

# **Trinity Episcopal Cathedral**

**Omaha, Nebraska**

## **Altar Guild Manual**



## Note from the Dean

“Ascribe to the Lord the honor due his Name; bring offerings and come into his courts.”

--Psalm 96:8

Each week at Trinity Cathedral, we encounter the love and mystery of God through the beauty of our liturgy. The Altar Guild's careful preparation and loving care for the sacred instruments of our worship are a critically important piece of making that encounter happen.

Doing liturgy well requires meticulous and thoughtful preparation, and since we offer this service to God, it deserves our very best. The standard of excellence set by the Trinity Altar Guild provides an important foundation for who we are and what we do as a cathedral. I am so grateful to each and every one of you for your service. As you go about this holy work, I hope you will experience it as a form of living prayer, and that you know it is deeply valued by God. I am so grateful to each and every member of the Altar Guild for helping us all meet the transforming power of Jesus' love week by week in this place.

The Very Reverend Craig Loya  
Dean and Rector  
November 2014

## Prayers

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 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

O Loving Savior, we pray Thee to send Thy blessing upon this Altar Guild and the work of all its members; give us Thy grace that we may be loyal to Thy Holy Church and faithful in our care of holy things. Grant that as we adorn and make ready Thy Altar we may learn greater love and reverence for all that belongs to Thy service, and through all outward symbols come to a clearer vision of the inward and spiritual truth taught by them. We ask this for Thy sake, O Blessed Lord and Master who with the Father and the Holy Spirit livest and reignest ever one God, world without end. Amen.

O God of beauty, love and peace; make us thankful for the privilege of adding beauty to Thy sanctuary, growing in love through Thy service, and gaining peace from Thy presence; through Jesus Christ, our Lord. Amen.

Lord Jesus Christ to whose service we are dedicated in Thy Holy Church fit us we beseech Thee for the work we are given to do in this Altar Guild. May we fill our minds with Thy precepts, our hearts with Thy love and our hands with Thy service and so make our work an acceptable offering to the Glory of God. Amen.

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

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## General Instructions

Wash your hands before duties.

Check wipe boards for messages.



Note: **Gluten-free wafers** are found in the pyx in the High Altar Aumbry. Supply of wafers **MUST** be kept separate from other wafers. Wash your hands before and after handling the gluten-free wafers so there is no cross-contamination.

The dean must consecrate new wafers before they are put in the pyx. Consecrated wafers are NOT kept in the storage box.

Remember we serve to the best of our abilities, and your efforts are blessed and appreciated. To err is human, and our clergy are most forgiving.

Questions and suggestions are always welcome.

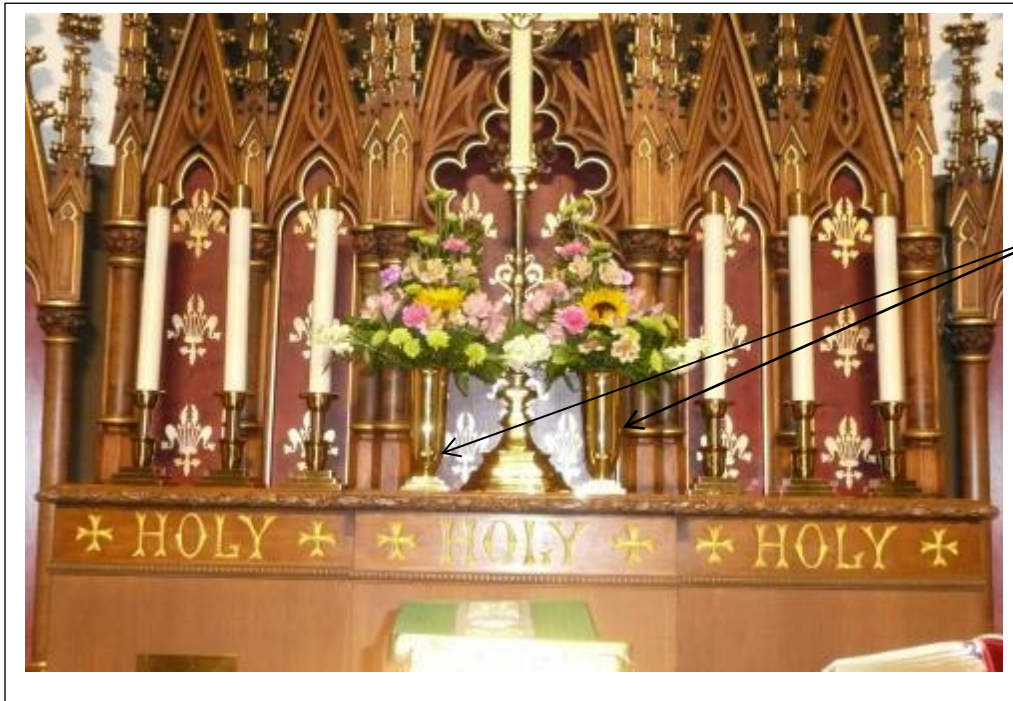
8:30 A.M. Sunday Service  
How To Set Up For A Service  
*note the message boards for any special instructions*

**PRIOR TO SERVICE**

Remove **flowers** from kitchen refrigerator and place in one set of matching brass vases. Place on High Altar. Place wooden flower holder in kitchen hallway.



→  
Wooden flower  
holder in hallway  
*Florist to pick up.*



Flowers on  
altar

Take up **vested chalice** and set up on High Altar. *All items should be setting on Sacristy counter.*



Gospel Book  
Service Missal

Vested chalice-  
view from altar  
Altar front

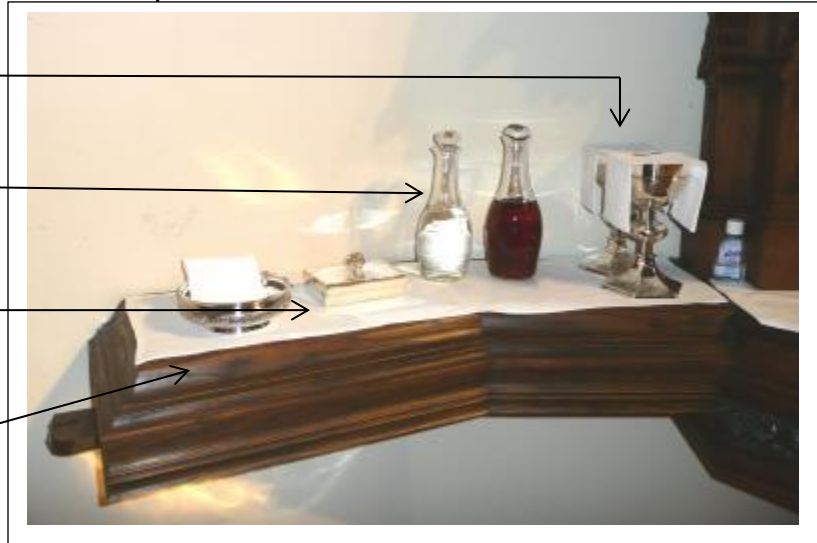
Vested chalice-  
from priest's  
view↓



Set chalice on center design of altar Fair Linen.  
Chalice design faces priest  
(not congregation).

Take up **basket of items** and set up on **Credence Table Extension**.

- Twin chalices with purificators
- Water & wine cruets (handles toward wall)
- Breadbox
- Lavabo Bowl, towel with spoon behind





Set up **three glasses of water** –

- on arm of Dean's Chair
- on the pulpit.
- on the seat (twin seat) of the canon's stall in altar area.
- if a guest is present, provide water also



Carry up **Alms Receiving Basin, four Alms Basins** with two purple bags.



Alms Receiving Basin  
on stool by Credence  
Table

*engraving on rim indicates correct  
placement*

Four alms basins  
in basin case at back  
of nave.  
Purple bags on top



Put water in the **teakettle**. Due to safety concerns, **DO NOT PLUG IN**.  
When returning to the Sacristy after the service, immediately plug in the kettle.

**Check** that Sanctuary Candle is lit. Replace if necessary. *See Section 32 Sanctuary Candles..*



**Check** that candle lighters/extinguishers have wicks.

*See Section 26, Candle Lighters/extinguishers*



### **AFTER THE 8:30 and PRIOR TO THE 10:30 AM SERVICES:**

**Carry** all items to be cleansed to Working Sacristy. You may keep some items on the altar as you will be resetting for the second service.

Check the large cruet in the Aumbry. If it has one inch or less of reserved consecrated wine, transfer the wine to the small cruet with the large cork and replace the small cruet in the Aumbry. Rinse and fill and large cruet with wine and set outside the Aumbry by the pillar so it can be consecrated at the 10:30 service.



**Cleanse** all items. *See Section 15, How to Cleanse.*

**Setup High Altar for 10:30 service.**

**Note:** 8:30 ushers are responsible for the offering. If no ushers are available put the offering from the purple bag into a bank bag found in the metals cabinet, and lock it in the metals cabinet. Return purple bag to alms basin case in back of nave along with any alms basins.

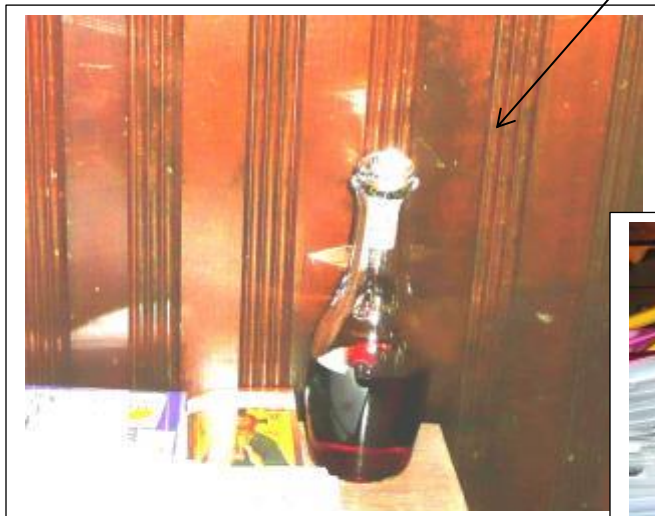
**10:30 AM Set-up**

Return **Alms Receiving Basin** to stool under credence table.

Set up altar with **vested chalice** as above.

Set up **credence table** EXCEPT

Cruet of wine goes on table in back of nave.



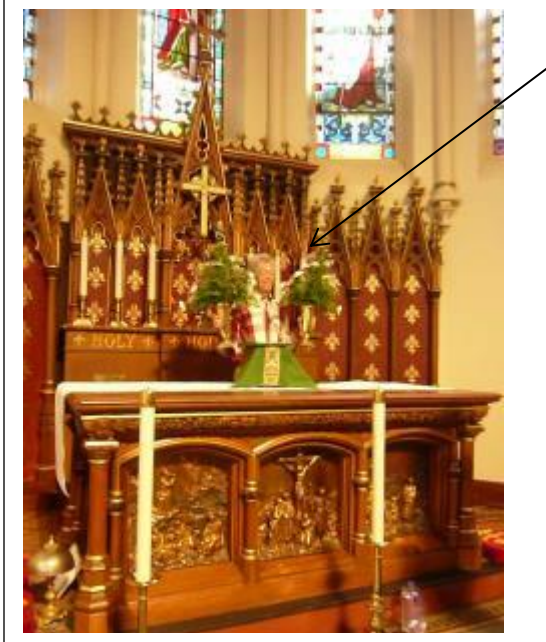
Bread Box in desk in back of nave.



*Section 5*

# 10:30 A.M. Sunday Service

## AFTER THE SERVICE:



Remove flowers and place on stands in Chapel. (*Sacristan usually does this.*)



Remove all items from the Altar and Credence Table. Properly cleanse and store.

*See Section 15, How To Cleanse.*

*See Section 14, Replenishing Wine*

*See Section 16, Storage.*

Sacristan will refill the oil candles. →

Take dust cover from its Sacristy drawer and cover the High Altar Fair Linen.



Check for used Acolyte gloves. Bag them and put bag by drying rack to be laundered.

*Section 6*





Sacristan returns the Alms Basins to the Sacristy.

**Note:** Ushers are responsible for returning four Alms Basins with two purple bags to the Working Sacristy. If no usher is available put the offering in a bank bag, and lock it in the metals cabinet.

## THINGS TO CHECK

**1. Chapel chalice** is properly set up on counter. *See Section 7, Chapel Setup.*

**2. Chapel Credence Table** set up. *See Section 7, Chapel Setup*



**3. Columbarium** – check for spent flowers. Remove and dispose in kitchen wastebasket if necessary. Return special vases to Sacristy counter.

**4. Priests' Sacristy** – check that vestments are properly stored.



## **5. Working Sacristy –**

Piscina lid up to prevent mildew.

Electric kettle empty, unplugged and  
lid up. FIRE HAZARD

The sink area is dry.

The metals cabinet is locked.

Before leaving, turn off lights, and secure both Sacristy doors.

Notify the Director if wine, wafers, hosts, candles, etc., are not in sufficient supply.  
See phone numbers printed on the roster on the bulletin board or write on one of  
the wipe boards.

# Weekday Chapel Service Setup

## Working Sacristy Counter Setup

On a working corporal, set out purificators and the large silver pyx containing several mid-size hosts. Also set up chalice, purificator, paten, host and corporal (as below)

No pall, veil or burse



## Chapel Credence Table Set Up

water & wine cruets  
lavabo bowl and lavabo towels  
(as needed)  
bread box with one row of wafers  
lighter

**Sanctuary Light** – check that it is lit.

**Candle Lighter/Extinguisher** - check that it has wick.

**Wooden Alms Basins (2)**



### **Chapel Leaders Instructions:**

Complete your usual pre-service duties including opening the corporal and setting the chalice on it in the center of the altar.

Post-service: Cleanse the purificator and shake crumbs from corporal. Cleanse chalice and paten and dry. Reset the chalice including the folded corporal (as below).



## End of Week Duties

*Check the message boards for any special instructions.*

**Acolyte Gowns** – check the set of Acolyte lockers assigned to your team. Launder as needed. The key to the laundry room is in the East upper candle cupboard.

Laundry detergent, stain cleaner and dryer sheets are in the Laundry Room.



### PREPARING THE CHAPEL

**Remove the altar flowers** and discard them and any green florist foam in the waste basket in the kitchen, not down the drains. Put the empty liners out on the top of the shelf of the hallway cabinet at the bottom of the steps. Wipe bases of brass vases with a soft towel and dry inside with a paper towel and place on the Sacristy counter. (or store)



**Dust and dry mop** all surfaces in sanctuary of the Chapel.



The Altar Guild is responsible for the setup and surfaces from the altar rail to the rear of the space.

### Credence Table

Refresh the water cruet.

Clean (if necessary) and refill the wine cruet. Handles are set away from server.

Wine is towards the people.

One row of wafers in breadbox.

Clean lavabo bowl.

Place necessary amount of lavabo towels to accommodate number of services for the coming week.

Replace linen if necessary.



*Section 8*



**Check Fair Linen.** Replace if soiled and let Director know. The Altar is left with only the Service Book on it. (Chapel Leaders move chalice in and out.)



**Replace all the votive candles** in the Votive Stand. Reuse plastic holders if possible. Put used holders in box for cleaning. Check for matches.

**Check the Sanctuary Candle.** We only replace when candle is totally out. The fixture can be pulled down for ease of replacing.

Put used glass holders in box outside Sacristy door for repurposing.

Check wick in Candle Lighter/Extinguisher.  
Check wooden Alms Basins are placed in the back.

**Set up the Chapel Mid-size Chalice** on the Sacristy counter for Chapel services. *See Section 7, Chapel Setup.*



## PREPARING THE SANCTUARY

**Dust and dry mop** all surfaces and floor in the Sanctuary area.

**Buff the rail** with a soft cloth. The railing is lacquered; we do not polish it.

Check the **Credence Table linens**. If soiled, replace them.



**Remove the dust cover** and place it in its drawer in the Sacristy.

Put the **Service Book** in its position to the left of the Celebrant.

Put the **Gospel Book** on its hold in the center front of the altar, facing the people.

**Straighten the kneelers.**

Check the Credence Table to see that the **large wine cruets** has proper amount of wine. *See Section 14, Replenishing Wine*

**Check the Hangings** for proper Seasonal color using the calendar in the Working Sacristy. *See Section 25, Hangings.*

**SETTING UP FOR 8:30 am SUNDAY SERVICE**

*Note: Metals and glassware are not set out on the High Altar overnight. All items are set up on the Working Sacristy counter for carry-up before the next service.*

Chalice



Basket



Alms Basins



**Vest the Jeweled Chalice** (The Fricke Chalice is used on the 2<sup>nd</sup> Sunday of the month.) using the proper seasonal veil and burse. *See Section 13, How To Vest A Chalice.*

**Fill the Basket** – all items to be placed on the Credence Table can be placed in one of the wicker baskets to be carried up prior to the 8:30 Sunday service.



1. Two “Twins Chalices”
2. Filled bread box



3. Water (filled) cruet
4. Wine cruet, filled to within one inch of the stopper.

*Note: Do not fill wine cruet in summer & fall (gnats), but place the capped wine bottle and funnel close to basket.*

5. Lavabo bowl and spoon,
6. Small linens (High Altar)  
lavabo towel  
2 purificators
7. One bottle water and  
3 small plastic glasses



### **Receiving Basin and Alms Basins**

Remove the alms basins (four) from the metals cabinet. Check that each has a purple velvet liner.

Remove the large receiving basin. Put the two purple velvet bags in the top basin.

Check that all fingerprints have been removed from the basins.

Set all out on the counter.

**Altar Vases** – check that two brass vases are available on the counter.





## ADDITIONAL DUTIES



### Priests' Sacristy

Set out chasuble in proper seasonal color.  
Also set out the matching stole.

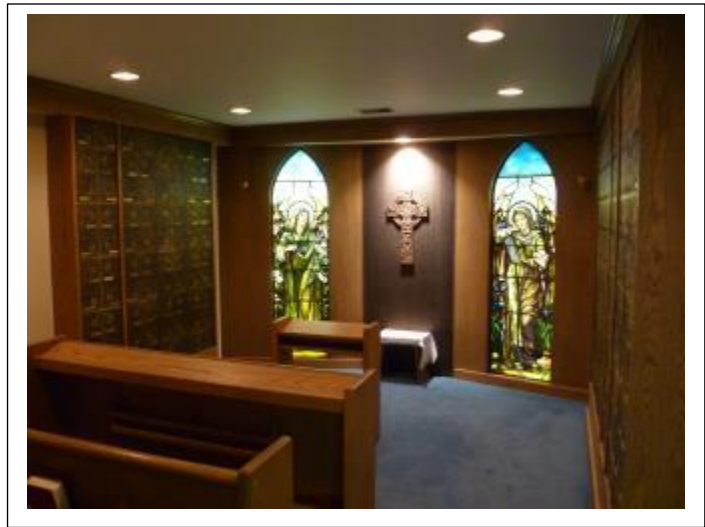
*See Section 25, Veils/Burses, Hangings & Vestments*

### Check Columbarium

Remove spent flowers. Remove and dispose in kitchen wastebasket if necessary.

If vase looks like one special to a family, set on Sacristy counter and note date.

*We keep for 3 months. If not claimed, vases may be given to the florist for reuse.*



### Working Sacristy –

Piscina lid up to prevent mildew.

Electric kettle empty, unplugged and lid up. FIRE HAZARD

The sink area is dry.

The metals cabinet is locked.

Before leaving, turn off lights, and secure both Sacristy doors.



Notify the Director if wine, wafers, hosts, candles, etc., are not in sufficient supply. See phone numbers printed on the roster on the bulletin board or write on one of the wipe boards. *Section 8*

# Trinity's Baptism Protocol

Set up as usual for Holy Eucharist using instructions for either the 8:30 or 10:30 service *See. Section 5 How to Set Up A Service*

## **Additional Duties:**

Place the Paschal Candle and stand between the choir pews. The deacon will process with the candle to the back of the nave during the liturgy.



At the back of the nave on the table, place -

- The large silver flagon, filled three-fourths full with lukewarm water.
- The holy water vat, aspergillum (sprinkler), and small plastic cup
- Individual Baptism candle (one per person to be baptized) out of the box.

On the Baptismal Font, place -

- Pyx of oil
- Silver Baptismal shell
- Chapel lavabo towel (one per person to be baptized)

The deacon will prepare the font water prior to baptism.



*continued....*

After the service, cleanse the used items and replace them in storage. Leave the water in the font. Empty the water from the water vat down the piscina and place it and the aspergillum on the counter by the sink to air dry.

**Chapel Baptism** - The same sort of set-up is used for a baptism held in the chapel. Use the small silver bowl inside of the font. The brass lid remains in the upright position. Use the small wide-mouth glass cruet filled with lukewarm water. Place it to the back of the font ledge.

Place the shell, oil stock, and lavabo towel on the shelf at the edge of the font.

After the service, discard the water down the piscina, dry the font thoroughly, close the lid, and put other items away.

Ask if water pot and aspergillum are needed.

# Trinity's Wedding Protocol

*note the message boards for any special instructions*

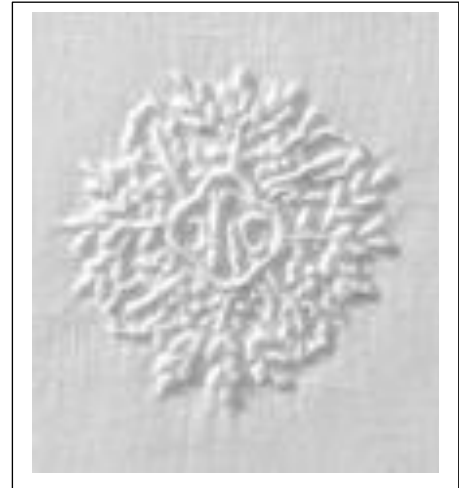
Trinity has a Wedding Coordinator, and we have a Wedding Customary. Always check with the coordinator for details.

The dean, office personnel or Wedding Coordinator will inform the Altar Guild Director of a wedding service at Trinity. The wedding may or may not have a Holy Eucharist, but hangings will always be white. The Wedding Coordinator is trained in Altar Guild duties and may take up chalices, etc. and cleanse afterward.

Special arrangements for the wedding duties should be organized by the Director with the aid of the Team Leader on weekly duty. Arrange for set up prior to the service and cleansing after the service.

## **The Director will require the following information:**

Date and Time of the service.  
Holy Eucharist and number of clergy  
Name of the celebrant  
Flower arrangements (protocol is to use for Sunday)  
Location in building— Chapel or Cathedral  
Use of needlepoint wedding pillows  
Use of aisle candles  
Placement of Gospel Book  
Any special instructions.



## **Duties of the Altar Guild**

**White** is the color for all weddings.

### **WEDDING WITH NO EUCHARIST -**

- Remove **altar dust cover** and store in the Sacristy.
- Change the **hangings** to white.
- Check on use of **aisle candles**. Sexton to set up these.

## WEDDING WITH EUCHARIST –

In addition to the above duties:

- Set up the Sacristy counter with the **Jeweled Chalice and basket** as an 8:30 Sunday service (use large Priest Host). **Use special Wedding Linens** (found in Wedding drawer.) *See Section 8, End-of-Week, Chalice and Basket Setup.*
- If attendance is thought to be over 300, set out bags of extra wafers (50 per bag) for the Credence Table.
- **No alms basins** are used.
- Check the wicks in the **candle lighters/extinguishers**.
- Place brass **vases** on Sacristy counter for the flowers.
- **Chasuble** –Place the white chasuble over the High Altar railing. Dean Loya likes to put it on with his back to the altar, facing the congregation



## AFTER THE SERVICE

This may be completed by Wedding Coordinator.

**Cleanse** as usual. *See Section 15, How to Cleanse.*

Place **flowers** in their liners in the refrigerator if they are to be used for a Sunday service. They may also be placed in the Chapel or Columbarium or remain on the altar after a Saturday wedding.

Change **hangings** to the seasonal color.

Replace **chasuble** as necessary.

# Trinity's Funeral Protocol

*note the message boards for any special instructions*

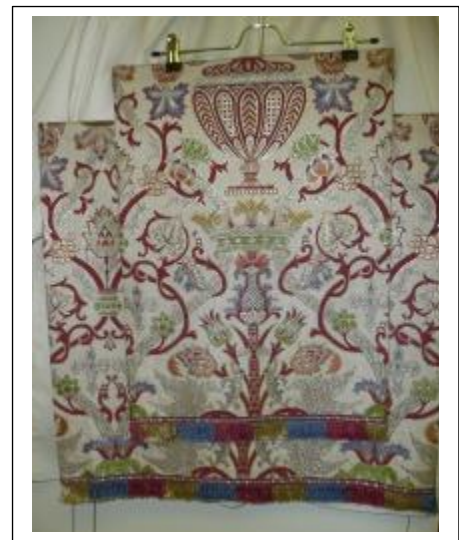
The Burial of the Dead is essentially an Easter Mass of the Resurrection. There is also the Burial Office without Eucharist.

The dean or office personnel will inform the Altar Guild Director of a funeral or memorial service at Trinity.

Special arrangements for these duties should be organized by the Director with the aid of the Team Leader on weekly duty. Arrange for set up prior to the service and cleansing after the service.

## **The Director will require the following information:**

- Date and Time of the service.
- Holy Eucharist and number of clergy.
- Flower arrangements
- Body or cremains present.
- Location in building— Chapel or Cathedral
- Use of Columbarium
- Any special instructions.



## **Duties of the Altar Guild**

**White** is the color for all funerals.

### **FUNERAL WITH NO EUCHARIST -**

- Remove **altar dust cover** and store in the Sacristy.
- Change the **hangings** to white.
- Set out the **white cope** and **stole** in the Priests Sacristy.
- **Flowers** - try to arrange for altar flowers to also be used for the Sunday services. If not, they may be placed in the Columbarium. The usual flower color is white, but may vary according to the family's wishes.

Only altar flowers and any special "family" flowers (arranged through the dean) may be used in the nave. Other flower arrangements are place in the Bell Tower, Gardner Hall or the Clarkson Center. Most morticians in Omaha understand that we do not allow flower arrangements in the nave. Additional flower arrangements should be given to the family after the service

*Section 11*



- **Pall** – set out the appropriate pall (a flower blanket on the casket is not appropriate)
- **Paschal Candle** - See that the Paschal Candle is moved to the center between the choir pews.

## **FUNERAL WITH EUCHARIST –**

In addition to the above duties:

Set up the Sacristy counter with the **Jeweled Chalice and basket** as a 8:30 Sunday service. *See Section 8, End-of-Week, Chalice and Basket Setup.*

If attendance is thought to be over 300, set out bags of extra wafers (50 per bag) for the Credence Table.



Set out the **aspergillum and holy water vat** (with a small plastic cup) at the back of the nave if a casket is present.

Work with the deacon to see that clear blessed water is in the Baptismal Font and not the regular (Cloroxed) holy water.

**No alms basins** are used.

Check the wicks in the **candle lighters/extinguishers**.



**Chasuble** –Place the white chasuble over the High Altar railing. Dean Loya likes to put it on with his back to the altar, facing the congregation.

### Casket Present -

Place the large Barger Memorial Casket Pall, (stored in the long locker across from the Acolyte robe lockers) over the back pew closest to the Bell Tower. The morticians will cover the casket before and replace the pall after the service.



### Cremaains Present –



Move the tall brass stand by the Healing Station in front of the Paschal Stand (toward the people) and place the small cremains pall (stored in funeral drawer in Working Sacristy) on the stand ready to cover the cremains container.



There may be inurnment held prior to or just after the service.

If the **Columbarium** is to be used before or after the funeral service, turn on the lights, and note that the small cloth covered table is available on which to place the cremains container. If the inurnment is prior to the funeral service, place the cremains pall on that small table.

The deacon and office staff will prepare the Columbarium niche.

The office staff will see that the **Reserved Parking covers** are placed on the meters around the church.



## **AFTER THE SERVICE**

**Cleanse** as usual. *See Section 15, How to Cleanse.*

Place **flowers** in their liners in the refrigerator if they are to be used for a Sunday service. They may also be placed in the Chapel or Columbarium.

Change **hangings** to the seasonal color.

Replace **Barger Memorial Casket Pall** in its storage bin OR replace the cremains pall in the funeral drawer in the Working Sacristy.

Replace **chasuble** and **cope** as necessary.

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Since a funeral service may occur on any day of the week, the Director will work with the Team Leader for that week to find Altar Guild members to prepare, set up and take down/cleanse for this service.

All arrangements for this service are under the dean's direction.

## Trinity's Lent, Holy Week and Easter Day Protocol

### ***PRIOR to ASH WEDNESDAY***

**Ashes** – Deacon makes ashes prior to Ash Wednesday using the dried palms from last Palm Sunday (in box in storage lockers). Divide into four glass dishes (stored left sink cupboard).



**Altar Flowers** are not used during Lent.

### **After Sunday 10:30 Service OR at designated date:**

**Set up chalice, basket and alms basins** for Ash Wednesday Noonday Holy Eucharist. Use Twin chalices, purple veil and burse. Use Chapel linens. *See Section 8 End of Week Duties.*

**Veil all crosses** in purple veils. All crosses remain in purple until Palm Sunday with the exception of funerals. Weddings are not scheduled during Lent.

Veil the crosses either the Sunday before Ash Wednesday or Shrove Tuesday.

- High Altar cross - is very heavy. May be taken down or use a ladder.
- Processional crosses – see photo.
- Christus Rex on north wall – drape a folded veil over the arms of the cross.
- Chapel cross – requires a ladder. There is a loop on the back of the Chapel veil that will hook onto a screw on the top of the cross.

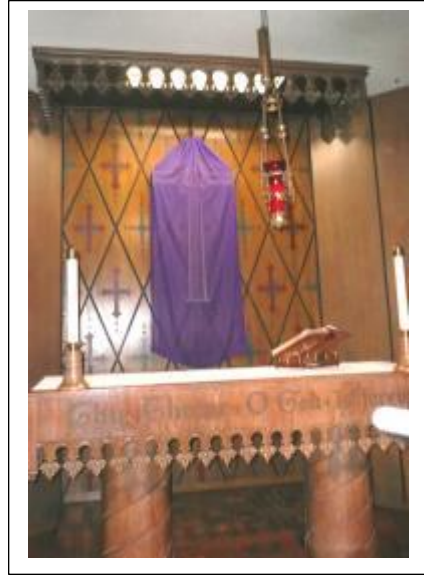
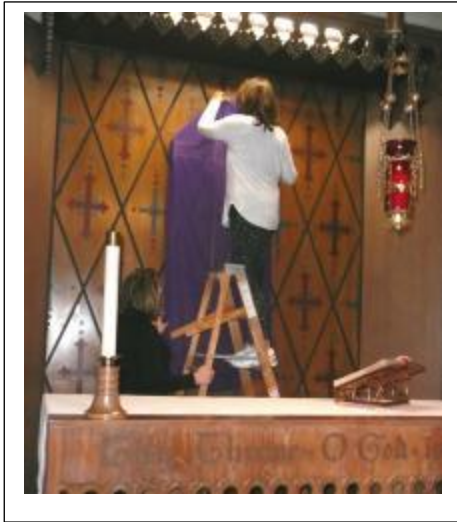
[**Veils** – in purple, red, (white), black – boxed in sacristy cabinets.

Veils are for High Altar cross, the two processional crosses & the Christus Rex drape.

Large Chapel veils are stored in Altar Guild lockers.]

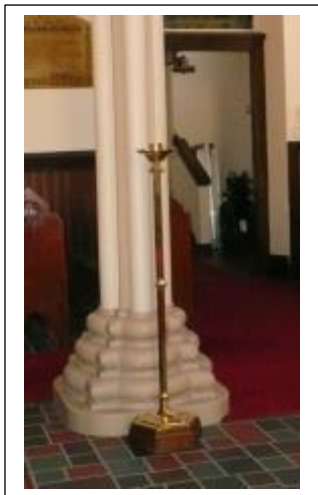


Veiling the  
Chapel cross →

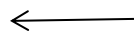


**Hangings** – change to purple.

**Baptismal Font** – The font is not used during Lent. A deacon will empty the blessed water in the font. Clean liner and store in sacristy. Replace lid on font. The carved wooden lid is stored on top of refrigerator in kitchen by Nursery.



**Paschal Candle** – take candle out and store in Priest's Sacristy standing up (it has oil in it)  
Candle stand remains in back of nave as a reminder that there are no baptisms during Lent.



Set out purple **chasuble and stole** in Priest's Sacristy.



**Remove Sanctus Bell and mallet.** Store in Priest's Sacristy. **Remove Chapel Bell** and store in metals cabinet.

## **ASH WEDNESDAY**

### **Before Noonday Service**

- Take up vested Twin chalice.
- Set up credence table as usual including two glass dishes of prepared ashes plus a wet-wipe in a Baggie (may use a lemon slice also) per dish of ashes.

**After Noonday service** – cleanse and re-set, checking that any remaining Chapel services are set.

*See Section 15 How To Cleanse. See Section 6 10:30 Instructions.*

*See Section 7 Weekday Chapel Service*

### **Evening service-** *(with choir and ushers)*

- Take up vested Twin chalice.
- Set up credence table as usual including two glass dishes of prepared ashes plus a wet-wipe in a Baggie (may use a lemon slice also) per dish of ashes.
- Put bread box and wine in back of nave.
- Put alms basins in basin rack and Alms Receiving Basin on stool.
- After service – cleanse and re-set, checking that remaining Chapel services are set. *See Section 15 How To Cleanse. See Section 7 Weekday Chapel Service.*

## **4<sup>th</sup> SUNDAY IN LENT - use ROSE HANGINGS AND VESTMENTS**

### ***HOLY WEEK PREPARATION***



*Prior to Holy Week – items for the week shall be placed on short table outside Working Sacristy under the fire extinguisher. Exception: Store candelabra in sacristy. Cover with cloths. Table will also be used to hold items removed from High Altar area on Maundy Thursday.*

Walk-Through with the Dean  
scheduled as needed.

Most items are stored in the additional storage off the Undercroft.

**PALM SUNDAY Preparation seasonal color: RED**

- Change veils on High Altar, processional crosses, Christus Rex and Chapel.
- Change hangings to red
- Put red chasuble over High Altar rail
- See that red cope and red stole are available in Priests' Sacristy.
- Set up for Holy Eucharist as usual (veiled chalice, basket and alms basins).
- Set up weekday Chapel noonday services on sacristy counter as usual. Check Chapel service schedule.
- Check Chapel credence table.
- Set out vase stands in Chapel.



**PALM SUNDAY**

Palms are ordered prior to Lent. They need refrigeration upon arrival at Trinity.

**Before 8:30 Service**

- Make two arrangements with the two types of palm fronds in the two brass **altar vases** and place on altar. Palms are stored in kitchen refrigerator.
- Place 3 regular palm fronds each in the two **processional crosses**.
- **Palm Baskets** Place half of the regular fronds in the two tall palm baskets and place the baskets according to dean's direction.
- Set up veiled chalice and credence table as usual.
- Check that the dean's **RED** chasuble is over the railing. **DEAN WEARS COPE for procession.**



### After 8:30 Service,

- Cleanse as usual.
- Set up High Altar as usual.
- Replenish **Palm Baskets** with other half of the palms. Set out as directed by the dean.
- Check that dean's cope is ready and red chasuble is over the railing.
- Check that thurible is ready for the vergers.

### After 10:30 service

- Put unused blessed palm fronds in delivery box so they may be dried for next year's ashes. Store box in Altar Guild storage cupboards off undercroft.
- Put vases of palms in Chapel.
- Cleanse as usual.
- Check sacristy counter for Chapel chalices

### Set up Wednesday Tenebrae service

- Place small table from rear of the nave in center space between the choir pews. Place red monk's cloth runner on table
- Place 7 arm branched candelabra (with candles) in center of table. Followers for candles are not used.
- Place a candle lighter/extinguisher on one of the choir chairs close to the table as well as butane lighter on table.



## **CHECK SCHEDULE FOR CHAPEL SERVICES**

**TENEBRAE SERVICE** Wednesday, evening service in Cathedral  
Trinity Youth are in charge of the service.

**MAUNDY THURSDAY** note: 2014 -Dean Loya requests use of red hangings/vestments for Maundy Thursday, not optional white..

### After Noonday Service or Before the Evening Service

- Clean and store red cloth, candelabra and candles from Tenebrae service.  
Replace candle extinguisher and lighter.

*continue on next page*



### **Stripping the Chapel** – (veil continues to be red)

- Cleanse Chapel chalice and store in metals cabinet. Store any unused linens/hosts.
- Remove all items from Chapel credence table, cleanse, store in metals cabinet.
- Put Chapel corporal on Chapel altar (After Stripping of the Altar in PM-- reserve consecrated wafers will be placed on Chapel altar.)
- Remove any vases and palms/flowers and moveable stands.
- Remove service book and stand from Chapel.
- Check votive stand and replenish any spent candles.
- Keep Chapel door open

### **High Altar Set Up**

- **Set up chalice & basket for High Altar Evening Service** Use jeweled and Twin chalices with Chapel linens.
- Set out the **large receiving basin and two alms basins** with one purple bag.
- Set out saucer (to extinguish Sanctuary candle) and sponge in white plastic bowl.

**Washing of the Feet** - set up chairs, stack of small towels, basins, pitchers of water (pitchers in kitchen) container for wet towels per the dean's direction.

**Check with the dean on additional seating or additions for service.**

### **Set up High Altar Prior to Service**

(Arrange set up around choir rehearsal and arrival of percussion instruments.)

- **Set up chalice and credence table** as usual placing wine and bread box in back of nave.
- Set out **alms basins** and receiving basin as usual.
- Set out **dampened sponge** in plastic bowl, one Chapel **lavabo towel** (dean to wipe hands) and **saucer** (to extinguish sanctuary light).
- Take **stick** for lowering sanctuary light to end of credence table so attendant can lower sanctuary light and extinguish it at end of service.

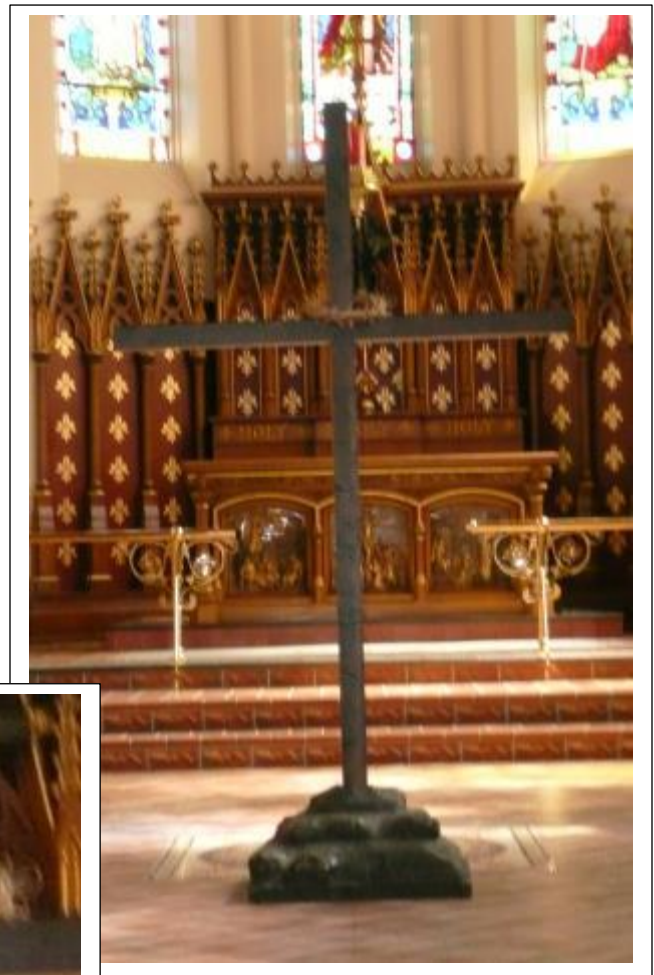
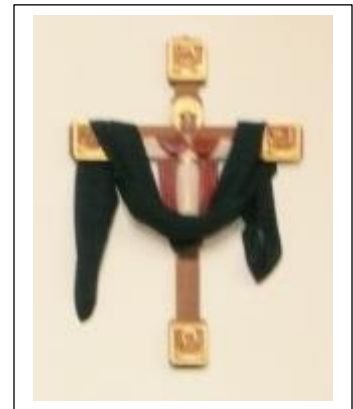
**During the Service *Stripping of the Altar*** – requires about eight people who have received instructions.

At beginning of the Psalm, the designated Altar Guild members will come from pews and removed all items in the chancel. This includes linens, kneelers, hangings and candles. Oil candles and altar cross to be placed behind piano. **Leave cleaning items on the credence table for dean to clean altar.**

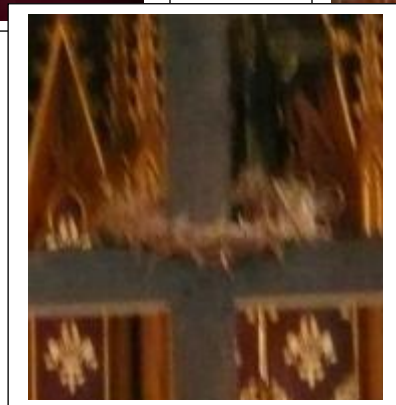
Members will return to their seats for end of liturgy.

**After the Service**

- Cleanse all items and store in appropriate areas.
- Veil High Altar cross, two processional crosses and Christus Rex in black as well as the Chapel cross.
- Check Chapel - ambry door should be open and ciborium holding wafers on corporal on altar.
- Open High Altar ambry door to reveal that it is empty.
- Put brass stand with wooden offering plate in back of nave by baptismal font.
- **WOODEN CROSS SET** Base of cross should be put between choir pews with CROWN OF THORNS set on backside of black base. Place wooden cross in Bell Tower.



Crown of Thorns  
(placed on cross during  
liturgy)





black veiled cross    sanctuary light lowered & unlit    empty altar and ambry



**GOOD FRIDAY** Noonday and evening services in Cathedral. Color is black. Dean wears black cassock only. Reserved sacrament (wafers only) used.

**After noonday service** –

- Check to see if anything needed.
- Check that cross is put back in Bell Tower.

**After evening service**

Check to see if anything needed.

## HOLY SATURDAY AND EASTER DAY PREPARATION

### **HOLY SATURDAY** EASTER VIGIL Evening service with Baptism

**SET UP at 10 AM or as scheduled** - This usually takes 2 ½ hours and requires two or three Altar Guild members plus youth helpers if possible.

*Florist will set up floral arrangements prior to service.*

*Paschal Candle and stand should be cleaned prior to service.*

#### High Altar Set Up

- Return books, kneeler cushions at High Altar.
- Remove large wooden cross and base to bell tower.
- Remove all veils and put back in labeled boxes. →
- **Clean altar** with Pledge and remove all residue with paper towels. Do not wax the altar.
- Use Festive White hangings.
- Place stand for **Paschal Candle** in center of floor between choir pews.
- Place covering for candle stand around base of stand (protects from flower water drips).
- Place cere cloth and a clean Easter Fair Linen on the High Altar and return linens to credence table and extension.



- Vest jeweled chalice using Festive White veil and burse - leave on sacristy counter with basket of Twin chalices, cruets of wine & water, bread box and lavabo bowl and spoon as usual using **Resurrection linens**.
- Set out large receiving basin on sacristy counter and alms basins with the two purple bags.
- Cleanse two ciborium (usually in ambry) (polish if necessary) to be placed outside ambry, (lids to the side of each ciborium), to be refilled after first Eucharist.
- Fill large glass cruet with wine.
- Place new, unlit sanctuary candle in lamp holder and lower Sanctuary Lamp a little. Put out the lowering stick so the sanctuary candle can be lit during or after the Saturday service and raised into position.
- Replace **Sanctus Bell and mallet** by altar. Make sure bell ringer's **book** is replaced. It is labeled on outside. (Bell is stored in Priest's Sacristy)

- Put White Festive chasuble over High Altar railing.
- Set out **Baptismal Items** – shell, oil stock, Chapel lavabo towel and individual baptismal candle (one per person to be baptized). *See Section 9 Baptism.*
- Set out aspergillum and holy water vat, small plastic glass (used to fill aspergillum with water).
- Set out large silver flagon which has been filled with water.
- Check that thurible is clean and incense & charcoal are available for verger.

### Chapel Set Up

- Set up Chapel credence table as usual.
- Set out bell at Gospel side on the acolyte pillow
- Set up chalice Chapel services. *See Section 7 Chapel Weekday Service Setup.*

Priest's Sacristy – set out cope and white stole

### Baptismal Font Set Up

- Remove baptismal font cover and store it on top of the refrigerator in the small kitchen by the Nursery.
- Replace plastic liner in the font. (liner is usually stored in the Working Sacristy)

Lighting of New Fire Set Up - to be used at the dean's direction

- Set fire start-up kit on tall marble top brass stand: stainless steel bowl on a hot pad, alcohol, Epsom salts, lighter and a misc. candle (for transferring fire to Paschal Candle.)
- Put follower for Paschal Candle nearby.
- Set out Paschal Candle (stand is between choir pews).



## **Holy Saturday/Easter Vigil with Baptism - Evening Service**

*Baptism Rehearsal, Choir Rehearsal could be taking place at some point before service.*

### **Before service**

- Bring up vested jeweled chalice and basket of items. Set bread box and wine at back of nave.
- Set out candle lighter/extinguisher at end of credence table in lath (candles lit later in liturgy)
- Bring up large alms receiving basin and collection basins.
- Bring up large flagon with water for Baptism. Place at back of nave on a table.
- Baptismal Items – shell, oil stock and Chapel lavabo towel on baptismal font. Individual baptismal candles on the table .
- Place aspergillum , holy water vat and small plastic glass on small table.
- Check if vergers need help with thurible or charcoal/incense.



### **After service** –

- Cleanse and reset jeweled chalice on sacristy counter using Resurrection linens.
- Set up basket with replenished wine and wafers (extra wafers in plastic bag) using Twin chalices, cruets, bread box and lavabo bowl as usual.
- See that 4 alms basins are also on sacristy counter.
- Cleanse baptismal shell, flagon and replace in metals cabinet.
- Store empty aspergillum and holy water vat.
- Store any unused Epson salts, alcohol and hot pad. Put aluminum bowl in a bag for at-home cleaning.
- Return misc. candle to storage if not spent.



**EASTER DAY 8:30 AM and 10:30 AM with BISHOP CELEBRATING  
Before the 8:30 AM Service**

- Set up the High Altar as usual and take up the alms basins.
- Place White Festive chasuble over High Altar rail, bishop kneels outside rail.
- Check in Priest's Sacristy for white cope and stole ready for bishop
- Check in Priest's Sacristy for white cope for dean.

**After 8:30 AM Service**

- Cleanse as usual and set up for 10:30 AM service.
- Place White Festive chasuble over High Altar rail, bishop kneels outside railing.
- Return alms basins for ushers use.

**After 10:30 AM Service**

- Cleanse as usual.
- Set-up for Chapel services as scheduled.

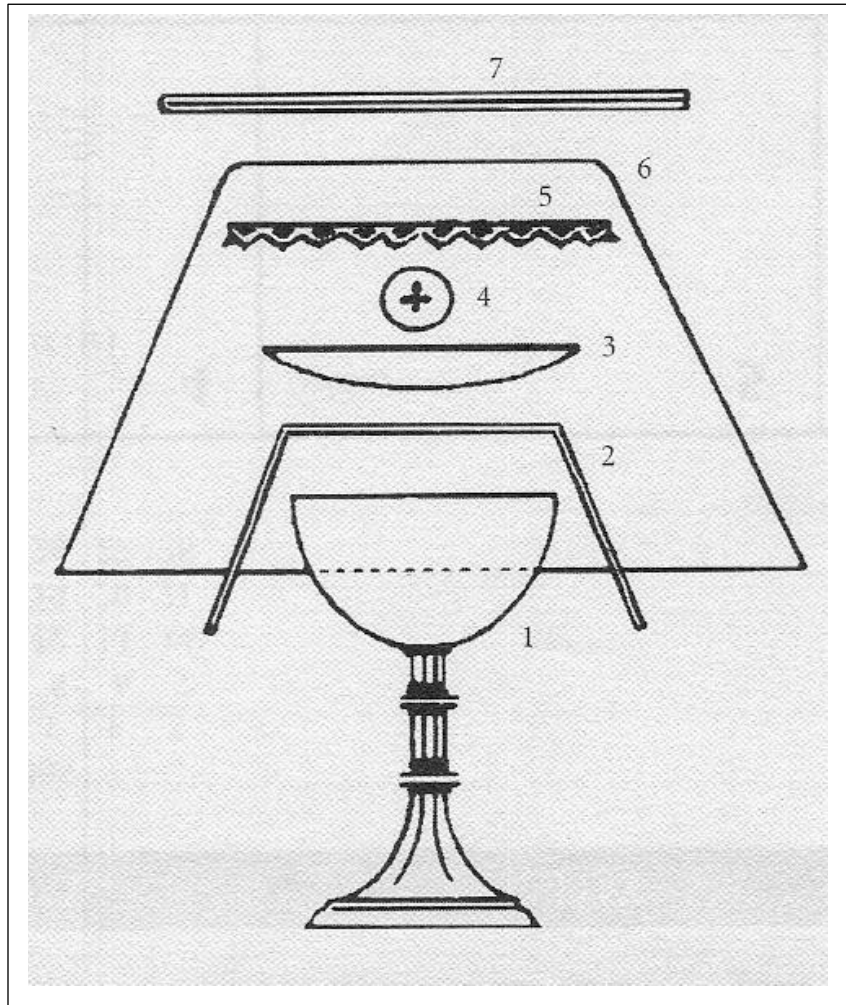
*See Section 15, How to Cleanse.*

*See Section 7 Weekday Chapel Service.*



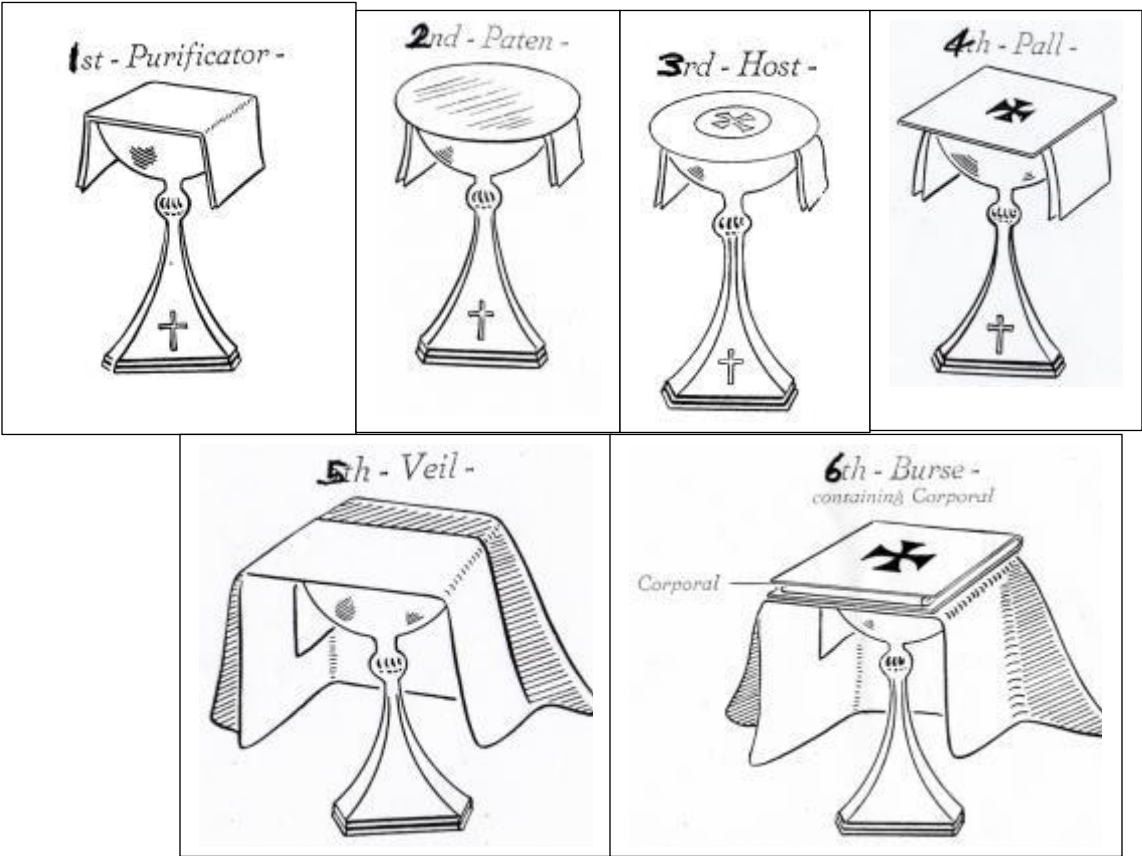
## How To Vest A Chalice

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



Corporal in burse  
*Corporal folded inside out.*





The Vested Chalice

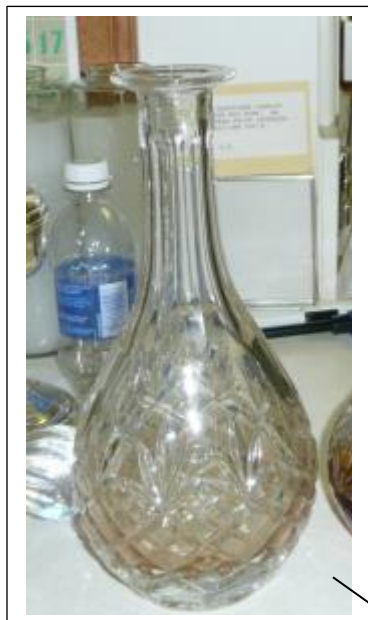


# REPLENISHING WINE

or

## HOW TO FOLLOW THE TRAVELING WINE

*This is the Altar Guild's responsibility whenever necessary.*



1. Wine is poured from the original wine bottle into the large cut glass cruet. *The wine supply is kept in the cupboard by the sink and in the locker with hangings.* THIS IS UNCONSECRATED WINE.

The cruet should be left on the counter if it is NOT going to be used immediately at a service.

It is taken up to the High Altar along with the next chalice and Credence Table setup.



Section 14

2. Large Cruet is taken to the Credence Table and put outside the Aumbry by the left column for the deacon to use at the appropriate time.

3. The deacon sets the cruet on the altar. The wine is consecrated at the Eucharist *along with a chalice of wine*.

The large cruet of wine then holds the reserve consecrated wine. **It is stored in the Aumbry.**



4. The deacon uses the wine from the large cruet to pour into the chalice used at the station.  
(One or two chalices for altar and one chalice for station.)

The consecrated wine in the large cruet can be used at several services. The deacon judges how much to use at each service.




5. When the wine in the large cruet gets below one inch, it is necessary to empty the wine into a smaller cruet.  
*The deacon may advise on this.*



6. Take the large cruet to the Working Sacristy and pour into the small cruet with the large cork. **This is still consecrated wine.**

7. The small cruet is then taken to the Aumbry and put with the 2 ciboria which hold the consecrated wafers.

8. In the Working Sacristy, clean the empty large cruet. Fill with wine from the wine bottle and begin the process again.

Go to #1. 



## UNCONSECRATED WINE STORAGE

Wine which has been in the regular hand blown cruet has not been consecrated. The deacon has only poured its wine into the chalice.

*Consecrated wine is consumed or placed in the large cut glass cruet by the end of the service.*



**After the 10:30 service**, pour the unconsecrated wine from the hand-blown cruet to the storage cruet (green one on the shelf with the bottle of wine).

*green cruet*

*original bottle is on right*

If there is more than the green storage cruet can hold, pour the extra wine back into the original wine bottle.

*New bottles of wine are stored in its original case on the floor of the hangings closet.*

## WINE BOTTLE DISPOSAL

Empty wine bottles are put out for recycling in the box outside Working Sacristy door at foot of the stairs.

*Deacon Ellen takes them to be recycled.*

*Section 14*





## How To Cleanse

*Instructions include (1) setting up for the next service,*

**OR**

*(2) storing items after the last service of the day.*

Fill the electric teakettle and plug it in.

**The corporal** - Shake the crumbs from the corporal down the piscina. Refold the corporal and place in the burse on top of a single purificator.

**OR**

Shake the crumbs from the corporal down the piscine. Refold and store the corporal and purificator in linen drawer.



A corporal may be reused unless stained with wine or somewhat wrinkled. If laundering is necessary, put it on the drying rack.

**Purificators** - Put a little water in the used Chalice and rinse used purificators in it. Drain the water down the piscina squeezing out the liquid from the purificator. Use spot remover on stained areas for lipstick stains. Hang on rack to dry.

Hang used, cleansed linens on **drying rack**.

Assigned Altar Guild members will launder the linens and place in the drawers.



Fill 2 basins (stored under the sink) with hot water that should be ready in the electric tea kettle. Use liquid soap in



one; the other is for rinsing. Clean dish towels for drying are in the top left hand drawer to the left of the sink.

*Section 15*

*Water from tea kettle is VERY hot.  
Mix with a little cold water to  
prevent burning of hands.*

**Chalices and paten**-After cleansing  
chalices and paten, vest and re-set for  
next service.

**OR**

After cleaning chalices and paten, place  
unvested chalices and paten in metals  
cabinet for storage (after 10:30 Sunday).



**Lavabo bowl and spoon** -After cleansing, re-set with Lavabo Towel.

**OR**

After cleansing, store in metals cabinet.

**Wine and Water Glass Cruets.**

*Do not use hot water in any of our glass cruets.  
Hot water etches glass.*

Check to see if more wine is needed in glass cruet  
(to within one inch of bottom of stopper) and re-set.

**OR**

Pour unused wine in green cut glass storage cruet in  
cupboard for storage.

Refill water and re-set.

**OR**

Pour out unused water down the sink. It is unconsecrated. Wipe cruet and store  
both cruets in metals cabinet. Place stoppers beside them. Do not store with  
stoppers in.



**Breadbox** –

*Wash hands before handling wafers.*

Refill breadbox and re-set.

**OR**

Refill breadbox and place in metals cabinet  
for storage. Breadbox is stored with wafers  
inside box.





**Alms Basins** - Check the **large receiving alms basin** and wipe off any fingerprints. Place on the stool beneath the credence table.

**OR**

Wipe off any fingerprints. Place in the brown felt bags and put in slots in metals cabinet.



Check the **four alms basins** for prints. Replace in stand at the back of the nave

**OR**

put in brown felts bags (one bag per each) along with its purple liner and place in metals cabinet for storage.

These duties vary at Trinity However, The ushers are responsible for gathering the offering. The Altar Guild is responsible for cleaning and safekeeping the basins.

**Acolyte gloves** should be gathered and put in the mesh bag. Place the gloves bag near the drying rack for the laundress to pick up.

**If you find a used chalice or the priest's travel kit** on the counter, please cleanse and appropriately put it away. *See Section 31, Private Communion Cases.*

### **The tea kettle**

After the 8:30 service, put water in the electric tea kettle for use after the next service. Do not turn on.

After the 10:30 service, empty teakettle after use, and leave empty with lid opened and unplugged.

THE TEA KETTLE WILL TURN AUTOMATICALLY OFF AFTER A SHORT TIME, BUT DUE TO SAFETY CONCERNS,  
WE DO NOT LEAVE IT ON UNATTENDED.

## LAUNDERING SMALL CHURCH LINENS

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*Judy Metz Oct. 2012*

*Additional information CM Almy's "GUIDE to caring for Fine Church Linens"*

**STAINS** –Check over all linens before laundering. The Altar Guild should handle stains promptly as they cleanse after a service.

**Lipstick** –spray with Shout (or similar product) and rub under running water to loosen grease. Repeat if necessary or try rubbing in laundry detergent. If color persists, soak in half and half mixture of 3% peroxide and ammonia, then rinse and launder.

**Wine:** soak or sponge fresh stains immediately with cold water. If necessary, spray stain with a "Wine Away" stain remover. Let stand for 30 seconds. Also wet stains may be covered with salt, then immersed in cold water. Dry stains may be treated with club soda, vinegar or white wine and covered with salt before sponging with cold water.

**Candle Wax** – allow wax to cool and scrape excess away with dull side of a knife. Then apply Almy Candle Wax Remover® to dissolve remaining wax, Wash with soap and water. Also may place between two pieces of blotting paper and press with medium hot iron so blotter absorbs the wax.

**Soot** – Apply liquid detergent to the stain, rub and rinse. Repeat as necessary.

**Scorch** – Rub cut onion into the mark, soak in cold water for an hour, then wash.

**Rust** – Apply cream of tartar to the stain and soak in hot water. Let water cool. Remove linen and wash.

**Mildew** Wash with soap and water, rinse and sun dry. If mildew persists, soak linen in 3% peroxide, then wash.

**SOAK** – small linens in a basin with ¼ cup powdered dishwasher detergent (or similar amount of liquid dishwasher detergent) mixed with warm water for about ½ hour. This really gets out any remaining stains and leaves a nice finish.

**WASHING** - Linens may be washed in the washing machine using appropriate amounts of detergent and water. Do not use starch on linens. Spin dry. **DO NOT PUT IN THE DRYER**, or line dry. (Dish towels- may be dried in dryer and ironed.) Dampness at the end of the washing cycle is just right for small linens. Remove from dish washer and

Option 1: fold so they fit in a plastic bag and store in the refrigerator for at least an hour.

Option 2: put all linens on a Turkish-type towel and roll up – iron immediately.

**ACOLYTE GLOVES** – can be washed along with the small linens. Place in the mesh bag. **DO NOT PUT IN DRYER**. Set them out to air dry (I use the edge of my plastic laundry basket).

When dry, put matching pairs together (colored dots on wrist edge indicate sizes). Crisscross the glove sets, fold the mesh bag and take back to Acolyte glove cupboard. Bag goes in plastic bin across from Acolyte cupboards.

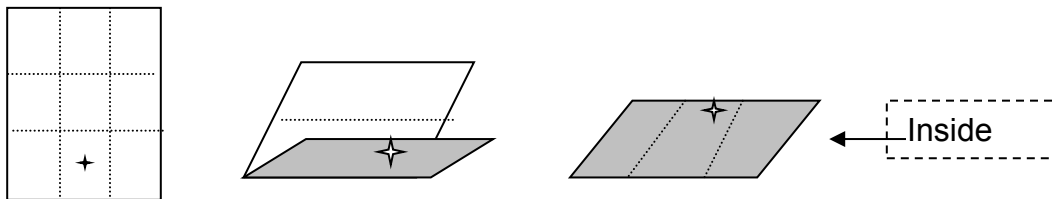
**CLEANING THE PALLS** – Chalice palls with stiff plastic linings (recommended) should be hand washed, using a soft clean toothbrush or vegetable brush. Lightly brush the center design and edges with a mild laundry detergent like Woolite using instructions on the label. Rinse thoroughly in cold water with a clean brush and blot as dry as possible with a Turkish towel. Lay on a clean cloth to dry completely. Palls with cardboard lining must have the seam opened and the cardboard removed before washing.

**IRONING** – Linen is a very “dynamic” fiber and ironing can be tricky, but these simple guidelines make the job manageable.

Linens must be ironed DAMP. Make sure the ironing surface and the iron are completely clean. The “linen” setting on most irons is too hot. Use “WOOL” setting (one below “cotton”). First iron on wrong side until partly dry, then iron the right side to bring up the attractive natural sheen. Then repeat one more time. The last side to be ironed is the right side. Because of its resilience linen will change shape and size as you iron it in any given direction. Start by pressing out the embroidered design (over a Turkish-type towel if ironing surface is not padded). Set finished flat ironed linen on a flat surface (bed, covered table) for about 6 hours/overnight. Do not iron folds into the linens.

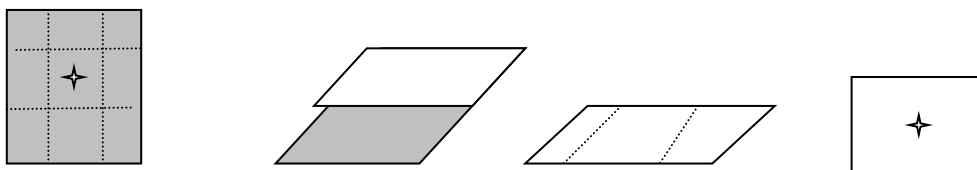
**FOLDING** – when linens are dry, finger-fold them as follows:

**The Corporal:** is an 18 to 21 inch square of fine linen which is spread on the altar under the chalice. The High Altar corporal is larger than Chapel corporal. ALL SHOULD BE FOLDED INSIDE OUT so it is right side out when unfolded.

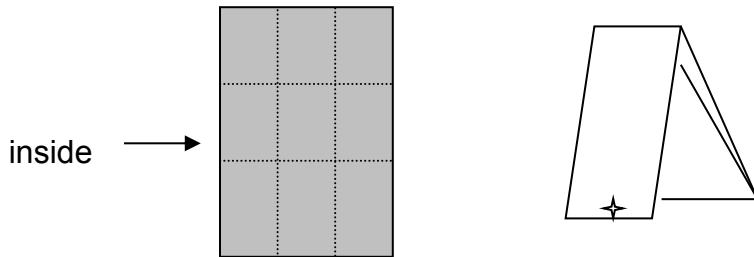


Place right side up with the cross toward body. Fold in nine equal squares by folding down the top third first. The embroidered cross third folded second making it easier for the celebrant to find the cross for proper placement on the altar. Then the right panel over the center and finally the left over the other two. Press folds with the hands the same way you would a piece of paper.

**The Purificator:** is an 11 to 13 inch square of linen cloth, with a cross embroidered in the center. The purificator should be folded into nine equal parts after ironing, RIGHT SIDE OUT with the cross on the top.



**The Lavabo Towel:** The lavabo towel is a linen napkin, approximately 12 x 18 inches. It is for the lavabo or cleansing of the celebrant's hands at the time of the offertory. The lavabo towel should be folded into thirds length wise and then in thirds again. RIGHT SIDE OUT



**RETURNING LINENS** – stack purificators together, stack lavabo towels and stack corporals. Put in box or plastic bag for easy transporting back to church. Place in appropriate boxes in the linen drawer in the Working Sacristy

**Linen Design Differences** – We designate our small linens into 3 categories, hoping to have matching purificators and lavabo towels at each service. (Corporals are not matched)

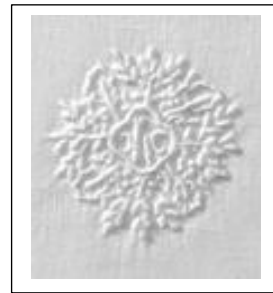
1. High Altar linens are our newest and best quality. They have a wheat & grapes design
2. Chapel linens are somewhat older and most have a simple cross.
3. Wedding and Funeral linen have an “IHC” design. Storage is in “Wedding” or “Funeral” drawers that are below the small linen drawer.



1. High Altar  
Wheat & Grapes



2. Chapel  
Cross



3. Wedding/Funeral  
IHC w/Wheat & Grapes

**STORAGE** – Roll Altar Cloth (Fair Linen) on cardboard tubes covered with muslin or tissue to prevent wrinkling. When storing, avoid areas of excessive heat or cedar lined chests and drawers. The fumes from the cedar tend to yellow the linens. Do not store linens starched. Linen is moth-proof, but moths like starch!

**PIECE GOODS** – When purchasing linens by the yard, allowances for shrinkage, plus the hems, must be taken into consideration. Experts figure all these allowances on orders for FINISHED linens so submit only the requested measurements when ordering finished items.

**SHRINKING** – Unless linens are sanforized or preshrunk, they will shrink a total from 5% to 10% during the first few washings. If you are sewing your own altar linens, wash the fabric BEFORE embroidering and sewing.

**SEWING PREPARATION** – Prior to the cutting and sewing of your linens, the piece goods should be rinsed in HOT water and allowed to DRIP dry. After drying, dampen thoroughly and iron out all wrinkles and creases. Your piece goods are now ready for you to begin work on the linens.

**SEWING** – Fine altar linens are generally sewn by hand. Waxed linen thread for sewing is no longer available, but good quality mercerized cotton is equally durable. Waxing the thread with paraffin will simplify sewing. Hems can be kept straight by pulling a thread along your sewing line before starting your needlework. Rub a white soap along your sewing line. This will act as a lubricant when removing the thread.

**HEMS AND FINISHED SIZES** – The following are suggested finished sizes and hems of some typical linens. For the most attractive linens, with no raw edges, we recommend ¼ inch turn-under on all hems and mitered corners.

BAPTISMAL TOWELS: 12 x 18 inches with ¼ turn-under for hems.

CORPORALS: 18 x 18 inches with ¾ inch hems.

ELEMENT COVER: size as required with 1 ½ inch hems.

FAIR LINEN: size as required with 2 inch side hems and 3 inch end hems.

LAVABO TOWELS: 12 x 18 inches with ½ inch hems.

PALLS: 7 x 7 inches is most popular size.

PURIFICATORS: 12 x 12 inches with ¼ inch turn-under hems.

TABLE COVER: size as required with 1 ½ inch hems.

VEILS: size as required with ¾ inch hems.

# Storing Trinity's Treasures

## IN THE METALS CABINET

See the Altar Guild Manual in the Working Sacristy or refer to your team's Co-Leader's Manual.



## IN THE WORKING SACRISTY DRAWERS



### SMALL LINENS

Small linens are stored in the top left hand drawer in marked boxes.

- purificators
- corporals
- palls
- lavabo towels
- working corporals
- working veils



### SMALL FUNERAL PALL AND LINEN



The small funeral pall for cremains and the special “IHC Wheat & Grapes” design purificators and lavabo towels are kept in the 2<sup>nd</sup> drawer down on the left side.

The Barger Memorial Casket Pall is kept in the bin across from the Acolyte lockers.

## DUST COVERS

Our two dust covers are kept in the 3<sup>rd</sup> drawer down on the left side when not on the High Altar or Chapel Altar.

**WEDDING SMALL LINEN** and the wedding pillows (not often used) are stored in the 4<sup>th</sup> drawer down on the left hand side. The small linen for weddings have the “IHC Wheat and Grapes” design.



## BREAD STORAGE

The various sized wafers are stored in the top right hand side.

Chapel Hosts  
People Wafers  
High Altar Hosts

*Small plastic bags are also here.*

## OFFICE SUPPLIES, SEWING SUPPLIES AND MISCELLANEOUS

Various office supplies, Band-Aids, sewing supplies, wicks and general supplies are kept in the lower two drawers.

## PRIVATE COMMUNION KITS

The two kits are in the right-most cupboard under the long counter.

**Various used pieces of linen** are stored on the lower shelf. *Section 16*



## IN THE WEST (SINK) CUPBOARDS

### Left cupboard, upper

ceramic chalices  
custard cups for Ash Wed. ashes  
bottled water  
plastic cups

### Right cupboard, upper

wine, funnel, knife



### Left cupboard, lower

misc. vases  
cleaning supplies

### Right cupboard, lower

irons and distilled water

Middle Section Under Sink waste basket, wash basins

## HANGINGS CLOSET

**Seasonal hangings** are in the east closet. Each is identified by the trim color on the muslin cover.

The **seasonal veils** are hung with their appropriately colored hangings. →

**Sanctuary Lights** are initially stored beneath the hangings. ↘

**Wine Bottles** are stored beneath the hangings. ↘

*Section 16* →



## EAST DRAWERS & CUPBOARDS

**Chapel and Veils and Burses** are in the first drawer of the drawers under the small counter.

**High Altar Burses** are in the second drawer.

**Seasonal Small Linen** are in the third drawer.



**Breads** are stored (reserve supply) in Gardner Hall's kitchen refrigerator. An inventory is posted in the cupboard for quick reference.

**Votive Lights** are stored in both the upper and lower cabinets depending upon candle oil supply.

**Sanctuary Lights** are stored in this cupboard for easy access.



**Candle Oil** and supplies are in the lower cupboard.



# THE PRIESTS' SACRISTY

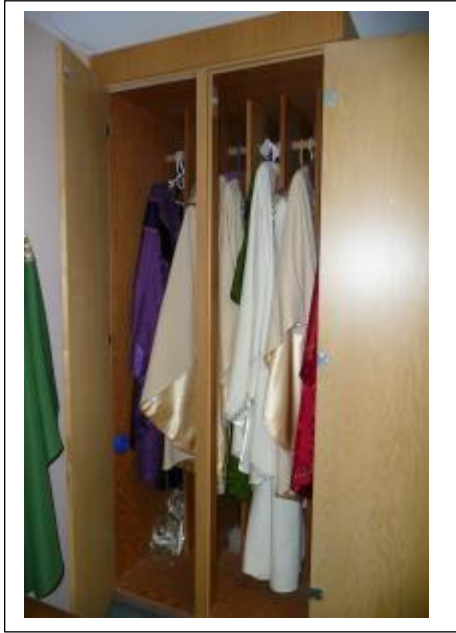
## NORTH DRAWERS

**Seasonal stoles** are stored in the narrow drawers.

**Cinctures** are in the upper drawer.



## WEST CLOSET



**Seasonal chasubles** are hung in the closet.

## EAST CLOSETS

**The dean's personal closets** are on the south-most closet.

**Copes** are in one closet.



**Deacon Ellen** has an assigned closet.

**Canon Easton** uses an assigned closet.



## The Bishop's Closet

The bishop has the closet just inside the door.

While we are not assigned the task of caring for the bishop's vestments, it is a nicety to help in any manner.



Trinity's

ITEMS USED FOR SERVICE

# Trinity's Alms Basins

**Alms Receiving Basin**  
ornate, 16" in diameter

**FOUR matching Alms Basins**  
with purple velvet pads  
also 2 purple velvet bags -



**Women of Nebraska Diocese Alms Basin**  
used for UTO collection  
stored in black box in metals cabinet



**Wooden Chapel Alms Basins**  
two basins  
with needlepoint center



# Trinity's Bread Boxes and Pyxes

**High Altar Bread Box** (Memorial to Katherine Thomas Lindquist)  
Larger of our two bread boxes



**Chapel Bread Box**  
(Memorial: Helen E. Cooke)  
Smaller of our two bread boxes



## Trinity's Pyxes

**Baptismal Oil Pyx**



**A & O Oil Pyx**  
By Deacon's  
Healing Station



**Large Pyx**  
holds Chapel's Hosts



# Trinity's Chalices and Patens

## **Jeweled Chalice- *Sundays/Special Services***



Sterling silver paten  
Inscription: Ableson

## **The "Twins" – Identical Chalices/ Similar Patens *for Sunday's 2<sup>nd</sup> Chalices/Weddings/Funerals***



## **Mid-Size Chalice and Paten Gold Wash *for Chapel***





**Fricke Chalice** – occasional use  
Memorial for Dean Jack Fricke



**All Souls Chalice** – occasional use  
named for All Souls congregation  
(Deaf) which used to meet in Chapel



## Trinity's Ciboria

A Ciborium is a chalice with a lid for reserve consecrated bread

**High Altar Large Silver Ciborium**



**High Altar smaller, Silver round base Ciborium**





## Chapel Gold Wash Ciborium



## Ceramic Chalices & Paten *(paten missing in 2013)* *for informal Ag*



# Trinity's Cruets and Flavons

**Large Hand-Blown Glass Cruets** for High Altar (hand blown stoppers aren't tight)



**Chapel Cruets** with IHS engraving and silver cross/cork stoppers →



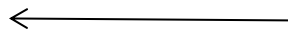
**Small Cruet for Consecrated Reserve Wine**  
large cork stopper



**Large Glass Cruet for Reserve  
Consecrated Wine  
with glass stopper**



**Silver Flagon** with attached lid  
*used for water at Baptisms*



**Silver Cruets with attached lids  
Not used**



# Trinity's Lavabo Bowls and Spoons

**High Altar Lavabo Bowl**  
ornate with "Trinity" inscription



**Large Apostle Spoon**



**Chapel Lavabo Bowl**  
cross and "Lanyon" memorialization



**Apostle Spoon – Christ's arms extended**



**Other:**  
"IHS" small Lavabo Bowl not used  
Small Apostles  
Spoon not used

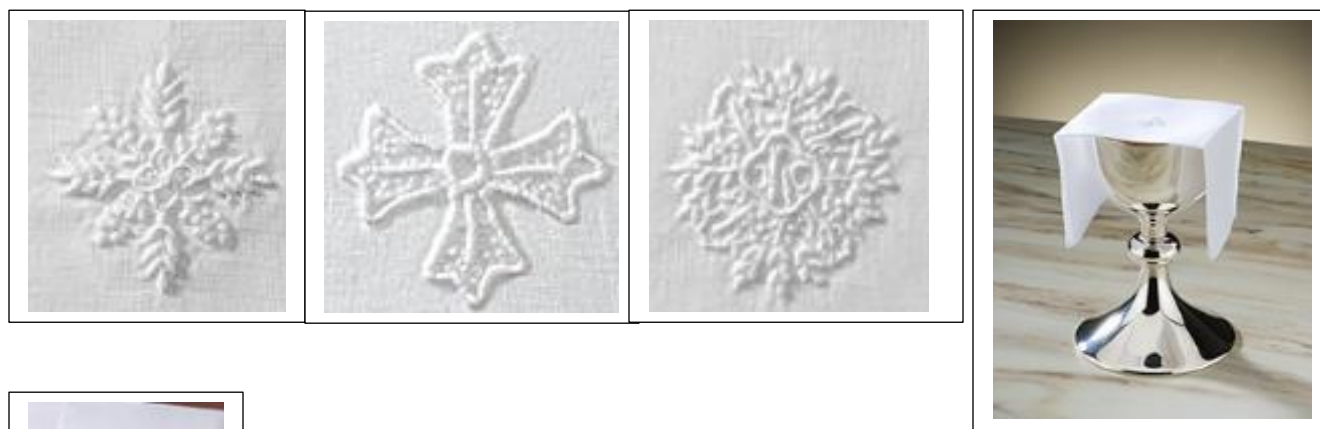


## Trinity's Linen



**Purificators** 11"-13" square piece of linen with design in center to cover chalice  
Used to wipe rim of chalice during communion. Folded in thirds and thirds again.

“Wheat & Grapes” High Altar	Cross (misc. designs) Chapel	“IHS Wheat & Grapes” Weddings & Funerals
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**Lavabo Towels** 12"x18" linen – same designs (as above) on hem  
Used for washing of priest's hands or in Baptismal service.  
Folded in thirds and then thirds again.

Placed in lavabo bowl on Credence Table.

**Palls** 7" to 11" square piece of linen over hard cover  
Used to cover host and paten



High Altar-IHC design



High Altar-Wheat & Grapes design



Chapel-Simple Cross design



(2) Chapel-Cross design



(2) Chapel-Fleur de Lis design



**Corporals** 18” to 21” piece of linen with design on hem.

Used under chalice to collect wafer crumbs.

Folded inside out in thirds and thirds.

**Placed in burse** before the service.

May be reused after crumbs are shaken into piscina.

**Working Corporal** with purple cross

Used under chalice while sitting on Sacristy counter.







**Working Veils** 16”x 16” square piece of linen with red “Chi Rho” design in center. Used to cover vested chalice when no

seasonal veil available.

**Cere Cloths** – waxed piece of linen exact deminsions of altar  
There is one for High Altar and one for the Chapel. (no photos)

**Credence Table and Credence Table Extension Cloths** various designs  
Rolled linen found in drawers marked “High Altar” or” Chapel.” Look for label on roll.

**Fair Linen** – linen for Altar – Rolled linen in drawers marked “High Altar” or “Chapel.” Look for label on roll.

**Seasonal Linen Sets** include corporal, pall & purificators, found in special drawers

Nativity  
(Christmas to Epiphany)



Resurrection  
(Easter to Pentecost)



# Trinity's Service Missals, Stands and Gospel Books

## High Altar

Red covered Service Missal  
Brass stand "IHS" R. Yates Morgan memorial



Brass covered Gospel Book



## Chapel

Red covered Service Book  
Brass ornate 1873 Woolworth  
memorial stand.

No Gospel book.



## Trinity's Flower Vases

### **Altar Vases**

Two matching 11" brass vases  
Two matching 11" brass vases  
with brushed dull bases

Florist to use plastic liner.

Clean with dry cloth.



**Standing Flower Vases - two**  
for wedding/funerals/special occasions

45" tall brass vases

# Trinity's Seasonal Veils/Burses, Hangings, and Vestments

*Veils/burses, hangings and vestments should match and correspond  
with the Liturgical Season.*

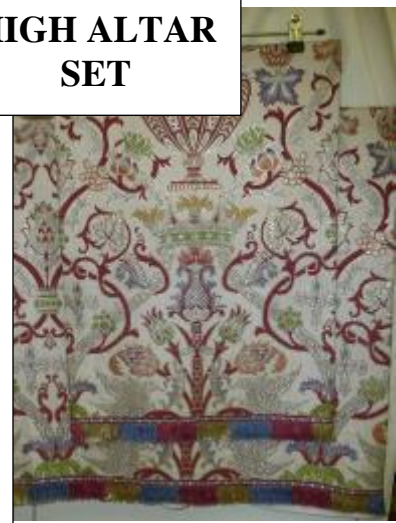
**White** – signifies joy, light, purity

- For Christmas Season
- Easter Season
- For Maundy Thursday PM
- Weddings
- Funerals

- For Principal Feast Days:
  - Easter Day
  - Ascension Day
  - Trinity Sunday
  - All Saints' Day
  - Christmas Day
  - The Epiphany

- For Holy Days
  - Holy Name (Jan.1) (Christ the King)
  - Presentation (Feb 2)
  - Transfiguration (Aug. 6)

**HIGH ALTAR  
SET**



Simple veil & burse, chasuble & stole

**Chapel**





**Purple** – signifies penitence

For Advent Season  
Lent Season  
Ash Wednesday

**High Altar  
Set**



Velvet orphrey chasuble  
plain Damask & cross veil

**Chapel**





**Green** – signifies growth in Christ

For Trinity Season  
(Sunday after Pentecost until Advent)

For Epiphany Season

**High Altar Set**



Non-matching chasuble, veil & burse

**Chapel**

Veil & burse are newer and a lighter weight  
Copy of the High Altar veil & burse

(the veil & burse  
which matches  
chasuble is very  
fragile & not  
in use)



**Red** – signifies Blood of Christ during Holy Week  
Signifies fire during Pentecost & Ordination

Veil & burse match  
Chasuble – note the  
gold banding along  
the velvet.



**Chapel** – use same chasuble as High Altar  
veil & burse have only plain gold band  
along the velvet.

**Chapel**



**Rose** – a paler version of purple  
For 3<sup>rd</sup> Sunday in Advent  
For 4<sup>th</sup> Sunday in Lent

High Altar and Chapel



# Trinity's Candle Lighter/Extinguishers

**High Altar-** we have two 49" brass candle lighters/extinguishers which are found at the top of the Sacristy stairs.

These are polished with brass polish.



**Wicks** are kept on the ledge at the top of the Sacristy stairs and are stored in the Working Sacristy drawers.

**Replace wicks** by pushing the lever all the way to the "top" to reveal the inner brass rod. Pull the spent wick out of the hole at the top of the rod. Insert another wick by threading it through the hole and folding over about an inch of the wick. Pull the lever back down bringing the wick in the holder.

## Chapel Candle Lighter/Extinguisher

The Candle Lighter/Extinguisher (single) is brass and has the same device for changing wicks.



## Trinity's Holy Oils



*Olive oil that has been blessed is used sacramentally in the liturgical and pastoral ministries of the church. Holy oil is usually applied by the minister of the sacrament or sacramental rite to the forehead of the one who is anointed.*

Trinity Cathedral is the source for Holy Oils used throughout the diocese. They are kept in the Working Sacristy's cupboard along with some small vials which may be used to transport oils.

### **Oil of Chrism – OC – *oleum catechumenorum***

Olive oil (often mixed with balsam) which has been blessed by **the bishop** during Holy Week (at his discretion). It is used in the administration of Baptism.

The pyx in the metals cabinet is for the Oil of Chrism.  
*Reminder: this is set out for a Baptism.*

### **Oil of the Sick - OI – *oleum infirmorum***

Olive oil which has been blessed by **a priest** (the dean) during Holy Week (at his discretion). It is used in the Anointing of the Sick.

Deacon Ellen Ross' pyx contains this oil. She uses it at the Healing Station.

The third cruet – **SC- *sanctum chrisma*** is not used at Trinity Cathedral and has been out of practice in the Episcopal Church, in general.

**To fill a pyx** – pour a little of the appropriate consecrated oil on a cotton ball. Spent cotton balls are destroyed by burning.



## Trinity's Censers/Thuribles

A Censer and a Thurible are essentially the same item.

We have one very good brass thurible which has a very heavy brass pot inside for burning the charcoal.

Our Verger usually mixes the charcoal and the incense for services. Ask if he needs assistance.

The Altar Guild's task is to polish with brass polish about twice a year.

The charcoal and incense are purchased with other Altar Guild goods upon the advice of the Verger.



Incense boat.

Trinity's two thuribles  
Left is not very safe.  
Use as backup only.

**Right one is very safe  
and useable**



## Trinity's Candles, Candlesticks and Candle Stands



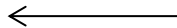
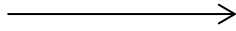
We use Kerry liquid fuel (oil) candles in

- the six Reredos Candles
- the two High Altar Eucharistic Candles
- the two Chapel Altar Candles
- the Paschal Candle
- the Pew Torches/Aisle Candles
- the Advent Wreath Candles including the center Christ Candle

Kerry oil is kept in the Sacristy. All Altar Guild members should be trained in its use although our Sacristans usually keep all the Kerry candles in good supply.

The **Advent Wreath Candles** are removed from the wreath for storage. The oil is removed during storage. The wreath itself is stored under the Bell Tower.

The oil in the **Paschal Candle** is not removed during Lent although the Candle itself is stored in the Priests' Sacristy. It is used for funerals during the Lenten Season.



**The six Torch Candles** use the spring-loaded wax candles. We have retained these wax candles because they are moved so often during a liturgy. We do not want oil spilled. It is a safety hazard.

**Wipe the outside of all candles with soft cloth to remove any oil or fingerprints.**

The **Candle Holders** for all the candles are lacquered brass. For cleaning, wipe them with a soft cloth. They do not require polishing.

# Trinity's Pew Torches

*Use gloves to prevent fingerprints on the brass or glass protectors. Wear gloves at all times when working with the torches and glass protectors.*

Keep candles upright at all times – liquid wax inside.

Pew torches are stored in the Northern entry of the nave- NE corner-along with all rings, wrench, diagram, gloves and glass protectors box.

## HOW TO SET UP

Roll cart of torches to main aisle.

Remove each torch and place in bracket on each pew.

One ring goes above the fixed bracket.

One ring goes below the bracket.

Use the wrench to secure the lower ring in place.

Place a glass protector over each candle. The unpolished end goes over the candle first. The beveled, smooth end goes to the top of the candle.

Replace cart to storage during the service. Place wrench, diagram and gloves on the car. Replace carton in the area.

**Candles are lit** by removing the glass protector first, lighting the candle, and replacing the protector.

## HOW TO TAKE DOWN

Move the cart to the main aisle.

Remove each glass protector and place in the sectioned cartons.

Using the wrench, dismantle the torch and place it in the cart.

Place all rings, wrench, diagram and gloves into bag and put on cart.

Roll the cart into the storage area. Replace protectors carton in the area.

*Liquid wax (oil) for the candles is kept in the Working Sacristy.*



## Trinity's Private Communion Cases



### **Our Two Private Communion Kits**

The brown wood one (left) is for the dean's use.

The black smaller case (right) is for the deacon's use.

**Deacon's black case** - the deacon takes care of this case.

**Dean's brown case** –

If case is sitting on the counter with the lid up, it has been used.

Remove the chalice, paten, cruets, and any soiled linen.

- Shake any crumbs from the corporal down the piscina, refold (inside out) replace in the case.
- Spot any stains on linens used and place on rack to be laundered.
- Replace used linen.
- Cleans chalice and paten. Replace chalice upside down in case. Replace paten in the slot in the case.
- Add wine, if needed, to the wine cruet (one inch total) and replace the cork.
- Empty and rinse water cruet, drain it upside down on a towel while cleansing the chalice. Replace the cruet in the case with cork resting on upper edge of cruet. Priest will add water at time of use.
- Replace 25 people's wafers. Do not put any priest's hosts in the case.
- Wipe outside of leather or wooden case, if needed.

Replace the case under the counter cupboard with its lid in locked position, indicating that it is clean and ready for use.

## Trinity's Sanctuary Lights

**High Altar Sanctuary Light** – we use real candles (in glass container) which last for approximately 8 days. We do not replace until candle is fully spent.

Lower lamp with “stick” (found at top of Sacristy stairs)

Remove spent candle.

Light the new candle.

Quickly put candle in lamp.

Using “stick,” raise lamp until it will no longer go up.



**Chapel Light** – can be pulled down by using brass loop on bottom of lamp.

Replace as above.

Raise the lamp until it stops.



## Definitions/Terms

ALMS BASIN – large circular vessel of greater width than depth, usually made of wood, brass or silver, in which are placed the offerings of the congregation.

ALTAR symbolizes Mt. Calvary and also representst the tomb of Christ. The top of the altar is called the “mensa,” which is Latin for table.

ALTAR CLOTH (FAIR LINEN) - goes on top of the altar over the frontal or superfrontal. It should hang well down at each end of the altar and between services should be covered with a protector cloth. The fair linen has five embroidered crosses – one in the center and two at each end of the altar, placed a short distance from the edge. The five crosses represent the five wounds of Christ. Fair Linens for the chapel and high altar are of different sizes.

AUMBRY - enclosed niche or small cupboard in the sanctuary wall, the ancient receptacle for the reserved sacrament (tabernacle).

BAPTISTRY or BAPTISTERY – The place where the Baptismal Font is located, usually near the entrance of the church.

BISHOP – The highest order of the sacred ministry in the Episcopal Church; the head of the diocese, elected by the diocese.

BISHOP COADJUTOR – a bishop elected and given jurisdiction to assist and later to succeed the diocesan bishop.

BISHOP, PRESIDING – The chief bishop of the Epsicopal Church, elected by the Hourse of Bishops to preside over the Church for a definite term.

BISHOP’S CHAIR – A special chair on the gospel side of the sanctuary, reserved for the diocesan bishop on his visitations.

BREAD BOX – A box, usually of silver, in which is kept the bread or wafers for the Holy Communion.

BURSE – *L = bursa (purse)* flat, square case/pocket for carrying extra purificators and corporals to and from the altar.

CANDLES (see end of this section for Lighting and Extinguishing instructions)

Sanctuary Lamp: a lamp hanging or in the bracket near the location (aumbry or tabernacle) where the reserved sacrament is present. It symbolizes Christ’s perpetual presence.

Eucharistic Candles: These two candles placed at either end of the Altar represent the two-fold nature of Christ, the human and the Divine.

Office Candles: Three candles on each side of the cross above the altar, representing the time and day of the Crucifixion (the 6<sup>th</sup> hour and the 6<sup>th</sup> day). They are used separately with the Eucharistic candles at non-sacramental service.

CELEBRANT – the priest who celebrates the Holy Communion.

CELEBRATION – the consecration and administration of the Holy Communion.

CERECLOTH – *L = wax* (“to wrap or as if in a cerecloth,” for wrapping a body, protective cloth that goes under the fair linen and on top of any fabric that may be attached to a frontal. (high altar cerecloth is larger than the one for the chapel altar.)

CHALICE - silver or gold cup for the wine of Holy Communion.

CHANCEL - part of the church reserved for use of the liturgical party (clergy, layreaders, chalice assistants) and the choir.

CHRISM – an oil consecrated by the bishop used for ceremonial anointing.

CIBORIUM - silver or gold chalice or box with a cover used to hold bread which has been consecrated and is kept in the tabernacle or aumbry, then referred to as “reserved sacrament.”

CORPORAL – *L = corpora, pl. of corpus (body)*, linen napkin that is spread over the altar cloth (or fair linen). The chalice, paten, and other communion vessels are placed on it. It is folded nine times, or three by three times, like a ninefold Kyrie, in reference to the Holy Trinity. The corporal has a cross embroidered close to the edge of the hem. It is folded with the hem to the inside so when it is unfolded, the hem is underneath.

CREDENCE TABLE - shelf or small table near the altar (generally on the Epistle side) where the items required for the celebration of the Holy Communion are made ready.

The CROSS - symbol of the Christian faith, associated with the color red.

CROZIER – a bishop’s pastoral staff.

The CRUCIFIX - symbolizes the manner of Christ’s death and reminds us of his sacrifice.

CRUETS - small glass or silver bottles used to hold the wine and water for communion. As arranged on the credence table, the wine cruet is placed closest to the congregation.

DUST COVER - protective cloth that is placed over the fair linen during the week when the altar is not being used. The chapel altar is not normally covered because of regular use. The high altar is covered after the 10:30 a.m. Sunday service. The dust cover for the high altar is larger than ones for the chapel.

ELEMENTS – The bread, wine and water which are used at the Holy Communion.

EPISTLE SIDE - As you look at the altar from your seat, this is the right side of the altar. The Epistle is traditionally read from this side.

EUCCHARIST – One of the names for the Holy Mysteries, the Holy Communion.

EUCCHARISTIC CANDLE(S) (see CANDLES)

EWER – The container holding the baptismal water at the font.

FAIR LINEN – the principal white linen cloth covering the altar, required by rubric.

FLAGON - large glass or silver tankard or pitcher, often covered with attached lid, used to hold a large quantity of wine for communion or water for baptism.

FONT - bowl to hold the water used in baptism.

FRONTAL - fabric that covers the front of the altar. Color is determined by the liturgical season. (see also Superfrontal and Altar Cloth)

FUNERAL PALL - piece of material (normally white) used to cover a casket. It is put over the casket before entering the nave and remains on until the casket is ready to be placed in the hearse to go to the cemetery. Smaller sizesx funeral pall is used for cremains.

GOSPEL SIDE - As you look at the altar from your seat, this is the left side of the altar. The Gospel was traditionally read from this side, but is becoming increasingly more the custom to read the Gospel from the center of the chancel or after processing about 5-8 rows into the nave. In procession, the deacon or the priest is accompanied by two torch bearers, and often by a thurifer.

HOLY MYSTERIES – an ancient term used for the Holy Comunion.

HOLY OILS - three different oils blessed by the bishop for use at the time of anointing of the sick, at baptism (chrism) and with confirmands (catechumens)

HOLY WATER - water blessed by a priest for various uses.

HOST - the bread of the Eucharist.

IHS - The Sacred Monogram. The first three letter of the name JESUS in Greek.

INCENSE – a mixture of spices for ceremonial burning, symbolizing prayer.

LAVABO - Latin=to wash

LAVABO BOWL - glass or silver bowl used to wash the priest's hands before/after communion. Practice will vary from priest to priest; some wash their hands both before and after, some only once, some not at all.

LAVABO TOWEL - usually nine inches wide and twenty-four inches long. It is used by the priest during the lavabo. The server (acolyte) wears it over his/her arm during the lavabo.

LECTERN - stand near the chancel from which the lessons are read. The eagle in flight on the lectern symbolized the flight of the Gospel's message over the world. It also symbolizes inspiration since the eagle flied higher than any other bird.

LITURGICAL HANGINGS – hangings, veils, burses made from silk or brocade that correspond to the color of the seakon or holy day according to the liturgical calendar.

MISSAL - The altar service book, containing the service of the Holy Communion and the collects.

MISSAL STAND – The stand or desk upon which the altar service book rests.

NARTHEX - in ancient times known as the portico or area leading into the nave.

NAVE - main body of the church.

OFFERTORY – The offering of the bread and wine and alms at the Holy Communion.

OFFICE CANDLE/LIGHTS (see CANDLES)

PALL – *L = pallium, to cover*, a small, square piece of cardboard, plastic or metal covered with linen is used to cover the chalice. It has an embroidered cross on it and symbolizes the sheet used to cover Christ's body in the tomb.

PALL, FUNERAL – a large silk or brocade cover for a coffin.

PASCHAL CANDLE - large single candle mounted on floor stand that is normally lighted on Easter Eve as the “new fire” and burns until Ascension Day. Also used at the time of baptisms and funerals. (The Sexton often moves this candle to its proper location.)

PATEN – *L = patere, plate, shallow dish*, a round, flat silver or gold plate used to hold the consecrated bread at the Eucharist.

PISCINA BASIN - basin usually located in the Sacristy that has a drain that goes directly into the ground. Used for the “proper” disposal of blessed water, water used in the cleaning of certain vessels, and at times for the disposal of consecrated wine.

PRAYER DESK (PRIE-DIEU) - means “Pray God.” It is a moveable desk with kneeler.

PULPIT - usually on the north side of the church and symbolizes the teaching power and the authority of the church.

PURIFICATOR - small, white square cloth used to cover the chalice before the paten is placed on top. It is used to wipe the rim of the chalice during communion and to wipe out the chalice after communion.

PYX - small (round) covered container used for the keeping and /or transportation of consecrated bread/wafers.

REREDOS - carved or painted wood or stone behind the altar.

RETABLE - low shelf/ledge of the reredos that holds the office candles, flowers and the altar cross.

RUBRIC – a rule or direction in the Book of Common Prayer governing the conduct of services.

SACRISTAN – one in charge of the sacristy.

SACRISTY – room or place where the sacred vessels and vestments are kept.

SANCTUARY - holiest part of the church, divided by the communion rail from the chancel area.

SANCTUARY LAMP (see CANDLES)

SEDILIA - set of seats inside the altar rail, usually 3, for use by the clergy when not officiating.

SUPERFRONTAL - shorter than the frontal; it does not completely cover the front of the altar.

TABERNACLE - locked safe over the altar used for reserved sacrament. *See also* Aumbry.

THURIBLE - the vessel which holds the burning incense. It swings on a chain. The “boat” is the metal container in which the incense is reserved.

UNCTION – the sacrament of anointing with oil which has been consecrated by a priest.

USE - a term meaning the way things are done.

VEIL – *L = vela, covering*, piece of fabric covering the communion vessels when they are not being used on the altar. The burse and veil are of the liturgical season’s color as are the priest’s vestments and the altar frontal or superfrontal.

VIGIL – the eve of a feast; a fast before a feast and a watch, as before the Blessed Sacrament on Maundy Thursday.

WAFERS - a thin disc of unleavened bread used in the Eucharist.



## The Church Year

The Church has dramatized the story of man's redemption in many ways – in worship, in story, in religious art. But one of the most universal and (in some ways) most historic means of communicating the story is the liturgical calendar. The Church uses the seasons of the year to recall the Gospel events. In some cases, pagan festivals were adopted into the Church calendar. This served to convert not only the pagans but their feasts to Christ. In other cases, special days of significance in Christian history were commemorated. Among people who could not read, there was great value to be found in the celebration of a Christian feast; they were reminded of their faith in a visible and dramatic form. Also a saint's death would be marked by a day set aside on the calendar to remind Christians of their own potential for sanctity. The Church calendar grew as the centuries passed.

The most obvious example of the influence of the Church calendar is Sunday. Among the Jews, Saturday was and is the day of rest. This is the Sabbath. In their determination to retain their heritage as Jews, the early Christians kept the Sabbath devoutly. But they also set aside Sunday in commemoration of the Resurrection, which had occurred on the first day of the week. Gradually the Sabbath was dropped in favor of the Lord's Day.

The first special festival among Christians, apart from Sunday, was that of Easter. In preparation for Easter, the week before was made the occasion for the remembrance of Christ's passion and death. Later this was expanded into two weeks. Gradually this season of penitence grew in length until it became what we call Lent. In Eastern Orthodox tradition, three additional weeks of preparation were added – the Pre-Lenten Season.

Christmas was added to the calendar not because anyone is sure on what date Christ was born, but because Nordic peoples had a solar festival at that time of the year. The Church adopted the festival when it converted the people, and Christmas became a commemoration of the Incarnation.

These examples will demonstrate how the Church Year grew to its present form. It consists of both seasons and what are called holy days. Some of the holy days rank in importance with Sundays, as in the case of Epiphany, Ascension Day and All Saint's Day. Others are of lesser rank, but are still of importance in the general working out of the Christian year and in Christian devotion.

Each season has its special theme. The vestments are of different colors to point up the theme which the season or festival dramatizes. For example, a martyr's day has red (for blood) as its color; a day of penitence is symbolized by violet; and a day of rejoicing calls for white or gold vestments.

Some seasons are variable in length for one depends on another. Easter is the pivot for the year. It is dated by the vernal equinox and the lunar phases. So movable feasts and seasons vary according to the date of those lunar phases around Easter time. Some seasons are fixed like that of Christmas while interspersed along the way are special occasions like saints' days.

Seasons of the Church Year.  
*See Section 16, Veils/Burses, Hangings and Vestments*

SEASON	BEGINS	COLOR	THEME(S)	LENGTH
Advent	4 <sup>th</sup> Sunday before Christmas	Purple	Preparation for Christ's coming; life before the Redemption	4 Sundays
	<u>Includes:</u> 3 <sup>rd</sup> Sunday	Rose		
Christmas	Dec. 25	White	Birth of Jesus; the Incarnation	12 days
Epiphany	Jan. 6	White for feast Green for season	Ministry to Gentiles: visit of Wise Men; Missions	At least 1 Sunday; as many as 9
Lent	Ash Wednesday	Purple	Penitence; self-examination	6 weeks (Holy Week is the last week in Lent)
	<u>Includes:</u> 4 <sup>th</sup> Sunday	Rose	Christ's entry into Jerusalem	
	Palm Sunday	Red		
	Maundy Thursday	White	Institution of Holy Communion	
	Good Friday	None	Crucifixion	
Easter	1 <sup>st</sup> Sunday after full moon following March 21	White	Resurrection	5 Sundays
Ascension	40 days after Easter	White or Gold	Christ's Ascension	9 days
Trinity	10 days after Ascension Day	Red	Gift of Holy Spirit to Church	1 week
Pentecost	1 week after Trinity	White for feast; Green for season	The Trinity; growth of the Christian; Christian life; etc.	As few as 22 Sundays, as many as 29

## Altar Facts

The last supper, the meal of Maundy Thursday, was celebrated on a simple table. Altars in the early days of the church were the tops of tombs deep in the catacombs where Christians met in secrecy.

Stone altars did not become common until the 4<sup>th</sup> century when Constantine declared Christianity the religion of the century. The altars were free standing and faced east because of the strong belief that Jesus would rise in the east.

As of the year 500, altars were consecrated with the “oil of chrism” and washed with baptismal waters on the mensa or top of the altar. Men called Sacristans tended the altars.

During the medieval period, churches often had multiple altars to house relics of saints and accommodate the numerous services held daily.

There were no candles on the altar in the early church. The custom of two candles on the altar came into being in the 17<sup>th</sup> century. No flowers or crosses were on the altar. The altar was a symbol of Christ’s presence among his people.

The revival of Gothic architecture and return to the use of altars (tables were used during the reformation period) occurred in the 19<sup>th</sup> century. Reredoses (decorative panels behind the altar) and aumbries containing consecrated hosts and wine reappeared

In the 1960’s altars were once more made free standing.

The early altars were covered with a linen tablecloth or Fair Linen. The only time that the altar is unvested is during the last three days of Holy Week.

Church colors came into being in the 12<sup>th</sup> century. Black was used for Christmas and blue for Epiphany and Ascension. Pope Innocent III introduced our presently used liturgical colors of red, violet, white and green at the end of the 12<sup>th</sup> century.

The altar sits on a step called the foot pace. The altar is covered with a cerecloth to keep moisture from the altar, the Fair Linen, and a dust cover when vested between services.

The fact that all can gather at this table that is carefully prepared for the celebrant is due to your diligence, faith, and commitment to Trinity Altar Guild.

*Reference: National Altar Guild Association*

10/15/05 Virginia Gessert, Altar Guild Directress

*Section 36*

## Sources for ALTAR GUILD SUPPLIES

See the Altar Guild Manual in the Working Sacristy or refer to your team's Co-Leader's Manual.