

PART II – ORDER OF SERVICES WITH NOTES, CHURCH CALENDAR, TRADITIONS, AND PROCEDURES

- A. 8:00 - Standard Service with instructions
- B. 10:00 - Standard Service with instructions
- C. 10:00 – Contemporary Service with instructions
- D. Around the Calendar
- E. Procedures for Services
- F. Special Services

PART II – ORDER OF SERVICES WITH NOTES, CHURCH CALENDAR, TRADITIONS, AND PROCEDURES

GENERAL NOTES:

- **Altar party must always be aware and follow the lead of the celebrant.**
- **When sitting, the altar party sits after the celebrant sits.**

Å. 8:00 – Standard Order of Service – RITE I – BCP page 323

- Welcome
- Processional (stand)
- Opening Acclamation
- The Gloria
- The Collect of the Day
- The First Lesson
- The Psalm
- The Second Lesson
- The Holy Gospel
- Sermon
- The Creed (spoken)
- The Prayers of the People
- Confession and Absolution
- The Peace
- HOLY COMMUNION
- The Great Thanksgiving Eucharistic Prayer 1
- Sanctus
- Lord's Prayer
- The Fraction
- The Invitation
- Post Communion Prayer
- Blessing Benediction
- Anniversary, Travel and Birthday Blessings with Prayers for Healing;
- Announcements
- Dismissal

B. 10:00 Traditional – Standard Order of Service – RITE II – BCP page 355

- Indroit with children and contemporary band
- Processional (stand)
- Welcome and Announcements
 - Welcome to Grace
 - Welcome 1st time visitors
 - Celebration of a ministry
 - Announcements

- Mission Invitation or Report
- Minute of Sacred Silence
- Opening Acclamation
- Song of Praise
- The Collect for the day
- The First Lesson/Old Testament Lesson
- Response/Psalm
- Second Lesson/Epistle
- Gradual Hymn (all verses sung)
 - Gospel processional with acolytes and Gospeller
- Gospel
 - Process back
- Sermon/Homily/Message for the Day
- Nicene Creed
- Prayers of the People – posted in the white Usher station cabinet
- General Confession
- Sunday School Procession
- Peace
- Witness/Stewardship message
- Offertory (sit)
- Presentation (stand)/Doxology
- The Great Thanksgiving and Eucharistic Prayers (A, B, C, D, or other)
- Sanctus
- Lord's Prayer (spoken)
- The Breaking of the Bread
- Fraction Anthem
- Communion Hymns (sit)
- Sending out the LEVS
- Post Communion Prayer
- The Benediction
- The Blessings Anniversary, Travel and Birthday
- Blessings with Prayers for Healing;
- Announcements
- Recessional Hymn
- Dismissal
- Postlude

C. 10:00 Contemporary - Standard Order of Service RITE II page 355

- Meet in Sanctuary for Indroit

- Process to Canterbury Hall
- Morning Prayer and Music
- Communion in Sanctuary

When there is a Baptism:

- After sermon, sing verses 1 and 2 of 490 (“I Want to Walk as a Child of the Light”); family with priest and acolytes process to baptismal font
- Prayers for the People and Nicene creed are done during baptism service
- When completed baptism, verse 3 of 490 is played, and family, godparents, and newly baptized process to chancel, where candle is lit and given to god parents/parents and congregation welcomes the newly baptized
- At the end of the service after recessional, all gather at the chancel for picture

D. Around the Calendar: Notes for Seasons and Special Services

- **Eucharistic Prayer A: Pentecost**
- **Eucharistic Prayer B: Advent – Epiphany**
- **Eucharistic Prayer C: Lent**
- **Eucharistic Prayer D: Easter Season**

Year A Lectionary post Easter – Acts of the Apostles

Year B Lectionary post Easter – Acts of the Apostles

Year C Lectionary post Easter -- Revelations – (Easter 6 – Revelations 21 – paired with anthem “Holy City” - it is also read in November)

CALENDAR and SPECIAL SERVICE NOTES (traditions and things to remember for services throughout the years and throughout the 3-Year Liturgical Cycle)

ADVENT – Eucharistic Prayer B

Special Service(s) and Notes:

- Candle Lighting Ceremony – one family or group per week – takes place after Opening Acclimation
- Advertise for servers for Christmas services
- Advertise for Christmas Flower contributions

Service Music:

- **Gloria/Kyrie/Song of Praise:** O Come, O Come Emmanuel – verses 1 + one other in order of weeks
- **Doxology (presentation):** Tune 380
- **Sanctus:** S130
- **Fraction:** S164

CHRISTMAS – Eucharistic Prayer B

Christmas Services: all

- Note – all service is in bulletin
- Christmas flower donations included
- Prayers for the People: Use Prayers for the People at Christmas

Christmas Eve – Early Service

Christmas Service: Youth with Pageant

- Music to remember:
 - Song of Praise: “Angels We Have Heard on High” all verses
 - Doxology sung to tune of “The First Noel”
 - Sanctus:
 - Fraction:
 - Other music to be sure to include:
 - Pre-Service
 - Mixture of carols for congregation to sing, choir anthems, and soloists/instrumentals
 - Carols should include favorites that are not in the service
 - Service
 - Oh Come All Ye Faithful
 - Hark the Herald
 - Angels We Have Heard on High
 - Gradual: The First Nowell
 - Offertory:
 - Communion: ends with Silent Night
 - Recessional: Joy to the World
 - Post-Services

Christmas Eve: Midnight Mass with Carols

- Music from 10:30-11:00
- Service 11:00-12:30 – aim for Peace at midnight

Christmas Day:

- Song of Praise: “Angels We Have Heard on High” Hymnal 96 – verse 1
- Doxology to tune of “Noel”

- Sanctus: _____
- Fraction: _____

Christmas Season Services

- Song of Praise: “Angels We Have Heard on High” Hymnal 96 – verse 1
- Doxology to tune of “Noel”
- Sanctus: _____
- Fraction: _____

EPIPHANY – Prayer B

- Gloria/Kyrie/Song of Praise:
- Doxology (presentation):
- Sanctus:
- Fraction:

Special Service(s)

Martin Luther King Sunday

- Collect for Martin Luther King Jr. Day
- Fraction Anthem (Holy Holy from LEVAS)
- Recessional Hymn – Hymn 1 from LEVAS

LENT – Eucharistic Prayer C

8:00: A Penitential Order & Holy Eucharist Rite I

10:00: A Penitential Order & Holy Eucharist Rite II

- Gloria/Kyrie: Kyrie S91
- Doxology (presentation): Tune Old: 100th
- Sanctus: S129
- Fraction: S163

Dismissal: Proclaim the News! Live the Life! Share the Spirit! Amen!

Main differences to Remember for Lent:

- After processional:
 - Confession,
 - 10 commandments, and
 - Penitential Order
- Omit Alleluias
- Special Services include:
 - Ash Wednesday: Dispensation of Ashes

- 5th Sunday = Great Litany
- 6th Sunday = Palm Sunday, processional in, congregational reading of the Passion (with parts assigned) **remember to print copies in advance and highlight parts**
- Maundy Thursday: Traditional with foot washing and stripping of the altar
- Good Friday: solemn service with Passion; bring prayers of atonement to the cross
- Bulletin inserts to include Easter Flowers Offering and need for Servers at Easter services

LITURGY FOR ASH WEDNESDAY BCP 264 – To remember: ashes

- Reflection
- The Word of God
- Collect of the Day
- The First Lesson
- Psalm
- Second Lesson
- Gradual Hymn
- Gospel
- Gradual Hymn
- Sermon
- Imposition of the Ashes
- Psalm 51
- Litany of Penitence
- Peace
- Offertory
- Eucharistic Prayer C
- Sanctus
- Lord's Prayer
- Breaking of the Bread
- Fraction Anthem
- Communion Hymn – Just As I Am
- Benediction
- Recessional
- Dismissal
- Postlude

St. Patrick's Day

- Irish/Celtic Music

- Bagpipes
- St. Patrick's Breastplate

As Holy Week approaches, it is important to include the following hymns:

- "Ah Holy Jesus"
- "Were you there when they Crucified My Lord"
- "To mock Your Reign"
- "When I Survey the Wondrous Cross"
- "That Old Rugged Cross"

5th Sunday (week prior to Palm Sunday) – The Great Litany

ORDER OF SERVICE The Great Litany & Holy Eucharist Rite II

- Prelude
- Welcome – John 3:16 and intro to Great Litany
- The Great Litany (will be sung by members of the choir with congregation responding) A Penitential Order
- Kyrie

Palm Sunday – Need passion printed in advance, with parts highlighted Readings, palms to distribute, and Music to remember:

Reading of the Passion –

- before service, all get palms and find their seats;
- choir sings a pre-service anthem: "Ride On! Ride On!" Or "Holy City"
- then all go to tower
- where we begin the reading of the Passion with processional of palms
- Processional: "All Glory Laud and Honor"
- Sermon precedes the Gospel
- Reading: Make sure printed with parts highlighted in advance – main parts (narrator, Jesus) should be assigned in advance; the rest should be assigned by worship leader prior to the service
- After reading, silent meditation
- Choir may sing a solemn hymn
- Other music to be sure to include:
- Service: song of sorrow or anthem of sorrow after Passion is read

Maundy Thursday

- **Altar Guild:** Set up for Foot Washing Ceremony
- Need music for foot washing, communion, offertory
- Be sure to include:
 - "Upper Room"

- “Jesu! Jesu!”

Good Friday

Music to remember:

- Passion read: need to have copies of reading with highlights prior to service
- Need music for offertory

EASTER – Prayer D

Traditional Easter Early Service 7:30 with RITE I

- Blessing of Pascal Candle
- Gloria/Kyrie/Song of Praise: spoken BCP 324
- Doxology (presentation): BCP 333
- Sanctus: BCP 334
- Fraction: BCP 337

Easter Contemporary Service with Youth 9:00 with RITE II

- Gathering Songs: Come as You Are, Grace Wins
- Blessing of Paschal Candle
- Gloria/Kyrie/Song of Praise: _____
- Doxology (presentation): with Alleluias
- Sanctus: spoken
- Fraction: spoken

Traditional Easter Service with choir 11:00 with RITE II

- Indroit: not sung at Easter services
- Blessing of Paschal Candle
- Gloria/Kyrie/Song of Praise: S236
- Doxology (presentation): with Alleluias
- Sanctus: S129
- Fraction: S164
- Other music to be sure to include:
 - Pre-Service
 - Service
 - Post-Service “Hallelujah Chorus” ??

PENTECOST – Prayer A; use Track 2 from Liturgical Calendar unless otherwise requested.

- Indroit: “Sanctuary”
- Gloria/Kyrie/Song of Praise: I Will Rejoice (LEVAS)
- Doxology (presentation): with Alleluias
- Sanctus: S129
- Fraction: S164

Whitsunday

Mother’s Day: Carnations and lunch

Trinity Sunday

Memorial Day

Hymns to Include:

Father’s Day: Carnations and lunch

July 4

Patriotic Hymns to include:

- Independence Day; special prayers for country; special hymns to include “America the Beautiful,” “Our Country Tis of Thee,” “Battle Hymn of the Republic” (sometimes done as offertory)

Recognize Veterans?

Labor Day:

Music to remember: Come Labor On

October: Last three weeks of month: gather names for list on All Saint’s Day – remember to include this list in Prayers of the People and as remembered during Eucharist

All Saint’s Sunday (first Sunday in November) – need insert with list of Saints’ names (from congregation during prior weeks)

- Processional (stand): “For All the Saints” Blue Hymnal #287
- Song of Praise: S280
- *The Collect for the day*
- *The Collect for All Saint’s Day*
- *Gradual Hymn* “I Sing a Song of the Saints of God” Blue Hymnal #293 (vs. 1-2 before, 3 after)

Veteran's Day – Special Offering - may want to create a list in advance of veterans to include in the bulletin

Patriotic Music – from bell tower

Recognize Veterans – at announcements; they process with choir

Consider music honoring the branches of the military

Thanksgiving

Thanksgiving alms? List blessings in bulletin (each one could be for a contribution to the Feeding of the Homeless ministry – just an idea)

Note: do we want to have a bell as part of dismissal – sharing peace of our Lord with our neighbors in the mission field? Just a thought...

E. GENERAL PROCEDURES AND INSTRUCTIONS

For each service:

- Responsibilities
- Procedures

1. STANDARD SERVICE - 8:00AM (CHURCH) BEFORE THE SERVICE:

Sextons or other Designees _____:

Chancel Setup:

- Clergy chair/kneelers on both sides of chancel, one row
- Altar table: with cross and 3 sets of torches in back of credence table
- Credence table behind altar table.
- Move chairs in chapel so that they face the chancel. Keep chapel chairs in storage and set up when needed.

Audio tech:

- Test and adjust sound system.
- Microphone on altar.

Altar Guild:

- High Altar:
 - Verify that the frontal is color for the day, that it is straight and centered.
 - Remove dust cover, fold and put in sacristy.
 - One corporal.
 - One silver chalice (no wine in chalice),
 - Purificator,
 - Paten (no wafer),
 - Pall,
 - Burse,

- Veil
- Verify that 4 purificators are in burse for use in emergency.
- One purificator, folded, at lectern side of chalice.
- Silver book with gospel of the day cut to size and inserted in book with ribbon marker extended on diagonal. Place silver book on edge of altar, lectern side, upside down, with spine facing the congregation.
- Liturgies on lectern side of altar behind silver book for oblation bearers, one for each oblation bearer (refer to weekly liturgy to determine number of persons).
- Red book, with great thanksgiving, single sided, larger type, and ribbon marker extended on diagonal.
- Prepare the LEV kit to receive consecrated hosts and wine
- **Credence Table:**
 - Wine,
 - 6 decanters (consecrated will have bibs on them, unconsecrated will not).
 - Remove lids.
 - Put decanters with unconsecrated wine on lectern side of credence table.
- **Ciboria**, filled with consecrated hosts, one for each server, on altar side of table. Refer to weekly communion station schedule to determine number of servers.
 - Chalices, one for each server minus one, on choir side of table. Refer to weekly communion station schedule. Fill chalices 1/2 full with consecrated wine.
 - Square silver box with consecrated wafers.
 - Purificators, 6-8 stacked on each end of table.
 - Communion station schedule.
 - Hand sanitizer, 2. Locate on each end of credence table, near edge of table.
- **Preacher's chair:** One glass of drinking water. Two cough drops on prie-dieu next to kneeler.
- **Beside preacher's chair by pulpit:** Celebrant's chair (next to preacher):
 - One glass of drinking water. On floor between the chairs on the baptistry side:
 - One white basket for microphones.
- **Rail:** At rail, Epistle side, on the chancel floor under straight part of the safety rail, not at the curve:
 - One glass container of consecrated, gluten free wafers.
 - 4 small plastic wine cups, 1/2 full of consecrated wine. On wheelchair lift shelf:

- One silver offerings plate. On oblations table in Narthex:
- One post-communion cloth (size to fit the table).
- One decanter of unconsecrated wine. Use special decanter with wheat design. Leave lid on.
- One cruet of water.
- One glass bowl of unconsecrated wafers, with one large wafer on top. (Number of wafers determined by expected number of congregants and quantity of consecrated hosts on hand).
- Facing the stained glass, water on left, wine on right, bowl of wafers centered in front.

Railing, chapel side: Chasuble, color of the day and style to match frontal.

On each side of chancel near the steps, on ledge below rail by the rooks: One box of matches; Verify that wicks are in rooks and of sufficient length

Vesting room: Verify that stoles of color of the day are on rack. In sacristy, on table, one brown tray with:

Vergers/Checker: check to verify that all is in place.

- altar,
- credence table,
- pulpit,
- chairs,

Acolytes: Arrive 30 minutes before service.

PRE-SERVICE PROCEDURES

- **Vest** 15 minutes before service
- **Light candles** 10 minutes before service, then proceed to gathering area, usually outside the north tower door.
- 2nd and 3rd crosses **wear white cotton gloves.**
- **Clergy: Vest and proceed to sanctuary to welcome congregation then proceed to gathering area,** usually outside the tower door, 5 minutes before service.
- Vergers: Proceed to gathering area, usually outside the north tower door, 15 minutes before service, check to see that scheduled ministers are present.
- Vergers **advise a priest at 2 minutes before service that it is time to pray.** Priest **prays loudly**, so all ministers and choir can hear.
- Prayer of Meditation: Congregation, silently
- Acolytes, choir, vergers and clergy line up in the narthex for the procession.
- When procession is in place, **Ring Tower Bells proclaiming the beginning of worship – should be promptly at 8:00 A.M.**

- Verger and acolyte coordinator insert flags, crosses and torches into procession at appropriate intervals for number present.

PROCESSIONAL/ENTRANCE

- Procession is usually from north tower door, through narthex to center aisle, up center aisle. Procession, usual order with full acolyte team:
- Cross
- Two torches
- Flag
- Vergers
- Clergy
- Cross and torches up the front steps. Choir to chancel via each side steps
- Vergers to Epistle side.
- Clergy up front steps center and seated at Gospel side.

SERVICE – follow Rubric in BCP

- Salutation: Priest
- Collect for Purity: Priest
- Gloria: Choir and congregation
- Collect of the Day: Priest
- Lectors proceed to ambo via Gospel side steps at end of the reading before theirs, lector proceeds to lectern
- Lessons: Lector reads lesson, then exits to side steps via.
- Acolytes: Cross and 2 torches gather equipment, proceed down front steps followed by priest or deacon, who takes silver book from altar, holds high and the group processes to fifth pew.
- Gospel: Priest or deacon reads gospel, then group processes to altar.
- Sermon: By preacher
- Prayers of the People: By minister and lector. At conclusion, lector exits chancel via the side steps.
- Peace: All. Clergy and ministers go into congregation to greet as many as possible.
- Acolytes place decanters of unconsecrated elements on altar on the corporal on the right side of the chalice, remove bibs from consecrated decanters on credence table, and place silver gospel book on pulpit shelf.
- Verger or Deacon vests celebrant, audio technician checks celebrant's audio devices.
- Ushers Count attendance. Do not seat people in chapel during the anthem.
- Greetings: Priest

- At the beginning of the greetings, an acolyte goes to learning center to signal that 5 minutes remain before children return to service.
- Ushers and oblations bearers come forward
 - Ushers bring congregational count
 - Oblations bearers bring elements and return to the back and then to their seats
- Second server brings offering plates to ushers
- Ushers: Receive offerings from congregation.
- Presentation: celebrant
- Children return. Wait for offerings to be delivered to altar and then return to their parents.
- Ushers: Bring offerings forward to bottom of chancel steps.
- The second server goes to bottom of chancel steps to receive offerings. Acolyte receive offerings, put 4 baskets onto silver alms basin, deliver to altar. Celebrant blesses the offerings. Silver alms basin with 4 baskets is placed on altar, remainder of baskets are placed on wheelchair lift shelf by acolytes.
- Acolytes and vergers to chancel.
- Great Thanksgiving: Celebrant
- Sanctus/Benedictus: Choir and congregation
- Consecration: Celebrant
- Breaking of the Bread: Celebrant
- Invitation: Celebrant
- During Communion:
 - One priest and minister serve the oblations bearers first.
 - Clergy and ministers distribute bread and wine at assigned stations. Ushers guide congregation to communion stations.
 - Usually there are 6 or 10 communion servers, but this can vary. Refer to the weekly communion station schedule. Vergers and acolytes serve if needed.
 - Choir sings hymns. 4 Acolytes stand with decanters of consecrated wine near servers. 1 Acolyte stands behind credence table.
 - Communion by physically challenged people:
 - Those who can come to the altar rail: Receive bread as usual, normally at the rail. Those who need to can receive wine in small individual glasses at the rail only. Persons who cannot tolerate glutens can receive gluten-free wafers at the Baptistry rail only.
 - Those who cannot come to the altar rail should notify an usher. The usher will advise a verger of the person's need, and stand beside that person or those persons until a verger can escort ministers to distribute communion to them.
- Post-Communion Prayer: Minister as assigned. Blessing. Recession: Same order as procession.

- Blessings: Birthday, Anniversary, Travel, and Healing needs
- Announcements
- Recessional/Processional to the mission field
 - Dismissal: Deacon or minister recites from main aisle near the narthex.

AFTER THE SERVICE:

- Ushers: Take offerings to office, fill in the attendance form, put form and offerings in blue leather pouch and put in safe room.
- Note attendance on sheet on usher's room bulletin board.
- Acolytes and Altar Guild enter chancel
 - Acolytes extinguish candles.
 - Altar guild care for the altar, elements, etc.
- Clergy and ministers: Proceed to assigned locations to greet parishoners as they leave the church.
- Celebrant: Sign red book in Vesting Room.

2. PRINCIPAL SERVICE/STANDARD SERVICE- 10:00 AM (CHURCH): BETWEEN THE SERVICES:

Audio tech:

Test and adjust sound system. Hand held microphone on altar.

Altar Guild:

- Make sure altar and candles are set up properly
- Take chalices from the credence table to sacristy, dispose of consecrated wine from chalices in piscina, cleanse the chalices, replace them on the credence table and fill them 1/2 full with consecrated wine.
- Pour the consecrated wine from the oblations decanter into a decanter holding consecrated wine, or into the consecrated wine jug. Rinse and refill the oblations decanter with unconsecrated wine.
- Remove the consecrated wafers from the glass oblations bowl, and put them in ciboria or in the consecrated wafer box. Refill the bowl with unconsecrated wafers and a large wafer on top.
- On oblations table in Narthex:
- One post-communion cloth {size to fit the table) One decanter of unconsecrated wine. Use special decanter with wheat design. Leave lid on.
- One cruet of water.
- One glass bowl of unconsecrated wafers, with one large wafer on top. {Number of wafers determined by expected number of congregants and quantity of consecrated hosts on hand).
- Facing the stained glass, water on left, wine on right, bowl of wafers centered in front.

- When oblations bearers are physically challenged as noted on oblations bearers weekly e-mail, use basket with purificator for wafers. Verify whether to use cruet of wine instead of decanter.
- Rearrange the items on the credence table.
- Cleanse the silver chalice and paten, and reset the silver chalice on the high altar, (no wine in chalice), purificator, paten (no wafer), pall, burse, veil.
- One purificator, folded, at lectern side of chalice Provide 3 glasses of drinking water: one on pulpit, one for priest, one for preacher. Replace cough drops as needed. Verify that 6-8 purificators are stacked on each side.
- Verify that 4 small cups of consecrated wine and container of consecrated gluten-free wafers are under rail on baptistry side. Put them on the straight part of the rail, not on the curve.
- Put liturgies, folded to Great Thanksgiving, on lectern side of high altar, one for each of the oblations bearers. Refer to liturgy for number of oblations bearers.
- Communion station schedule for 11:05. Hand sanitizer, 2, locate on each end, at edges of credence table.
- Replace the silver book on the lectern side of the Altar, with ribbon marker extended on diagonal. Place silver book upside down with spine facing the congregation.
- Missal: Replace the ribbon marker, extended on the diagonal, at the beginning of the great thanksgiving.
- Verify that white basket is on floor between the chairs on the pulpit side. Replace the chasuble on the hook at the rail by the chapel/ambulatory door. Verify that wicks are in rooks and of sufficient length
- Verger: check altar, credence table, pulpit, chairs, ledges, to verify that all is in place.

Acolytes:

- Arrive 30 minutes before service.
- Vest 15 minutes before service
- Light candles 10 minutes before service, then proceed to gathering area, usually outside the tower door.

Clergy:

- Clergy: **Vest and proceed to sanctuary to welcome congregation with John 3:16 and welcoming comment; then proceed to gathering area,** usually outside the tower door, 5 minutes before service.
- Vergers: Proceed to gathering area, usually outside the tower door, 15 minutes before service, check to see that scheduled clergy and ministers are present.

- Choir: Proceed to gathering area, usually outside the tower door, 10 minutes before service.
- Vergers advise a priest at 2 minutes before service that it is time to pray. Priest prays loudly, so all ministers and choir can hear.
- Voluntary/prelude: Organist Acolytes, choir, vergers and clergy line up in the narthex for the procession.
- Prayer of Meditation: Congregation, silently

PROCESSION:

Verger, priest, or designee notifies organist that procession is in place.

Ring Bells to proclaim the beginning of worship; should be at 10:00 A.M.

- Verger and acolyte coordinator insert flags, crosses and torches into procession at appropriate intervals for number present.
- Entrance Hymn: Procession is usually from tower door, through narthex to center aisle, up center aisle. Procession, usual order with full acolyte team:
 - Cross flanked by Two torches
 - Choir
 - Flag,
 - Verger/MC
 - Deacon
 - Clergy
- Cross and torches up the front steps. When the Crucifer reaches the bottom step of the platform, the Crucifer will, with no hesitation, walk up the steps and move directly to rest the cross in the stand.
- The Torchbearers follow the same pattern as the Crucifer.
- Bear left to gospel side
- Note ramps

Readers bow to altar from side

Recess:

Reverse order

During 1st verse, acolytes: crucifer/torches - middle

Choir – sides to middle

Up center aisle

-
- Choir to chancel via the Gospel and Epistle side steps
- Vergers to Epistle side.
- Deacon up front steps
- Clergy up front steps.

SERVICE

- Salutation: Priest
- Collect for Purity: Priest
- Gloria: Choir and congregation
- Collect of the Day: Priest
- Lay lesson reader proceeds to ambo via side steps at the end of the reading prior
- Lesson: Lector reads lesson, then exits via the side steps.
- Hymn: Choir and congregation
- Acolytes: First cross and 2 torches gather equipment, proceed down front steps followed by priest or deacon, who gets silver book from altar, holds high and the group processes to 3rd pew.
- Gospel: Priest or deacon reads gospel, then group processes to altar.
- **To consider:** Children's minister invites children to follow children's banner to attend children's chapel in learning center. Verger opens door for children.
- Sermon: By preacher
- At the end of the sermon, an usher goes to Sunday School classes to signal that 5 minutes remain before children return to service.
- Prayers of the People: By minister and lector. At conclusion, lector exits chancel via the baptistry steps.
- Peace: All. Clergy and ministers go into congregation to greet as many as possible. Children return to their parents via the narthex.
- Ushers Count attendance.
- Acolytes place decanters of unconsecrated elements on altar on the corporal on the right side of the chalice, remove bibs from consecrated decanters on credence table, and place silver gospel book on pulpit shelf.
- Verger or Deacon vests celebrant, audio technician checks celebrant's audio devices.
- Greetings: Priest
- Ushers and oblations bearers come forward
 - Ushers bring congregational count
 - Oblations bearers bring elements and return to the back and then to their seats
 - Presentation (for physically challenged oblations bearers): 2 acolytes go to bottom of front stairs, receive oblations from oblations bearers, take them to altar.
- Acolytes and vergers to chancel.
- Second server brings offering plates to ushers
- Offertory Anthem: Choir.
- Ushers: Receive offerings from congregation.

- Presentation/Doxology: Hymn: Choir and congregation
- Ushers: Bring offerings forward to bottom of chancel steps.
- 2nd Server goes to bottom of main stairs to receive offerings. Acolytes receive offerings, put 4 plates onto large offering plate, deliver to altar. Celebrant blesses the offerings. These are left on the altar.
- Great Thanksgiving: celebrant
- Sanctus/Benedictus: choir and congregation
- Consecration: Celebrant
- Breaking of the Bread: Celebrant
- Invitation: Celebrant
- During Communion
- Usually there are four communion servers, but this can vary. Refer to the weekly communion station schedule. Vergers and acolytes serve if needed.
- Servers come forward. Priest distributes host to all servers, waits at end of line for chalice minister.
- Choir comes for communion and lines up across the rail.
- Deacon provides Chalice to the chalice minister and gives this server the chalice.
- This minister and priest distribute to organist and choir.
- The deacon continues serving wine to other servers.
- Choir sings several hymns.
- 4 Acolytes stand with decanters of consecrated wine near servers to add wine to cups if required.
- 1 Acolyte stands behind credence table.
- Communion by physically challenged people:
 - Those who can come to the altar rail: Receive bread as usual, normally at the side rail. Those who need to can receive wine in small individual glasses at the side rail only. Persons who cannot tolerate glutens can receive gluten-free wafers at the side rail only.
 - Those who cannot come to the altar rail should notify an usher. The usher should advise a verger of the person's need, and stand beside that person or those persons until a verger can escort ministers to distribute communion to them.
- Healers report to St. Mary's Chapel for prayers. When people need prayers they may go to healers after receiving communion or blessing.
- Post-Communion Prayer: Minister as assigned.
- Blessing.
- Anniversary, birthday, and travel blessings
- Blessings for healing
- Announcements

- Recession: Same order as procession.
- First cross and torches proceed to bottom of front chancel steps and wait until choir leaders turn corner from baptistry and chapel to crossing. Then first cross and torches start the procession.
- Recessional/Processional to the mission field
 - First cross and torches proceed to bottom of chancel steps and wait until choir leaders turn corner. Then first cross and torches start the procession in the following order:
 - Cross
 - Torches
 - Choir
 - Gospel book
 - Clergy
- Dismissal: Minister as assigned, recites from main aisle near the narthex.
- Voluntary: Organist
- Acolytes and Altar Guild: Wait until voluntary is over before entering the chancel.
- Clergy and ministers proceed to assigned locations to greet parishioners as they leave the church.

AFTER THE SERVICE

Celebrant: Sign red book in Vesting Room.

Ushers: Take offerings to ushers room, fill in the attendance form, put form and offerings in blue leather pouch and put in safe room. Note attendance on sheet on usher's room bulletin board.

Altar Guild:

- Remove vessels and linens from altar and credence table. Leave corporal in place.
- Pour consecrated wine from chalices into piscina and rinse with one chalice of water.
- Cleanse chalices with hot water and put away in cabinets. Put silver chalices and paten in cabinet marked to receive them.
- Remove matches, cough drops from sanctuary and put away. Take down bible markers and pulpit fall and put in drawer. Put silver offerings plate in cloth bag and put away in lower cabinet. Put chasuble on hanger, hang in sacristy closet.

3. STANDARD SERVICE WITH BAPTISM, 10:00AM Sundays: BEFORE THE SERVICE

Sextons:

Altar position: back. Place paschal candle on chancel near lectern. Place baptismal font in designated location. Arrange chairs.

Audio tech:

Test and adjust sound system. Hand held microphone on altar.

Altar Guild:

- Vestment Color: White (even if liturgy of the day shows another color).
- Construct spurge of twigs and leaves, secure with masking tape.
- Verify that Christ candle (Paschal Candle) is at the altar, straight, and that the wick and wax are trimmed so it is easy to light and the flame is visible. Candle markings should face the congregation.
- Verify that baptismal font is centered at designated location, with one pitcher of hot water in font. Put water in font only a few minutes before the service starts to assure that it is warm at time of use.
- Remove dust cover from high altar, fold and put in sacristy. One corporal on high altar.
- One silver chalice (no wine in chalice), purificator, paten (no wafer), pall, burse, veil Verify that 4 purificators are in burse for use in emergency.
 - One purificator, folded, at lectern side of chalice
- Silver book with gospel of the day cut to size and inserted in book with ribbon marker extended on diagonal. Place silver book on edge of altar, lectern side, upside down, with spine facing the congregation.
- Liturgies on lectern side for oblation bearers, one for each oblation bearer (refer to weekly liturgy to determine number of persons).
- Red book, with great thanksgiving, single sided, larger type, and ribbon marker extended on diagonal.
- Credence Table:
 - Wine, 6 decanters (consecrated will have bibs on them, unconsecrated will not). Remove lids Put decanters with unconsecrated wine on lectern side of credence table.
- Ciboria, filled with consecrated hosts, one for each server (*see communion station schedule*)
- Chalices, one for each server minus one (*see communion station schedule*) Fill chalices 1/2 full with consecrated wine.
- Square silver box with consecrated wafers Purificators, 6-8 stacked on each side of table Communion station schedule.
- Hand sanitizer, 2. Locate on each end of credence table, near edge of table.
- Pulpit: Pulpit fall, color of the day. One glass of drinking water. One cough drop.
- Preacher's chair: One glass of drinking water. Two cough drops.
- Beside preacher's chair by pulpit: Celebrant's chair (next to preacher):
- One glass of drinking water. On floor between the chairs on the baptistry

- One white basket for microphones.
- Lectern: Bible markers, color of the day. Note that white bible markers are distinguished left and right. Others are not. There are no purple bible markers.
- On rail, Gospel side:
 - One glass container of consecrated, gluten free wafers.
 - 4 small plastic wine cups, 1/2 full of consecrated wine. Put them on the straight part of the rail, not on the curve.
 - On wheelchair lift shelf: One silver offerings plate. On oblations table in Narthex:
 - One post-communion cloth (size to fit the table).
 - One decanter of unconsecrated wine. Use special decanter with wheat design. Leave lid on.
 - One cruet of water.
 - One glass bowl of unconsecrated wafers, with one large wafer on top. (Number of wafers determined by expected number of congregants and quantity of consecrated hosts on hand).
 - Facing the stained glass, water on left, wine on right, bowl of wafers centered in front.
- When oblations bearers are physically challenged as noted on oblations bearers weekly e-mail, use basket with purificator for wafers. Verify whether to use cruet of wine instead of decanter.
- On hook on high railing behind organ, chapel side: Chasuble, color of the day and style to match frontal.
- On each side of chancel near the steps, on ledge below rail by the rooks: One box of matches. Verify that wicks are in rooks and of sufficient length.
- Vesting room: Verify that stoles of color of the day are on rack. In sacristy, on table, one brown tray with:
- one youth chalice, 1/4 filled with consecrated wine. one small silver container of consecrated wafers. one purificator.
- Baptismal table:
 - One candle for each candidate, plus one extra, on corner of altar. They are kept in the tall cabinet. Candles are lit by the clergy during the service from the paschal candle.
 - One pitcher of water on table. Use hot water as it will cool before use. Spurge. Chrism. Shell. affusion style
 - Towels, one for each, or one for every 2 candidates.
 - Laminated card with words of service. Verify that white chasuble is on hook on rail behind organ by chapel/ambulatory door.
- Verger: check altar, credence table, baptismal table, font, pulpit, chairs, ledges, to verify that all is in place.

- Acolytes: Arrive 30 minutes before service. Vest 15 minutes before service.
 - Light candles 10 minutes before service, then proceed to gathering area, usually outside the north tower door.
 - Clergy: Vest , welcome congregation, and proceed to gathering area, usually outside the north tower door, 5 minutes before service.
 - Vergers: Proceed to gathering area, usually outside the north tower door, 15 minutes before service, check to see that scheduled ministers are present.
 - Choir: Proceed to gathering area, usually outside the north tower door, 10 minutes before service.
- | |
|--|
| <ul style="list-style-type: none"> • Baptismal candidates, families and godparents: Gather outside north tower door behind choir to prepare for procession. |
|--|
- Vergers advise a priest at 2 minutes before service that it is time to pray. Priest prays loudly, so all ministers and choir can hear.
 - Acolytes, choir, baptismal party, vergers and clergy line up in the narthex and outside the north tower for the procession.

PRESERVICE and PROCESSION:

- Prayer of Meditation: Congregation, silently.
- Voluntary: Organist.
- Verger presses button to notify organist that procession is in place.
- Verger and acolyte coordinator insert flags, crosses and torches into procession at appropriate intervals for number present.
- Entrance Hymn, Procession:
 - First cross.
 - Two torches.
 - Choir.
 - Baptismal candidates, godparents and families
 - Vergers.
 - Clergy.
- Verger stops at first pew, removes ropes and guides baptismal party to their seats.
- First cross and torches proceed up chancel steps;, vergers, choir via side aisles
- Salutation: Priest
- Collect: Priest.
- Hymn: Choir and congregation.
- Acolytes: First cross and 2 torches gather equipment, proceed down front steps followed by priest or deacon, who gets silver book from altar, holds high and the group processes to 5th pew.
- Gospel: Priest or deacon reads gospel, then group processes to altar.

- Hymn: Choir and congregation.
- Sermon: By priest.
- At the end of the sermon, an usher goes to Sunday School classes to signal that 5 minutes remain before children return to service.
- Acolyte: Go to learning center at end of sermon to signal children to return from children's chapel.
- Intercessions: by clergy member.
- Hymn 490, verses 1 and 2: Choir and congregation. During the hymn, the baptismal candidates, godparents and families ascend to the Chancel via the front steps and gather around the clergy.
- Children return from Children's Chapel and gather on front steps to watch.
- The Holy Baptism:
 - Presentation of the Candidates: Priest.
 - Renewal of Baptismal Vows: Priest.
 - Prayers for the Candidates: readers.
 - Thanksgiving over the Water: Clergy.
 - The Baptism.
 - Children return to their families.
- The baptismal candidates, godparents and families descend to the nave via the front steps to be welcomed and receive candle
- Peace: All. Clergy and ministers go into congregation to greet as many as possible. Children return to their parents via the narthex.
- Ushers Count attendance.
- Acolytes place decanters of unconsecrated elements on altar on the corporal on the right side of the chalice, remove bibs from consecrated decanters on credence table, and place silver gospel book on pulpit shelf.
- Verger or Deacon vests celebrant, audio technician checks celebrant's audio devices.
- Greetings: Priest welcomes visitors; there may be a stewardship or testimonial witness guest speaker.
- Priest says the offertory sentence.
- Ushers and oblations bearers come forward
 - Ushers bring congregational count
 - Oblations bearers bring elements and return to the back and then to their seats (note with Baptism, the members of the newly baptized family may serve as oblations bearers).
 - Presentation (for physically challenged oblations bearers): 2 acolytes go to bottom of front stairs, receive oblations from oblations bearers, take them to altar.
- Acolytes and vergers to chancel.
- Second server brings offering plates to ushers

- Offertory Anthem: Choir.
- Ushers: Receive offerings from congregation.
- Presentation/Doxology: Hymn: Choir and congregation
- Ushers: Bring offerings forward to bottom of chancel steps.
- 2nd Server goes to bottom of main stairs to receive offerings. Acolytes receive offerings, put 4 plates onto large offering plate, deliver to altar. Celebrant blesses the offerings. These are left on the altar.
- Great Thanksgiving: celebrant
- Sanctus/Benedictus: choir and congregation
- Consecration: Celebrant
- Breaking of the Bread: Celebrant
- Invitation: Celebrant
- During Communion
- Usually there are four communion servers, but this can vary. Refer to the weekly communion station schedule. Vergers and acolytes serve if needed.
- Servers come forward. Priest distributes host to all servers, waits at end of line for chalice minister.
- Choir comes for communion and lines up across the rail.
- Deacon provides Chalice to the chalice minister and gives this server the chalice.
- This minister and priest distribute to organist and choir.
- The deacon continues serving wine to other servers.
- Clergy and ministers distribute bread and wine at assigned stations. Ushers guide congregation to communion stations.
- Choir sings several hymns.
- 4 Acolytes stand with decanters of consecrated wine near servers to add wine to cups if required.
- 1 Acolyte stands behind credence table.
- Communion by physically challenged people:
 - Those who can come to the altar rail: Receive bread as usual, normally at the side rail. Those who need to can receive wine in small individual glasses at the side rail only. Persons who cannot tolerate glutens can receive gluten-free wafers at the side rail only.
 - Those who cannot come to the altar rail should notify an usher. The usher should advise a verger of the person's need, and stand beside that person or those persons until a verger can escort ministers to distribute communion to them.
- Healers report to St. Mary's Chapel for prayers. When people need prayers they may go to healers after receiving communion or blessing.
- Post-Communion Prayer: Minister as assigned.

- Blessing.
- Anniversary, birthday, and travel blessings
- Blessings for healing
- Announcements
- Recession: Same order as procession.
- First cross. Two torches. 1/3 Choir. Flag, white. 1/3 Choir. Second cross. Two torches. 1/3 Choir. Flag, white. Two Torches. Third cross. Two torches.
- Vergers. Clergy.
- Baptismal party does not recess. Dismissal: Clergy or minister as assigned. Voluntary: Organist.
- Clergy and ministers proceed to assigned locations to greet parishoners as they leave the church.

AFTER THE SERVICE: Ushers:

- Take offerings to ushers room, fill in the attendance form, put form and offerings in blue leather pouch and put in safe room. Note attendance on sheet on usher's room bulletin board.
- **Acolytes and Altar Guild:** Wait until voluntary is over before entering the chancel.
- **Clergy and ministers:** Proceed to assigned locations to greet parishoners as they leave the church.

4. STANDARD SERVICE WITH INCENSE (CHURCH)

BEFORE THE SERVICE:

Sextons:

- Chancel Setup: Clergy chair/kneelers on both sides of chancel, one row
- Altar table: Back position, with cross and 3 sets of torches in back of credence table
- Credence table in back of altar table
- Move chairs in chapel so that they face the chancel. Remove the kneelers from the front row.

Audio tech:

Test and adjust sound system. Hand held microphone on altar.

Altar Guild:

- High Altar:
- Verify that the frontal is color for the day, that it is straight and centered.
- Remove dust cover, fold and put in sacristy.
- One corporal
- One silver chalice (no wine in chalice), purificator, paten (no wafer), pall, burse, veil Verify that 4 purificators are in burse for use in emergency.

- One purificator, folded, at lectern side of chalice
- Silver book with gospel of the day cut to size and inserted in book with ribbon marker extended on diagonal. Place silver book on edge of altar, lectern side, upside down, with spine facing the congregation.
- Liturgies on lectern side of altar behind silver book for oblations bearers, one for each oblation bearer (refer to weekly liturgy to determine number of persons).
- Red book, with great thanksgiving, single sided, larger type, and ribbon marker extended on diagonal.
- Credence Table:
- Wine, 6 decanters (consecrated will have bibs on them, unconsecrated will not). Remove lids. Put decanters with unconsecrated wine on lectern side of credence table.
- Ciboria, filled with consecrated hosts, one for each server, on altar side of table. Refer to weekly communion station schedule to determine number of servers.
- Chalices, one for each server minus one, on choir side of table. Refer to weekly
- Communion station schedule. Fill chalices 1/2 full with consecrated wine. Square silver box with consecrated wafers Purificators, 6-8 stacked on each side of table Communion station schedule for 9:00.
- Hand sanitizer, 2. Locate on each end of credence table, near edge of table.
- Pulpit:
- Pulpit fall, color of the day One glass of drinking water, at the back, behind preacher. 2 cough drops. on ledge near the rod for the pulpit fall.
- Preacher's chair: One glass of drinking water Two cough drops on prie-dieu next to kneeler.
- One glass of drinking water On floor between the chairs on the baptistry side:
- One white basket for microphones. Lectern:
- Bible markers, color of the day. Note that white bible markers are distinguished left and right. Others are not. There are no purple bible markers.
- At rail, baptistry side, on the chancel floor under straight part of the safety rail, not at the curve:
- One glass container of consecrated, gluten free wafers
- 4 small plastic wine cups, 1/2 full of consecrated wine. On wheelchair lift shelf: One silver offerings plate. On oblations table in Narthex: One post-communion cloth (size to fit the table)

- One decanter of unconsecrated wine. Use special decanter with wheat design. Leave lid on.
- One cruet of water.
- One glass bowl of unconsecrated wafers, with one large wafer on top. (Number of wafers determined by expected number of congregants and quantity of consecrated hosts on hand.
- Facing the stained glass, water on left, wine on right, bowl of wafers centered in front.
- When oblations bearers are physically challenged as noted on oblations bearers weekly e-mail, use basket with purificator for wafers. Verify whether to use cruet of wine instead of decanter.
- On hook on high railing behind organ, chapel side: Chasuble, color of the day and style to match frontal.
- On each side of chancel near the steps, on ledge below rail by the rooks: One box of matches Verify that wicks are in rooks and of sufficient length
- Vesting room: Verify that stoles of color of the day are on rack. In sacristy, on table, one brown tray with:
 - one youth chalice, 1/4 filled with consecrated wine. one small silver container of consecrated wafers one purificator
- Verger: check altar, credence table, pulpit, chairs, ledges, to verify that all is in place. Acolytes: Arrive 30 minutes before service.
- Vest 15 minutes before service
- Light candles 10 minutes before service, then proceed to gathering area, usually outside the north tower door.
- 2nd and 3rd crosses wear white cotton gloves.
- Clergy: Vest and proceed to gathering area, usually outside the north tower door, 10 minutes before service.
- Vergers: Proceed to gathering area, usually outside the north tower door, 15 minutes before service, check to see that scheduled ministers are present.
- Choir: Proceed to gathering area, usually outside the north tower door, 10 minutes before service.
- Vergers advise a priest at 2 minutes before service that it is time to pray. Priest prays loudly, so all ministers and choir can hear. Prayer of Meditation: Congregation, silently Voluntary: Organist
- Acolytes, choir, vergers and clergy line up in the narthex for the procession. Incense:
- 30 minutes before the service, place self-lighting charcoal in the censor. Take it outdoors and light it. It may be necessary to add lighter fluid to assist in starting. Charcoal is ready for use when it is white all over and glowing when disturbed. Monitor the censor at frequent intervals, stir it around and add more charcoal as necessary.

- Put incense in bowl. 5 minutes before service, thurifer takes censor and bowl to narthex. One minute before service, put incense in censor.

SERVICE

- Verger notifies organist that procession is in place.
- Verger/acolyte coordinator insert flags, crosses and torches into procession at appropriate intervals for number present.
- Entrance Hymn:
- Procession is usually from north tower door, through narthex to center aisle, up center aisle. Procession, usual order with full acolyte team:
- Thurifer Verger, carrying bowl of incense First cross Two torches 1/4 choir Flag, color of vestments 1/4 choir Second cross Two torches 1/4 choir Flag, color of vestments Two torches 1/4 choir Third cross Two torches Vergers Clergy
- Thurifer and verger proceed up chancel steps. Thurifer stands aside, verger to rear of chancel.
- First cross and torches up the front steps. Choir to chancel via the baptistry and chapel side steps., 2nd cross and torches to baptistry side, torches up baptistry side steps to chancel. 3rd cross and torches to chapel side, torches up chapel side steps to chancel. Vergers to baptistry. Clergy up front steps.
- Thurifer give censor to priest. Priest censes altar, give censor back to thurifer who censes the priest.
- Thurifer take censor outdoors.
- Salutation: Priest
- Collect for Purity: Priest Gloria: Choir and congregation
- Collect of the Day: Priest Lector proceeds to baptistry/chancel steps At end of collect, lector proceeds to lectern
- Thurifer gets censor from outdoors, adds incense, goes to Baptistry steps. Lesson: Lector reads lesson, then exits to baptistry via the baptistry/chancel steps. Hymn: Choir and congregation
- Thurifer goes up steps to chancel. Acolytes: First cross and 2 torches gather equipment Verger goes up baptistry steps, takes silver book from altar. Gospel procession:
- Thurifer First cross 2 torches verger priest or deacon
- process down front steps to 10th pew.
- Thurifer gives censor to priest, who censes the book and hands the censor back to the thurifer.
- Gospel: Priest or deacon reads gospel.
- Children's minister invites children to follow children's banner to attend children's chapel in Learning Center. Verger opens door for children.

- Gospel procession processes to altar:
- Thurifer First cross 2 torches verger priest or deacon
- Thurifer takes censor outdoors. Add charcoal. Sermon: By preacher
- At end of sermon, acolyte goes to learning center to signal 5 minutes until children return to service.
- Prayers of the People: By minister and lector. At conclusion, lector exits chancel via the baptistry steps.
- Peace: All. Clergy and ministers go into congregation to greet as many as possible.
- Acolytes place decanters of unconsecrated elements on altar on the corporal on the right side of the chalice, remove bibs from consecrated decanters on credence table, and place silver gospel book on pulpit shelf.
- Vergers light candles in chapel and baptistry. Verger vests celebrant, audio technician checks celebrant's audio devices. Children return via the narthex doors and are seated with their families.
- Greetings: Priest Offertory Anthem: Choir.
- Ushers:
- Receive offerings from congregation. Count attendance. Do not seat people in chapel during the anthem.
- Thurifer: Get censor from outdoors, add incense. Proceed up baptistry steps and stand in place.
- Presentation: Hymn: Choir
- Ushers: Bring offerings forward to bottom of chancel steps.
- 3 acolytes go to bottom of chancel steps to receive offerings. Acolytes receive offerings, put 4 baskets onto silver alms basin, deliver to altar. Celebrant blesses the offerings. Silver alms basin with 4 baskets is placed on altar, remainder of baskets are placed on wheelchair lift shelf by acolytes.
- Oblations brought to the altar by oblations bearers, who remain on the chancel. Minister gives folded liturgies to them.
- Acolytes and vergers to chancel.
- Thurifer give censor to celebrant. Priest censes altar, gives censor to thurifer. Thurifer censes as follows:
- Priest: 3 x 3 Other clergy 3 x 2 each side Choir 3 x 1 Congregation 3 x 1, center, right, left.
- Thurifer exits, takes censor outdoors. Check charcoal, add if necessary.
- Great Thanksgiving: Celebrant
- Sanctus/Benedictus: Choir and congregation Consecration: Celebrant Breaking of the Bread: Celebrant Invitation: Celebrant
- During Communion:

- One priest and minister serve the oblations bearers first. Then the oblations bearers leave by the baptistry steps and return to their seats.
- Clergy and ministers distribute bread and wine at assigned stations. Ushers guide congregation to communion stations.
- Usually there are 10 or 14 communion servers, but this can vary. Refer to the weekly communion station schedule. Vergers and acolytes serve if needed.
- Choir sings several hymns. 4 Acolytes stand with decanters of consecrated wine near servers. 1 Acolyte stands behind credence table. Communion by physically challenged people:
- Those who can come to the altar rail: Receive bread as usual, normally at the baptistry rail. Those who need to can receive wine in small individual glasses at the baptistry rail only. Persons who cannot tolerate glutens can receive gluten-free wafers at the Baptistry rail only.
- Those who cannot come to the altar rail should notify an usher. The usher will advise a verger of the person's need, and stand beside that person or those persons until a verger can escort ministers to distribute communion to them.
- At end of communion, thurifer gets censor from outdoors, adds incense, goes to baptistry.
- Post-Communion Prayer: Minister as assigned Blessing Recession: Same as procession.
- Thurifer, verger, first cross and torches proceed to bottom of chancel steps and wait until choir leaders turn corner from baptistry and chapel to crossing. Then thurifer starts the procession.
- Dismissal: LEM or minister as assigned, recites from main aisle near the narthex. Voluntary: Organist
- Acolytes and altar guild wait until Voluntary has ended before entering chancel.

BETWEEN THE SERVICES:

Dispose of excess ashes. Keep charcoal alive for next service. Add charcoal 15-20 minutes before service.

AFTER THE LAST SERVICE:

Thurifer or Verger: Dispose of used charcoal on ground, not near plants. Clean censor, empty incense boat and clean it. Put away.

F. Special service Notes

1. Baptism:

BEFORE THE SERVICE

- Priest meets with families
- Ushers ensure first few rows reserved for families
- _____ puts the following items on the back table:
- shell/other object for water
- oil
- pitcher of water
- candle

2. WEDDINGS

- Weddings vary, in accordance with the wishes of the couple. The following is a general example:
- Blessing for a New Beginning:
- Prelude and Procession: Wedding party and priests.
- Welcome and Declarations: priest; responses by congregation.
- Hymn
- The Ministry of the Word
- Reading
- Psalm
- The Gospel
- Homily
- The Union
- Vows
- Exchange of Rings
- Prayers
- Blessing of the Union: Congregation comes forward to lay hands on the uniting couple. Priest offers a prayer of blessing.
- The Peace
- Greetings: Priest
- The Holy Eucharist
- Oblations are brought forward.
- Hymn
- Eucharistic Prayer
- Sanctus/Benedictus
- Breaking of the Bread
- Communion

- Closing Prayer
- Blessing
- Closing Hymn

3. FUNERAL IN CHURCH WITH CASKET AND WITH COMMUNION BEFORE THE SERVICE:

Sextonss:

- 2 Candles from baptistry in south transept
- Clergy chairs/kneelers on both sides of the chancel
- Altar table front with a torch at each end
- Credence table in back of altar table
- Cross and torches in back of credence table
- Paschal candle at the Crossing in front of the casket
- One solo mike with a music stand setup in the chancel
- Rope off seats, number as requested, usually on Gospel side for the family.
Kleenex in the first row of seats on the Gospel side
- Kleenex in the north & south church tower entrances
- North & South Transept: one small in each transept for guest books;
- 2 Easels for signs; entrances; Kleenex each side

Ushers:

- If 299 persons or fewer are expected, one or 2 ushers are needed, if over 300 people, 4 ushers, if over 600, 8 ushers.
- Greet mourners on lawn. Hand out liturgies.
- Direct family members to family gathering place, usually the Guild Room or the Rector's Office.

Altar Guild:

- Get white pall from cabinet in sacristy, take to narthex Change frontal color to white. Usually antique white one, though Zelda prefers the blanket white. {Note: the blanket white cannot be easily handled by one person. Use great care not to damage it.)
- Vestment color: white
- Get white stoles of design to match frontal for priest(s) from drawer, hang on rollers. Verify proper stoles for frontal.
- High Altar: Chalice with purificator, pall, veil, burse
- Liturgy in red book. So that priest can inform the congregation, put page number from congregations' liturgies in large hand written numerals at top of page for:
- Great Thanksgiving Commendation Silver Gospel book, with gospel from liturgy, on lectern side Credence table:

- Check liturgy to see number of servers. Paten with large wafer. One or more decanters of consecrated wine; remove stoppers. One or more chalices, half filled with consecrated wine. One or more ciboria with consecrated hosts. remove lids. Purificators, one for each wine server, plus 2. Hand sanitizer, near edge of table.
- Oblations table in narthex (check liturgy to see if applicable):
- One post-communion cloth, size to fit table. One cruet of water, with stopper. One flagon of unconsecrated wine, with stopper. One bowl of unconsecrated wafers.
- If no oblations bearers:
- Paten with large wafer, one cruet of water, one flagon of unconsecrated wine, on credence table.
- Pulpit:
- Pulpit fall, color of the day One glass of drinking water, at the back, behind preacher. 2 cough drops. on ledge at the rod for the pulpit fall.
- Celebrant's chair:
- One glass of drinking water 2 cough drops on prie-dieu next to kneeler.
- One glass of drinking water On floor between the chairs on the chapel side:
- One white basket for microphones. Lectern:
- Bible markers, color of the day. Note that white bible markers are distinguished left and right.
- Organ Bench, one liturgy for each musician, verify number from liturgy.
- Put one liturgy in vesting room for each scheduled minister.
- 15- 20 minutes before service: Light candles (light earlier if people are starting to gather in church, later if they are not). Light candles in south transept.
- When casket arrives, escort funeral directors pall bearers to location in south tower for casket.
- Remove flowers from casket, and drape pall over it. Instruct pall bearers and family's honorary pallbearers on how to bring casket into nave.

SERVICE:

- Voluntary
- Priest and vergers escort family members from family room (Guild Room or Rector's office as scheduled) to their seats in the front pews in the nave. Remove ropes as family approaches the pews.
- Then priests and vergers go to narthex. Procession:
- Vergers. Pallbearers with casket. Minister and assistants, if present. Priest
- Opening Sentences, said during procession. Entrance Hymn. Readers proceed to bottom of baptistry steps. Collect.

- Readers proceed up baptistry steps to chairs. Verger stands at bottom of steps.
- Reading (usually by family member). Psalm (usually by family member). Reading (usually by family member). Reflections, by family and friends.
- Usher: Count attendance, write number on copy of liturgy, put in sacristy. Anthem
- Readers return to their seats in nave via baptistry steps. Verger stands at bottom of steps.
- Homily Prayer Peace
- If no oblations bearers, verger puts unconsecrated wafers, wine and water on corporal on altar.
- Greetings: Usher: Close rail after priests have returned to Chancel
- Great Thanksgiving Sanctus/Benedictus Consecration
- Breaking of the Bread Invitation:
- Usher escort congregants to rail. One usher stand at crossing and guide congregants around the casket. one or 2 ushers dismiss congregants row by row, family first.
- Hymns during Communion - musicians Prayer of Thanksgiving Commendation Presentation of the Flag (military only) Blessing
- Dismissal Hymn Recession:
- Verger proceeds to bottom of chancel steps and wait until clergy is lined up behind them. Then verger starts the procession.
- Pallbearers proceed to casket and turn it around.
- Verger. Pallbearers and casket. Family. Clergy.
- Voluntary: Everyone wait until Voluntary has ended before entering chancel.

AFTER THE SERVICE:

- **Priest:** Greet mourners.
- Verger: Go to south transept, remove pall from casket.
- Take to sacristy.

Altar Guild

- Get pall from south tower, put in cabinet.
- Extinguish candles.
- Take vessels, purificators, from altar and credence table to sacristy.
- Pour consecrated wine from chalices into piscina and rinse with one chalice of water
- Remove silver book from pulpit.
- Put in silver cloth case and put in lower cabinet.
- Leave corporal and fair linen on altar.

- Remove credence cloth, put on roller and put in linen drawer.
- Cleanse chalices, paten, and put away in upper cabinets.
- Put ciboria in cabinet.
- Change frontal to color of the day (or leave for later. Note, one person should not try to handle the blanket frontal. Wait until 2 people can remove it.)
- Put dust cover on high altar.
- Lock cabinets
- Extinguish lights
- Close sacristy door.

4. **MEMORIALS:**

Note: Memorial services vary greatly, in accordance with the wishes of the deceased or their family. The following are examples of services at the High Altar and in the Chapel.

5. **INURNMENT**

Inurnment, when it occurs, is held either 30 minutes prior to the memorial Service, or immediately after the memorial service.

BEFORE THE SERVICE:

- **Sextonss:** Open the section of the columbarium front to receive the ashes.
Vergers:
- Put the container of ashes in the wooden box (located in lower cabinet on east wall of sacristy).
- Put one post-communion cloth on small square table in Columbarium. Put the wooden box with the ashes on the table.
- Light the candle in the columbarium. **SERVICE** as described below

6. **MEMORIAL IN CHURCH, WITH COMMUNION: BEFORE THE SERVICE: Sextonss:**

- Clergy chairs/kneelers on both sides of the chancel Altar table front with a torch at each end Credence table in back of altar table Cross and torches in back of credence table Paschal candle by the lectern
- One solo mike with a music stand setup in the chancel Rope off seats, number as requested, usually on lectern side (North) for the family. Kleenex in the first row of seats on the lectern side Kleenex in the north & south church tower entrances North & South Transept: one small in each transept for guest books; 2 easels for signs; entrances; Kleenex each side

Ushers:

- If 299 persons or less are expected, one or 2 ushers are needed, if over 300 people, 4 ushers, if over 600, 8 ushers.

- Greet mourners on lawn. Hand out liturgies.
- Direct family members to family gathering place, usually the Guild Room or the Rector's Office.

Altar Guild:

- Change frontal color to white. Usually antique white one, though Zelda prefers the blanket white. (Note: the blanket white cannot be easily handled by one person. Use great care not to damage it.)
- Vestment color: white
- Get white stoles of design to match frontal for priest(s) from drawer, hang on rollers. Verify proper stoles for frontal.
- High Altar: Chalice with purificator, pall, veil, burse
- Liturgy in red book. So that priest can inform the congregation, put page number from congregations' liturgies in large hand written numerals at top of page for:
- Silver Gospel book, with gospel from liturgy, on lectern side Credence table:
- Check liturgy to see number of servers. Paten with large wafer. One or more decanters of consecrated wine; remove stoppers. One or more chalices, half filled with consecrated wine. One or more ciboria with consecrated hosts. remove lids. Purificators, one for each wine server, plus 2. Hand sanitizer, near edge of table.
- Oblations table in narthex (check liturgy to see if applicable):
- One post-communion cloth, size to fit table. One cruet of water, with stopper. One flagon of unconsecrated wine, with stopper. One bowl of unconsecrated wafers.
- Pulpit: Pulpit fall, color of the day One glass of drinking water, at the back, behind preacher. 2 cough drops. on ledge at the rod for the pulpit fall.
- Celebrant's chair: One glass of drinking water Two cough drops on prie-dieu next to kneeler.
- Assistant's chair (next to preacher): One glass of drinking water
- On floor between the chairs on the baptistry side: One white basket for microphones.
- Lectern:
- Bible markers, color of the day. Note that white bible markers are distinguished left and right.
- Organ Bench, one liturgy for each musician, verify number from liturgy.
- Put one liturgy in vesting room for each scheduled minister.
- 15 - 20 minutes before service: Light candles (light earlier if people are starting to gather in church, later if they are not).

SERVICE:

- Voluntary

- Priest and vergers escort family members from family room (Guild Room or Rector's office as scheduled) to their seats in the front pews in the nave. Remove ropes as family approaches the pews.
- Then priests and vergers go to narthex. Procession:
- Verger. Minister and assistants, if present. Priest
- Opening Sentences, said during procession. Entrance Hymn. Readers proceed to bottom of baptistry steps. Collect.
- Readers proceed up baptistry steps to chairs. Verger stands at bottom of steps.
- Reading (usually by family member). Psalm (usually by family member). Reading (usually by family member). Reflections, by family and friends.
- Usher: Count attendance, write number on copy of liturgy, put in sacristy. Anthem
- Readers return to their seats in nave via baptistry steps.
- Verger stands at bottom of steps. Homily
- Prayer Peace
- Verger puts unconsecrated wafers, wine and water on corporal on altar. Greetings:
- Usher: Close rail after priests have returned to Chancel
- Great Thanksgiving Sanctus/Benedictus Consecration Breaking of the Bread Invitation:
- Usher escort congregants to rail Hymns during Communion- musicians Prayer of Thanksgiving Commendation Presentation of the Flag (military only)
- Blessing
- Anniversary, birthday, and travel blessings
- Blessings for healing (choir and congregation sing "God will take care of you" during healing prayers)
- Announcements
- Dismissal Hymn
- Recession:
- Verger proceeds to bottom of chancel steps and wait until clergy is lined up behind them. Then verger starts the procession.
- Verger invites family to follow verger.
- Verger. Family. Clergy.
- Voluntary: Everyone wait until Voluntary has ended before entering chancel.

AFTER THE SERVICE:

Priest: Greet mourners on lawn.

Altar Guild

- Extinguish candles. Take vessels, purificators, from altar and credence table to sacristy. Pour consecrated wine from chalices into piscina and rinse with one chalice of water. Remove silver book from pulpit. Put in silver cloth case and put in lower cabinet. Leave corporal and fair linen on altar. Remove credence cloth, put on roller and put in linen drawer. Cleanse chalices, paten, and put away in upper cabinets. Put ciboria in cabinet. Change frontal to color of the day (or leave for later. Note, one person should not try to handle the blanket frontal. Wait until 2 people can remove it.) Put dust cover on high altar. Lock cabinets. Extinguish lights. Close sacristy door.

7. SPECIAL SUNDAY, WITH VISIT BY BISHOP OR OTHER HIGH-RANKING DIGNITARY

See Part VA for Specific Information: Guidelines for Bishop Visitations

A week before the service: Consecrate extra wine and wafers.

Prepare overflow area with additional seating and stations for communion if needed.

BEFORE THE SERVICE: Altar Guild:

- Set chancel, altar, credence table, oblations as described for standard service. Set overflow in Learning Center or Forum as prescribed, on small table or on ledge:
- people)
- one post-communion cloth 2 chalices (youth chalices OK if necessary) 2 decanters consecrated wine 2 containers consecrated wafers (with enough wafers for expected number of
- 4 purificators 2 candles (from baptistry in church)
- Set overflow on lawn on small table:
- one post-communion cloth 2 chalices (youth chalices OK if necessary} 2 decanters consecrated wine 2 containers consecrated wafers (with enough wafers for expected number of
- 4 purificators 2 candles (from baptistry in church}
- people
- Vestment color of the day, or white. Service standard, except service is on video at overflow locations.

DURING THE SERVICE

- Procession:

- First cross
- Two torches
- Choir, adult and/or children
- Second cross and torches,
- flags as number of acolytes permit.
- Third cross
- Two torches
- Vergers
- Clergy
- 1 Verger
- Bishop
- At offertory, ushers take up collections at overflow locations, take baskets to narthex for usher procession to chancel.
- At communion, after the words "The gifts of God ...", 4 ministers and 2 acolytes as assigned proceed to each overflow location.
- Ushers guide congregation to communion. Ministers serve bread and wine. Acolytes hold decanters of consecrated wine for refilling chalices.
- After serving communion is completed, ministers and acolytes return to chancel for closing prayers and recession.