

- At beginning of hymn, thurifer leads gospel procession back to chancel. Then thurifer takes censor outside, unless there is a grand procession, in which case:
- Thurifer stops at lower chancel level and turns to face congregation.
- Thurifer leads procession down center aisle, up south aisle, across the front, down north aisle, refills thurible with incense in narthex, up the center aisle, up front steps, then exits.
- Offertory:
- During the peace, thurifer gets censor from outdoors, add incense. Proceed up steps and stand in place.
- After the presentation of oblations, 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.
- Recession:
- Thurifer leads cross and torches to lower Chancel level and stands on the main floor level at the head of the center aisle.
- Thurifer waits for ministers to line up behind, then leads procession out, slowly, setting the pace.

C. INSTRUCTIONS FOR OBLATIONS BEARERS (all Services where Oblations Bearers are assigned)

- **To Review with Fr. Ben prior to publishing**
- Oblations Bearers are assigned by ushers. If not assigned two of the ushers will serve in this capacity.
- Sit on the end of a pew, so that you can easily leave the pew.
- During the Peace, go to the narthex. The oblations are on a small table at the center of the narthex.
- Decide who will carry the wine and water, and who will carry the bread.
- If there are more than 2 people, the others escort the oblations carriers by walking behind them to the chancel.
- At certain services, there may be a flag, prayer shawls, baskets or other items to accompany the oblations. These require additional bearers and they usually precede the oblations.
- At the beginning of the presentation, during the hymn, ushers carry the offerings to the altar.
- Oblations bearers wait until the ushers are half way down the aisle, then oblations bearers process up the center aisle, carrying the oblations, up the chancel steps, and give the oblations to the priest at the altar.

- *Oblations bearers move to the lectern side of the chancel. A minister will give a liturgy to each oblations bearer. Stand at the lectern side, with the ministers, during the Great Thanksgiving and until communion is served. Oblations bearers are served first by ministers. ??*
- After receiving communion, oblations bearers return to their seats.

D. Media Guild

Sound Booth –

- Arrive early and check sound and all microphones.
- Test settings with music director and choir.
- Check power point and other media being used to ensure they all work

E. Choir/Music Ministry Information

Rehearsals: Wednesday evening at 7:00-8:30 P.M. in Room 2

Warm-Ups: Sunday morning at 9:00 A.M. in sanctuary

***Special rehearsals (marathons) will be scheduled when needed to learn new music and ensure ample rehearsal time occurs (Christmas, Holy Week, Special Events).**

- It is required that all members of the choir attend Wednesday evening rehearsals. If there are extenuating circumstances, notify the Music Director immediately.
- Responsibilities when absent from rehearsals or warm-ups:
 - When missing rehearsals, make sure you have the music and know your parts. Hymns may be found in Planning Center/Realm or through Music Director.
 - When missing or late to warm-ups, please warm up voices.
- Note: When singing anthems that have required practice with blending sounds and knowing music, please opt out of singing unless you truly know your parts. Discuss with Music Director.
- Prior to services:
 - 10-15 minutes vest
 - Five minutes prior to service, meet at bell tower to pray with priest and prepare for processional.
 - In pairs, follow the crucifer, when arriving at the rail, bow to altar, separate. Those on the right, go to the ramp on the Epistle side; those on the left go up the ramp to the Gospel side.