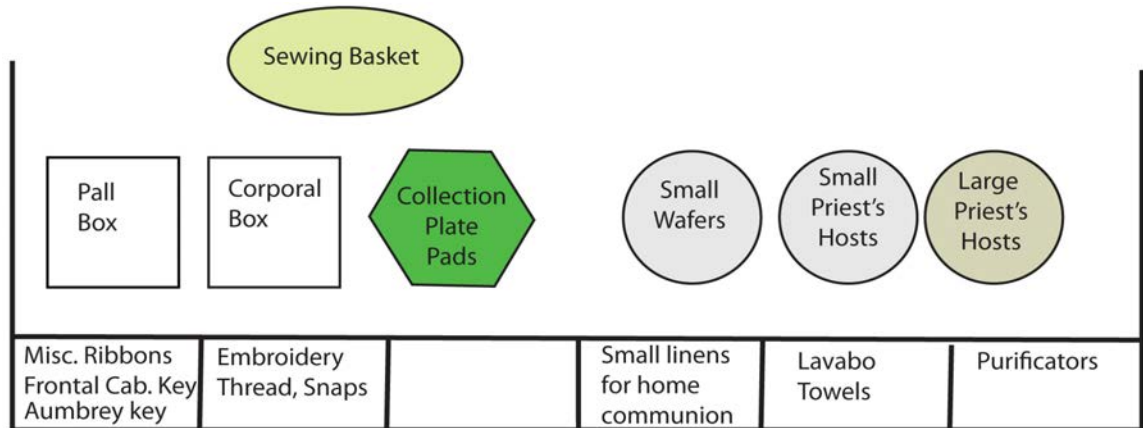


Step 1- Gather items for the service. This is done in the Sacristy

1. Remove all the silver from safe, remove covers from silver and place silver items on Sacristy table. Place all covers on top of Sacristy cabinet. The items removed will be:
 - a. Two chalices
 - b. One paten
 - c. Large flagon
 - d. Large ciborium (bread container)
 - e. Small ciborium (bread container)
 - f. Lavabo bowl
 - g. Two cruets (in wooden case)
 - h. Collection plates for 8 and 10 am services
 - i. Two purificators
 - j. One lavabo towel
 - k. One pall
 - l. One corporal
 - m. Aumbry key

2. From "Seasonal" drawer remove the following and add to linen from step 2:
 - a. Veil
 - b. Burse
 - c. Stoles, one for each priest

LINEN DRAWER



3. On the top of cabinet:
 - a. Gospel Book
 - b. Altar book on brass stand

Step 2- Fill

1. Fill small ciborium with small hosts. The hosts are found in a metal tin in the linen drawer. If additional hosts are needed they can be found in the small right hand hutch on top of the linen cabinet.
2. Place one priest host (the medium sized host of the three types in the drawer) from the other tin in the linen drawer on one paten.
3. Check burse to see if it has four purificators. If not fill from the linen drawer.
4. Fill cruet (gold band on handle) with wine and the other cruet with tap water. The wine can be found in the bottom cabinet to the left of the sink. Empty wine bottles should be placed in a recycle bin. Recycle bins can be found in the hallway near the small kitchen off of Upper Weld Hall.
5. Fill teakettle with water.

Step 3- Move items out to Sanctuary

1. Carry the altar book on brass stand to the altar.

2. Carry and place two small collection plates with appropriate color pads on chancel rail for 8:00 am service. Color pads can be found in the octagonal box in the linen drawer.
3. Carry the gospel book, linens, pall, veil, burse, and paten with host, and aumbry key to the altar.
4. Carry cruets, lavabo bowl and small ciborium to credence table.
5. Carry chalices to altar.

Step 4- Setup at the altar

1. Unfold the corporal and center on the altar. The open creases should be visual and face towards you. This facilitates refolding the corporal to trap any fallen crumbs of the consecrated hosts for removal to the Sacristy.



2. Center a single chalice on the corporal covered with a purificator.



3. Place paten on the chalice; center the priest's host on the paten. The cross on the chalice faces the celebrant.



4. Place a pall over the paten.



5. Cover vessels with the veil. Certain veils have a directional to their embroidery. Verify that the embroidery is place correctly. This can be done in front of the altar to make sure the edge of veil just meets the top of the altar and that the chalice is centered with the cross above the back altar and any embroidery on the altar frontal.



6. Place the burse (containing extra purificators) on top of the veil with the hinge facing the congregation.

Fully veiled chalice on top of corporal, front view.



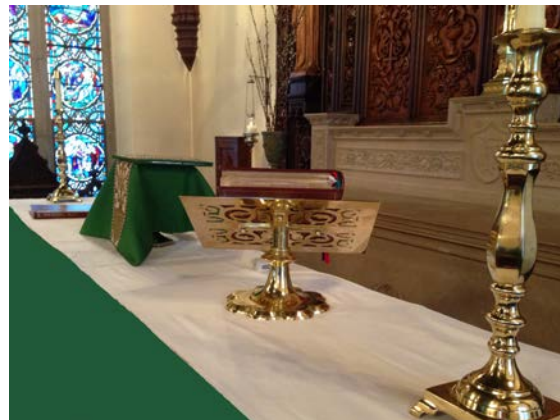
Rear view of veiled chalice



7. The second chalice, with just a purificator, is placed to the left of the altar on the table below the Sanctuary lamp.



8. Set the altar book and brass stand to priest's left – leave it closed.
9. Place the Gospel Book on the left end of the altar while facing the altar. The bottom of the cross on the book should point to the back altar.



The altar is properly set, the veil is neatly laid over the chalice and the altar book (right) is set and closed. The gospel book laid on the altar to the left.

Step 5- Credence Shelf (to right of altar as you face it.)

1. Place smaller cruets of wine (on right) and water (on left) with handles facing the wall.
2. Place lavabo bowl to left and lavabo towel next to it.
3. Place small ciborium in front of two cruets or in front of lavabo bowl.



Step 6- Aumbry Shelf (to left of the altar under Sanctuary lamp)

1. Unlock the aumbry with gold tasseled key found in the linen drawer of Sacristy cabinet and leave the key in the aumbry door.



2. Bring out silver ciborium containing reserved hosts, glass cruet of reserved wine and set on the shelf next to the aumbry.

Step 7- Vestments

1. Place two matching stoles on Sacristy table.
2. Hang chasuble and dalmatic (if deacon is serving) in Rector's parlor.

Cleanup after the 8 am Service

Step One- Remove items from Altar to Sacristy

1. Turn on teakettle in Sacristy.
2. Bring collection plates to Sacristy. The handling of money is a vestry/usher responsibility and should always be done with two people present.
3. Bring small cruets into the Sacristy. If there is any consecrated wine in the wine cruet, pour wine into an aumbry cruet before returning cruet to Sacristy.
4. Gather used purificators, lavabo towel and corporal.
5. Return small ciborium and lavabo bowl to Sacristy.
6. Return chalices to Sacristy.

Step Two- Cleaning

1. Pour any leftover wine in the chalices down the piscina drain.
2. Fill a dish basin with soapy water and wash chalices, small lavabo bowl and wine cruet. Rinse. Empty basin.
3. Pour boiling water over the rims of the chalices to sanitize.
4. Dry all silver with dishtowels.
5. Shake out corporal over the piscina.
6. Check purificators for wine and lipstick stains. If there are any, pre-treat the purificator.
 - a. Spread the purificator open on the bottom of the sink, treat stain with dish-washing soap, and pour boiling water from the teakettle over the stains.
 - b. You may have to repeat this step if the stains persist.
 - c. Place wet purificators and damp lavabo towels on drying rack to dry.
 - d. Never put wet or damp linen into the laundry basket.
 - e. Any dry purificators and lavabo towels on the drying rack can be put in the laundry basket on the sink counter.
 - f. Corporals are only pre-treated and washed if they have been stained with wine.
7. Pour boiling water into the piscina to wash the down any remaining wine and crumbs.

Setting up for the 10 am service

Step 1- Gather items for the service

All of the items you will need will have been taken out of the safe and left out on the Sacristy table. Some items may have been left in the Sanctuary or left on the altar (Gospel Book, Altar Book on brass stand). You will need to replace some items that were used in the 8 am service. From the linen drawer:

- a. Large priest host.
- b. Two purificators.
- c. One lavabo towel.

Step 2- Fill

1. Refill water cruet with water.
2. Fill large ciborium to the brim with small hosts from the tin.
3. Fill the large silver pitcher (flagon), 1/3 full of wine. Just enough wine to fill two chalices.

Step Three- Move Items out to the Sanctuary

1. Carry and place four larger silver offering plates on the stool under credence shelf for 10:00 am service.



2. Carry the large ciborium and the flagon to the table at the back of the Sanctuary for offering.

Elements on back table for 10 am Eucharist

3. Carry lavabo towel, lavabo bowl, and water cruet to credence table.
4. Carry linens and clean chalices and large host to the altar.

Step Four- Set up at the altar

1. Unfold the corporal and center on the altar. The open creases should be visible and face towards you. This facilitates refolding the corporal to trap any fallen crumbs of the consecrated hosts for removal to the Sacristy.



2. Center a single chalice on the corporal covered with a purificator.



3. Place paten on the chalice; place the large priest's host on the paten. The cross on the chalice faces the celebrant.



4. Place a pall over the paten.



5. Cover vessels with the veil. Certain veils have a directional to their embroidery. Verify that the embroidery is place correctly. This can be done in front of the altar to make sure the edge of veil just meets the top of the altar and that the chalice is centered with the cross above the back altar and any embroidery on the altar frontal.

6. Place the burse (containing extra purificators) on top with hinge facing the congregation.



Fully veiled chalice on top of corporal front- view.



7. The second chalice with just a purificator is placed to the left of the altar on the table below the Sanctuary lamp.

8. Set the altar book and brass stand to priest's left – leave it closed.
9. Place the Gospel Book on the left end of the altar while facing the altar. The bottom of the cross on the book should point to the back altar.



The altar above is properly set, the veil is neatly laid over the chalice and the altar book (right) is set and closed. The gospel book laid on the altar to the left.

Step 5- Credence Shelf (to right of altar as you face it.)

1. Place water cruet with its' handle facing the wall.
2. Place lavabo bowl to left and lavabo towel next to it.



Cleanup after the 10 am Service

1. Fill and turn on teakettle to boil water.
2. Remove offering from altar and place it in one of orange bags and put it in the safe in the hall closet. The handling of money is a vestry/usher responsibility and should always be done with two people present.
3. Remove small linens, veil, burse, altar book and gospel book to the Sacristy. Never remove fair linen from the altar (except when changing the altar hangings). Leave microphone on the altar.
4. Place the altar book and gospel book on top of the Sacristy cabinet.
5. Remove all silver vessels from altar and credence table.
6. Pour all wine remaining in the two chalices into the piscina, *never* back into bottle.
7. Place any remaining, unused, consecrated wine or bread into the containers in the aumbry. Extra cruets and bowls are located in the cabinet at left on chest in Sacristy if needed. Place these extra containers in the aumbry and lock, returning the key to the linen drawer.
8. Fill a dish basin with soapy water and wash and dry all silver vessels with hot water and soap. Pour boiling water over the rim of the chalices to sanitize.
9. Once silver vessels are dry, place each individual item in their appropriate cloth bag. The tops of the ciboria are placed upside down in the bottom part of the vessel with a protective layer of filter paper or paper towel. Filter paper can be found in the linen drawer.
10. Carefully arrange all silver in the safe, repositioning if necessary, before closing the safe. Spin dial after closing the door to lock the safe.
11. Put the corporal and pall back into the boxes in the linen drawer. Corporals and palls are rarely washed unless stained.
12. Return the veil, burse and stoles to their appropriate “seasonal” drawer. Be sure that chalice veil is stored unfolded and flat.
13. Check purificators for wine and lipstick stains. If there are any, pre-treat:
 - a. Spread the purificator open on the bottom of the sink basin, treat with dishwashing soap and pour boiling water from the teakettle over the stains.
 - b. You may have to repeat this step if the stains persist.
 - c. Place wet purificators and damp lavabo towels on drying rack to dry.
 - d. Never put wet, damp linen into the laundry basket.
 - e. Any dry purificators and lavabo towels on the drying rack can be put in the laundry basket on the sink counter.
 - f. Corporals are only pre-treated and washed if they have been stained with wine.
14. Leave Sacristy clean; clean sink and wipe down all granite counters.
15. Hang chasuble and dalmatic in Sacristy closet.
16. Remove bulletins from Sanctuary and replace prayer books and hymnals on steps next to flower stands.
17. Take down hymn numbers from hymn boards and return them to box in flower room. Get someone to do this for you if you cannot reach the numbers. Acolytes, generally, are willing to do this if asked.
18. Turn off the PA system in Acolyte/Flower Room but leave the microphone on altar. The switch is located on the wall above the light switch with a silver colored plate. Simply toggle the switch down for off/up for on.

19. Turn off any lights that are still on in the Sanctuary.
20. Close and lock both Sacristy doors before leaving.

Saturday Night 5 pm Service

Step 1- Move Furniture

1. The rolling wooden table in the hallway outside the Acolyte/Flower room is wheeled into Upper Weld Hall and positioned in front of the patio windows.
2. Place a chair against the doors to the courtyard, behind and centered on the altar for use as a credence table. One of the padded maroon chairs works best.
3. Place small fair linen on the altar along with the two brass candlesticks in the Sacristy.

Step 2- Gather items for the service

1. Gather the brown/blue ceramic chalice set. They are located in the left hand hutch on the linen cabinet in the Sacristy. This set consists of:
 - a. One chalice
 - b. A paten
 - c. Two ceramic cruets (glasses) that are used for the wine and water
 - d. A tray for the ceramic cruets
2. Gather the two glass bowls from the left hand hutch, one to use as a ciborium and one to use as lavabo bowl.
3. From the linen drawer get:
 - a. A corporal
 - b. Two purificators
 - c. One lavabo towel
 - d. Small priest's host.
 - e. Aumbry key(Note: The pall, the veil and the burse are not used at this service.)
4. The black binder, which serves as the altar book for this service and the Gospel book. Both sit on top of the linen cabinet.



Step 3- Fill

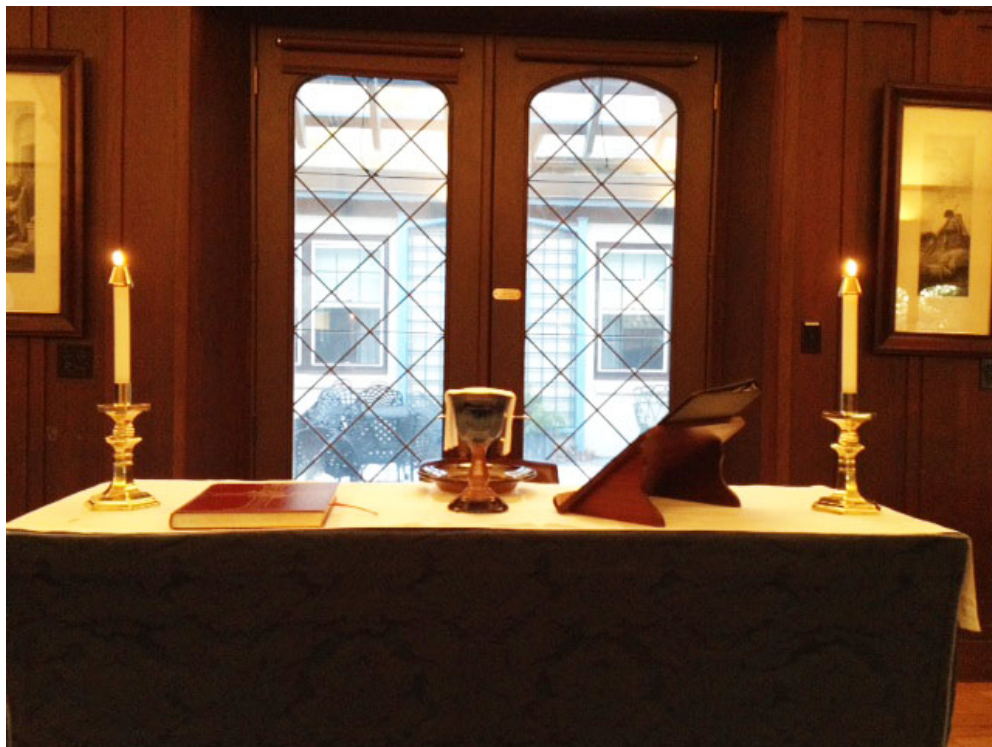
1. Fill the two ceramic cruets, one with water and one with wine.
2. Fill one of glass bowls with small wafers.

Step 4 - Move all items out to Upper Weld Hall

1. Take all items into Upper Weld Hall:
 - a. Ceramic Chalice set
 - b. Glass bowls
 - c. Small Linens
 - d. Gospel book
 - e. Altar book on the wooden stand
 - f. Two wooden collection plates. These collection plates are located on top of the linen cabinet.
 - g. Aumbry key

Step 5- Setup the altar

1. On the altar, center one chalice on the corporal with an open purificator.
2. Place the paten with the priest's host behind the chalice.
3. Place the closed altar book on the priest's left and gospel book on the right as you would for the 8 am and 10 am services.



Step 6- Setup credence table

1. Place the tray with two cruets at the front of the credence table.
2. Place the chalice directly behind the tray covered with a purificator.
3. If standing in front of the credence table, place the bowl of wafers to the left of the chalice and the glass lavabo bowl to the right.
4. Place the lavabo towel on top of the bowl or to the right of the bowl.
5. Place the collection plates on the table with the bulletins near the entrance to Upper Weld Hall.



Cleanup after the 5 pm Service

1. Fill and turn on teakettle to boil water.
2. Remove offering from altar and place it in one of orange bags and put it in safe in hall closet. The handling of money is a vestry/usher responsibility and should always be done with two people present.
3. Remove small linens, small fair linen, altar book and gospel book to the Sacristy.
4. Place the altar book and gospel book on top of the Sacristy cabinet.
5. Remove ceramic chalices, paten from the altar and the cruets, bowl and tray from the credence table to the Sacristy.
6. Pour any wine remaining in the chalice into the piscina, *never* back into bottle.
7. Place any remaining, unused, consecrated wine or bread into the containers on the aumbry shelf.
8. Fill a dish basin with soapy water and wash ceramic chalices, ceramic paten, wine and water glasses, glass bowls with hot water and soap. Dry all with dishtowel.
9. Store ceramics in the left hand hutch on the linen cabinet.

10. Pre-treat any stained linen. See step 13 in “Cleanup after 10 am Service”, page 15.
11. Leave Sacristy clean; clean sink and wipe down all granite counters.
12. Return stoles to drawer and chasuble to closet.
13. Remove bulletins from Upper Weld Hall and replace prayer books.
14. Turn off any lights that are still on in Upper Weld Hall.
15. Close and lock both Sacristy doors before leaving.

Reserved Sacrament

At St. John’s we reserve any consecrated bread and wine remaining after the service. These are kept in the Aumbry located to the left of the high altar. The reserved sacrament is symbolic of Christ’s presence in the church at all times and is used by Eucharistic ministers when they take the sacrament to sick or homebound parishioners. It is also used as a back up at a regular service when the congregation exceeds the number of hosts consecrated in the ciboria.

The reserved bread and wine is taken out of the aumbry and placed on the shelf to the right of the aumbry before the 8 am service. Following the liturgy, any wine in the wine cruet or flagon that is on the credence table to the right of the altar is unconsecrated and can therefore be placed back in the wine bottle or Sacristy wafer box. Any wine left on the aumbry side of the altar is consecrated and must be saved and put in the aumbry. The only exceptions are the chalices covered by purificators – the wine in these goes down the *piscina* after the service.



Special Sunday Services

The most common special Sunday service is one in which there is a baptism. There are other services that happen less frequently (i.e. Bishop’s visitation, Confirmation) and their needs will be dealt with as they arise.

Baptism Sundays

When a Baptism is scheduled (almost always at 10 am), the altar set-up remains the same as ordinary Sundays. The differences for the baptism are as follows:

To set up for baptisms:

1. Move baptismal font to center of aisle and remove cover – the cover can simply be left on the floor in front of the first pew.
2. Move baptismal table over toward font and place on it the following items: linen table cloth, baptismal flagon with warm water, silver oil stock, baptismal towel (a lavabo towel), unboxed baptismal candle and matches. The candles are located in the Sacristy vestment closet, the oil stock is kept in the left hand hutch on top of the linen cabinet and the flagon can be found in the right hand hutch.
3. Paschal Candle should be moved from chapel to in front of and to the right of the pulpit. A candle lighter should be placed near the Paschal candle.



Note: Do not hesitate to ask for help in moving the heavy Baptismal font and table. The Verger and/or acolytes are usually more than willing to help with this task.

Cleanup of the baptismal set up after the service is simply the reverse of the set-up.

Mid-Week Eucharist

The 10 am Wednesday Eucharist takes place in the chapel. Setup involves the following:

In the Chapel:

1. Turn the chapel light on. Light switch is next to the door to the hallway.
2. Light the Sconces by pushing the buttons on them.
3. Remove any dead flowers from the altar. Replacement of the flowers for this service is optional and not necessary.
4. Place prayer books on the front row of seats. Make sure there are books on the chair backs for the second row of seating.



In the Sacristy

1. Open the Sacristy. A key can be found in the flower room on the bottom shelf of the vase cabinet. The vase cabinet is on the far wall of the flower room.
2. Take the blue clay chalice from the left hand hutch on top of the linen cabinet in the Sacristy.
3. From the linen drawer take out one purificator, a pall, a corporal and a priest's host. A veil and burse are not used at this service.
4. Take one glass dish from the same cabinet as the chalice and fill with 8 to 10 wafers from the round tin in the linen drawer.
5. Take two glass cruets that can be found on a rack next to the sink or in the left hand hutch on top of the linen cabinet. Fill one half full of water and the other half full of wine. The wine is located in the bottom cupboard next to the sink. Stoppers for the cruets are also located in the left hand hutch.
6. Take all to chapel as well as altar book on wooden stand. The altar book and stand can be found on top of the linen cabinet.

Chapel Altar

1. Unfold a corporal and place in the center of the altar.
2. Place chalice on the corporal.
3. Top the chalice with a purificator, followed by the priest's host on a paten and then the pall.
4. Place the altar book and stand to the left of the vested chalice.
5. Light two altar candles five minutes before the service.



Credence Table

1. Place the two glass cruets, glass bowl with small wafers on the shelf to the right of the altar.

Cleanup

1. Extinguish candles.
2. Wash chalice, paten, glass cruets and glass bowl.
3. Dry chalice, paten and bowl and return to hutch. Put cruets upside down on rack to dry.
4. Return corporal and pall to their boxes in the linen drawer.
5. Check purificator for stains. Pre-treat with dish washing soap and boiling water if necessary. Wet linen should be placed on towel racks near sink.
6. Leave Sacristy clean; clean sink and wipe down all granite counters.
7. Return altar book and stand to Sacristy.
8. Make sure lights are off in the chapel.

Special Seasons & Services

Funerals and Weddings

An altar guild member is only needed if communion is being served at the service. The pastor will notify the guild chair if a member is needed and whether the altar should be set up as an 8 am or 10 am Sunday service.

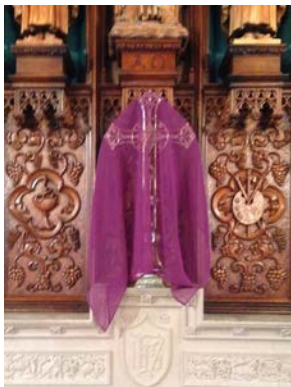
Other Services

Many of these services will vary slightly year-to-year but there are some constants. Additional information, along with photos, will be added to this manual as updates in the coming months.

The altar guild is responsible for changing the altar frontals and pulpit falls for each liturgical season and for special services.

Lent

During lent, purple altar hangings and vestments are used from Ash Wednesday up to but not including Palm Sunday. The altar guild should change the hangings after the 10 am church service on the Sunday before Ash Wednesday or on Shrove Tuesday, the day before Ash Wednesday. Many willing hands to help can be found before or after the Shrove Tuesday Pancake Supper. In recognition of the solemnity of this season, simple greens or branches are substituted for the altar flowers. Only the two Eucharistic candles on the altar are used. The six office lights (candles on back altar) are moved into the Sacristy. We are also responsible for veiling the processional crosses and the altar cross in purple gauze. The gauze is kept in the right-hand drawer underneath the altar frontal



Ash Wednesday: An additional task, besides setting up for a regular church service on Ash Wednesday, is to place the ashes on credence table along with a cloth, a lemon slice and bread to clean hands after imposition. The celebrant will have created the ashes from last year's palms and will leave them in the Sacristy. The altar guild is responsible for providing the bread and lemon.

Holy Week

Holy week is the busiest week of the year as we commemorate the events that are central to our Christian faith and life, Christ's passion and resurrection. Maundy Thursday, Good Friday and the Easter Vigil services, collectively know as the Triduum, require prayerful preparation by all the individuals and groups involved in the services. While each service may vary slightly from year to year, there are tasks that remain the same each year.

Palm Sunday: Prior to the Palm Sunday services, the purple frontal, pulpit fall and the veils on the processional and altar crosses in the church need to be changed to red. The clergy will also use red vestments. For the 8 am service, the altar guild places the palms on the baptismal table. The table is moved near the chancel steps and underneath the pulpit. The palms are processed in at the 10 am service. The

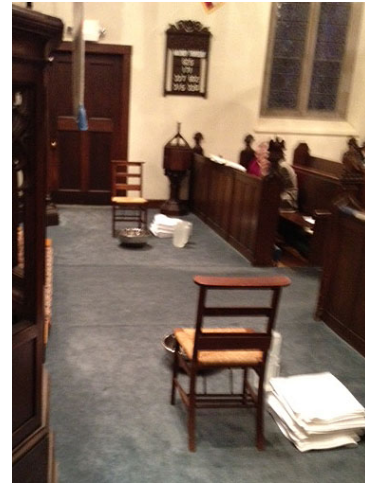


vestry/clergy will determine where to place the palms on Palm Sunday and they will make sure that the palms are in the correct place.



Maundy Thursday: The frontal, pulpit fall and vestments used for this service are white. The standard 10 am altar set up is used with a few exceptions. The Front facing altar has been removed from the Sanctuary and the back altar is used. The altar book is place to the left of the veiled chalice facing the congregation. The chasuble is placed over the left hand altar rail.

Place two foot washing stations in the transept aisle, one in front of the two sections of pews. Each station consists of a chair, a basin, a pitcher of warm water, and towels. The basins and towels are kept in the bottom cabinet to the right of the sink in the Sacristy.



At the end of the service, the altar is stripped. All the candles, crosses, altar cloths including frontal, vases and the free-front facing altar, kneelers and chairs are removed from the Sanctuary. The tabernacle is placed on the chapel altar. An altar guild member may be requested to help with the removal of or organization of items as they are taken from the Sanctuary.

Good Friday: At this service, communion is distributed from the Reserved Sacrament and the standard altar set up is placed on the credence table along with the reserved wine and a ciborium of the reserved hosts. A sexton will place a large wooden cross in the area

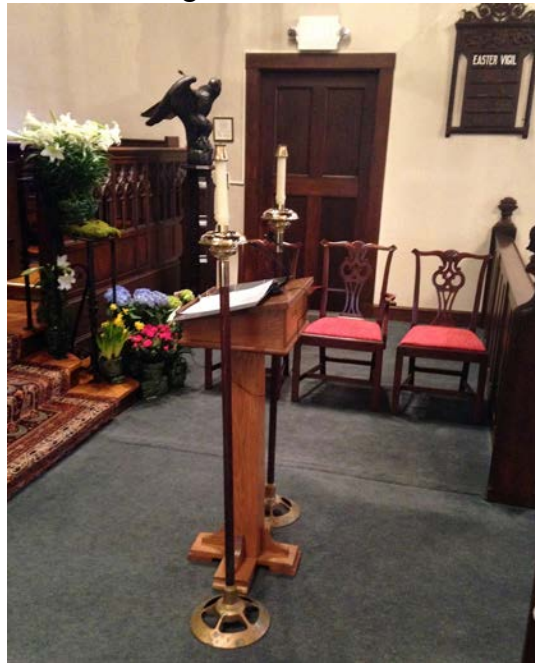


service, communion is Reserved Sacrament and the standard altar set up is placed on the credence table along with the reserved wine and a ciborium of the reserved hosts. A sexton will place a large wooden cross in the area

Holy Saturday: In the morning, there is a brief liturgy for the day. There is no altar set up. However, the altar and Sanctuary need to be prepared for the evening Easter Vigil by both the altar and flower guilds. If you start this preparation before the daily liturgy, please break for the liturgy, join them in prayer and continue the set up after the liturgy benediction.

Easter Vigil: The Easter vigil preparation is the most complex of all the services. There are many tasks that need to be completed before the service:

1. All items removed after the Maundy Thursday service need to be returned and set in their original positions: altar, candles, crosses, tables, chairs, kneelers, etc.
2. Clean fair linen will be used on the altar and the altar is draped with the white frontal. The pulpit fall is also changed to white.
3. Memorial flowers will be placed on the back altar, windowsills, and sides of the chancel steps.
4. Move the wrought iron candelabras to in front of the choir stalls.
5. The rector will organize the items for the vigil fire at the back of the church. (Fire extinguisher, wax nails and stylus for inscription on candle; long matches to be used as a taper to light the paschal candle; Epsom salt/rubbing alcohol and a bowl for the fire).
6. Move the baptismal font and freestanding lectern to the center of the crossing in the transept. On top of this set:
 - a) Mini flashlight
 - b) Wireless microphone
 - c) Copy of Exsultet and readings
7. Candle torches/stands are placed on either side of the lectern.
8. Place the paschal candle stand near the lectern; the baptismal font is placed behind it.
9. Place near the baptismal font
 - a) Ewer filled with water
 - b) Book/music for the blessing and thanksgiving of the water
 - c) Bowl for holy water
 - d) Evergreen branch for aspersing the water
10. Put small tapers with holders on the narthex table as well as the box of small bells. The ushers will hand these out to the congregation along with the service bulletin.
11. Put a chair in the south transept for the celebrant.
12. Set up the altar as for the 10 am Sunday service.



Cleanup after service:

1. Return chair, baptismal font, lectern, candle torches, and candelabras to their usual places.
2. Gather fire-making supplies from back of church and bring to Sacristy.
3. Return box of collected congregation tapers, and matches to flower room and bells to the pastor's parlor.
4. Standard 10 am service clean up but also add the ewer, water bowl to the wash.

5. Do not set up for the early Sunday service. Another altar guild member will do this.

Easter Sunday Services: The standard Sunday service procedures are followed.



ADVENT/CHRISTMAS

Purple hangings and vestments are used during Advent; an Advent Wreath is placed near the chancel steps with three purple candles and one pink candle. The greening of the Church takes place either before the Advent Evensong service or after church on the 4th Sunday of Advent. Large wreaths are hung on the front doors, and greens are placed along with candles on the windowsills.

Christmas Eve: Before the 2 pm service the altar frontal and pulpit fall need to be changed from purple to white, and a crèche set up for the 2 and 4 pm family services. Candles are set in the windows for the evening/midnight mass.



The freestanding altar is moved to the chancel above the steps for the 2 pm Tots and Toddler service. The SW5 altar set up is used:



1. On the altar, center one chalice on the corporal with an open purificator.
2. Place the paten with the priest's host behind the chalice.
3. Place the closed altar book on the priest's left and gospel book on the right as you would for the 8 am and 10 am services.
4. Using the reserve chalice stand from near the Aumbry, place the tray with two cruets at the front of the credence table.
5. Place the chalice directly behind the tray covered with a purificator.
6. If standing in front of the credence table, place the bowl of wafers to the left of the chalice and the glass lavabo bowl to the right.
7. Place the lavabo towel on top of the bowl or to the right of the bowl.



For the 4 pm service, the altar is setup as for a regular 10 am Sunday service. This is a very popular service and additional bread and wine are needed to be available.

After the 4 pm service, place a candelabra on the ledge of the large stained glass window at the back of the Sanctuary and place a candelabra in front of each choir stall.

Use the standard cleanup procedures for both the 4 pm and 7:30 pm services. The Christmas day services are set up as the regular Sunday services.

A note about altar supplies:

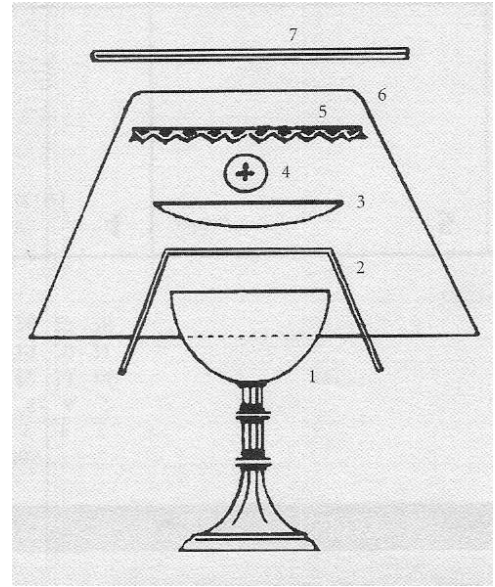
Check supplies and leave a note for the parish Verger and church secretary if anything needs to be restocked. This includes wine, wafers, candles, wicks, and matches. Be specific about the type of wafers and candles that are needed. Notes may be left either in Verger's mailbox in the office or with the church secretary. This information can also be emailed to the verger and church secretary (verger.stj.hingham@gmail.com or office@stjohns-hingham.org)

How to Veil a Chalice

THE VEILED CHALICE

1. The Chalice
2. Purificator
3. The Paten
4. Priest's Host
5. Pall
6. Chalice Veil
7. Burse

1. Open purificator and place over chalice with embroidered cross facing up.
2. Place the paten on the chalice, over the purificator.
3. Place the Priest's Host on the paten.
4. Cover the Host with the pall.
5. Place the veil over the pall. The 'front' displays the embroidery. The veil's bottom edge should be even and just meet the altar. If the chalice is to be carried, fold the back of the veil up over the top over the pall. Otherwise allow the back to also drape over the pall.
6. Place the burse over the veil.
7. The vested chalice is placed in the center of the corporal on the altar.



Altar Guild Vocabulary List

Altar Rail: The wooden rail in front of the Sanctuary where people kneel to receive communion. The opening consists of two gates opened and shut by the acolytes.

Alb: The long, white garment worn by the priest under the chasuble.

Aumbry: The cabinet to the left of the altar in which is kept consecrated bread and wine.

Altar Hangings: The ornate cloths that denote the liturgical season. As the seasons of the Church year change, so do the colors traditionally associated with them. White vestments and Altar hangings are used in Easter and Christmas seasons and for weddings and funerals. Purple is utilized during Lent, blue or purple in Advent, green on the Sundays following Pentecost and Epiphany, and red during Holy Week, on the Day of Pentecost, and for the commemoration of martyrs.

Burse: A case of two squares of stiff material, bound together at one end, which contains an extra corporal and extra purificators for use at communion. It matches the color of the altar hangings and is placed on top of the veiled chalice.

Candle Snuffer: Used by the acolyte to light and extinguish candles.

Chalice: The liturgical cup used to hold wine at communion. We have two silver chalices (used for Sunday morning worship) and a ceramic chalice.

Chancel: The portion of the church between the front row of pews and the altar. At St. John's the choir sits in the chancel and it is the site of the organ console and pipes.

Chasuble: A sleeveless Eucharistic vestment worn by the celebrating priest at a service of Holy Communion. It reflects the liturgical color of the day.

Chrism: Holy oil blessed by a bishop that is used to anoint a newly baptized member of the Church. At St. John's, Chrism is kept in an Oil Stock located in the left hand hutch on the linen cabinet.

Ciborium: A container with a lid used to store communion wafers. We have a small one used for 8 am and two larger ones used at the later service.

Collection Plate: A plate used to collect and present the alms given by the congregation.

Corporal: A square of white linen spread on the altar upon which the bread and wine are placed for communion.

Credence Table: A small table or shelf that holds the elements and vessels used at communion. At St. John's this is located to the right of the altar.

Crossing: This is the main intersection of aisles at the front of the church. If viewed from above, these aisles form a large cross.

Cruet: A vessel in which the unconsecrated wine and water used for communion is brought to the altar.

Dalmatic: A wide-sleeved, loose vestment open at the sides, worn by deacons and bishops.

Elements: This refers to the bread and wine used at communion.

Eucharistic Candles: The two large candles that burn at each celebration of communion.

Fair Linen: The long white cloth that covers the top of the altar and hangs down over the ends.

Flagon: A large silver pitcher used to hold wine for Eucharist.

Font: A basin of water used in baptism. At St. John's the Baptismal font is located in front of the first pew in the South Transept.

Frontal: The colored, liturgical hanging that covers the altar.

Lavabo Bowl: The small silver bowl used to ceremonially wash the celebrant's hands before communion.

Lavabo Towel: A small towel that is folded and placed across or next to the lavabo bowl. This is used when the celebrant washes his or her fingers during the offertory.

Nave: The main part of a church where the congregation sits.

Office Lights: The six individual candles on the Altar. They are lit along with the Eucharistic candles for Sunday services. They are also used during the services for the daily offices (i.e. Morning or Evening Prayer).

Oil Stock: A small round silver container that contains either holy oil or Chrism.

Pall: A square, stiffened white linen cloth used to cover the chalice at communion. It also refers to the large white and gold covering placed over the coffin at burial rites.

Paschal Candle: The large candle that symbolizes the risen Christ. It is lit at the Easter Vigil and burns at services throughout the 50 days of the Easter season. It also burns at Baptism as a symbol of new life and at funerals as a symbol of the resurrection.

Paten: A shallow plate for the bread at communion. We have two silver and a ceramic patens.

Piscina: A special Sacristy sink that drains directly into the ground. It is used for unconsumed consecrated wine.

Priest's Host: The large wafer placed on the paten prior to the service that is broken by the celebrant at the fraction.

Pulpit Fall: The colored, liturgical hanging that is draped over the pulpit.

Purificator: A small square of white linen, usually with an embroidered cross and folded into thirds, it is used to wipe the chalice after use at communion.

Reserved Sacrament: Consecrated bread and wine that remains in or near the Sanctuary. Its primary purpose is to indicate that Christ is always present in the form of bread and wine in the church building. It is also used for pastoral emergencies when Communion is brought to the sick or homebound. The Reserved Sacrament is housed in the Aumbry.

Sacristy: The room in which the Communion vessels, vestments and Altar hangings are kept. Our Sacristy is located to the left of the chancel.

Sanctuary: The portion of the church at the head of the chancel that surrounds the Altar. The Sanctuary is divided from the chancel by a wooden Communion rail.

Sanctuary Lamp: The light, which burns continuously next to the Aumbry, indicating Christ's presence in the Reserved Sacrament.

Thurible: A censer/vessel for burning incense. Liturgically it is swung by the Thurifer.

Transept: In a cross-shaped church, either of the two parts forming the cross shape, projecting at right angles from the nave.

Veil: The chalice veil is a square of material used to cover the chalice and paten until they are needed for preparation of the communion at the altar. The veil matches the color of the altar hangings.

Veiled (or Vested) Chalice: The chalice set up with a purificator, paten, priest's host, pall, chalice veil and burse to be use by the priest during the preparation of communion.

Vergers: A layperson who acts as emcee for liturgical services, organizes processions, and trains acolytes.

