

THE LIGHT OF CHRIST ANGLICAN CHURCH

ALTAR GUILD

As long as people have been worshiping God, there has been a need to prepare for that worship. In the Old Testament, God gave very specific instructions to the priests in charge of worship—the details matter to Him. The preparation for worship has always been an act of love for God. The most important thing a person does is to worship God, and this is clear from Scripture and from the life and tradition of the Church. Our service as Altar Guild members is not simply preparing the altar for worship, but is also an act of worship for each of us.

There is no other group in the parish that has such a wonderful privilege and sacred calling. We must keep in mind that along with the technical learning and carrying out of our duties, the purpose and meaning behind our duties is to worship and glorify God.

Prayer must be the basis of our work and love must be flowing in every act. As we take very seriously our calling and remember thankfully our privilege, our reward will always exceed our expectations.

Altar Guild is a group in the church which faithfully and reverently cares for the altar and the Eucharistic vessels and vestments of the altar, under the direction of the Senior Priest. The work may be a source of spiritual growth, of great educational value, and of service in the world-wide mission of the Church.

Any work we do should be done either before members of the church arrive to prayerfully prepare for worship, or as inconspicuously as possible. Some of us are able to prepare on Saturday before the services on Sunday, and that works well. May all that we do be pleasing to the Lord and to His Glory. Amen.

DIRECTIONS FOR BOTH SUNDAY SERVICES

Try to arrive early enough so that you can take time to pray before beginning the work of setting the Altar and be able to work without haste. Feel free to come on Saturday to set up for first service if that suits your schedule better. If there are people in the pews, please be as quiet and inconspicuous as possible.

Check the level of oil in both candles. If there is not enough oil, remove candles to the Sacristy to fill. Be sure and wipe the candles and holders well before placing them back on the altar.

Remove the Prayer Cloth from the top of the Fair Linen and wrap it around a roller and then place it in the bottom drawer of the Altar. The roller is kept in the bottom drawer of the Altar (pictures 1 and 2).



Picture 1

Prayer Cloth covering Fair Linen



Picture 2

The Prayer Cloth being rolled to store in bottom drawer.



Picture 3

Place the felt protective cloth on the Fair Linen, centering it and then place the Corporal over it.

Make sure that both the protective cloth and the Corporal are not hanging over the edge of the Fair Linen, as this can cause the sleeve of the priest's Alb to catch on it and tip over the Chalice.

Place the silver Chalice in the center of the Corporal. Place a Purificator over the Chalice. Place the priest host in the Paten and place the Paten over the Chalice (picture 4). Place the Pall over the Paten and Priest Host (picture 5). Drape the Veil over the Pall, making sure that the cross on the front is centered with the cross on the front of the Altar (pictures 6& 7). Place the Burse on top of the Veil, always making sure that there is a clean Purificator in the Burse. The open side of the Burse should always be facing the large cross behind the Altar. The cross on the Altar, Veil and cross behind the Altar should be in line with one another.



Picture 4 & Picture 5



Picture 6



Picture 7



Picture 8

Bottom drawer of the altar containing fair linen, prayer cloth and rollers.



Picture 9

Top drawer of altar. Note Palls stored on upper right and protective felt in section under Palls. Corporals to left of protective felt.

DIRECTIONS FOR FIRST SERVICE

Place two glass chalices, each covered with a Purificator, in the center of the Credence table toward the back. Place a large glass cruet (with cross stopper) filled about 2/3 full of water on the left hand side of the chalices toward the back.

Place the matching cruet of wine filled about 2/3 full of wine on the right front.

Place the silver bread plate in the center front and the Ciborium (wafer holder with cross on lid) filled with about 50 wafers in front of the cruet of water on the front left.

Place the Lavabo bowl and towel on the back right behind the wine.

Place a small cruet of wine and the small glass Ciborium with a few wafers on the table in the rear of the church. The ushers will process these during the service.





Lay out the chausible according to the priest's direction.

DIRECTIONS FOR SECOND SERVICE

Place two glass Chalices and one silver Chalice covered with Purificators on the Credence Table toward the back, centering the silver Chalice with glass chalices on either side. Stack the two silver Bread Plates in front of the Chalices. Place the Ciborium with about 125 wafers in it to the left of the bread plates. Place the blessed wafers from the Ambry on the back right of the table with a handkerchief covering it or you may use a full or partial roll of unblessed wafers. Place a cruet of water on back left. Fill the wine container with enough wine for four chalices and place at the right front of the Credence Table. Make sure that the offering baskets are on the bottom shelf of the Credence. Table (picture 10).



Picture 10

Credence table fully set for second service. Note extra wafers behind wine decanter.

CLEAN UP AFTER BOTH SERVICES

Remove the candles from the Altar and set them aside. Check the Fair Linen, Corporal, and the cloth covering the Credence Table for wine stains. If the Fair Linen is stained, replace it with a clean Fair Linen found in the bottom drawer of the altar (picture 11). Clean coverings for the Credence Table may also be found in the bottom drawer. Clean Corporals and felt protective cloths should be folded and placed in the top drawer alongside the sets of Veils and Burses. Fold the soiled linen and place it next to the basket of soiled Purificators to be washed. Place the Pall, Burse and Veil in the top drawer and cover the altar with the Prayer Cloth. Put the candles back in place.

Take the offering baskets to the Sacristy and place the offering in the deposit bag or a gallon plastic bag located by the wash basket. Put the offering baskets back on the bottom shelf of the Credence Table. If no one picks up the offering, place it in the drawer in the office.

Begin removing all the equipment from the Credence Table. Check the Ambry to see that there is ample blessed wine in the cruet. Pour the remaining blessed wine down the Piscina. If there are blessed wafers on the bread plates, they may be added to those in the Ambry. Be sure that blessed wine and wafers are covered with a Post Communion Veil. If there are too many wafers to store, wrap them in plastic and dispose of them at home by crumbling and putting on the ground. Wash all of the equipment and store in the appropriate cupboards. Be sure the cupboards are locked when you leave. You may gently pour a small amount of soapy water, then rinse water, in the Piscina when you have finished washing.

LAY EUCHARISTIC MINISTER PROCEDURE

The Lay ministers will prepare and clean their own kits. All clean linens for LEM kits are stored in the lower cupboard. You will need a key to access this cupboard. Our Lay Eucharistic Ministers will be using the blessed wine and wafers from the Ambry.

SEASONS AND CELEBRATIONS OF THE CHURCH

SEASON OF ADVENT: Four Sundays prior to Christmas

Color: Dark blue

Altar set up: Follow general instructions. Use blue chasuble and altar vestments.

Hangings or Banners: The priest in charge will make arrangements to replace the green hanging with the blue during the week prior to the beginning of Advent but not until after Thanksgiving.

Advent Wreath: Remove the paschal candle and place the advent wreath/candle holder in its place on the stand. Use 3 blue or purple candles and one pink. Remove the followers from the torches and get two from the cabinet for the advent candles. The pink candle is lighted on the third Sunday of Advent. Since these candles are larger they can probably burn the entire time of advent. It is best to replace any that are burning too low.

Place the stand to the left of the pulpit, as you face it.

Purchase candles from Gerkins or Cokesbury. Buy the white Christ Candle at this time also unless you are reusing an old one. There is no follower for the Christ Candle. Advent candles are 1 ½ inch in size. Be sure to take stock of the small hand-held candles and holders used for Christmas Eve. They are stored in a basket on top of the cupboard which contains the wine. These may also be purchased at Gerkins or Cokesbury.

SEASON OF CHRISTMAS

Color: White

Altar set up: Follow second service general directions. Check with the priest for estimated numbers and how many chalices to use.

Hangings – The priest in charge will make arrangements to change the colors.

Torches: Place the torches next to the altar for all Christmas services. Remove following the Christmas Day service, if there is one.

Christ Candle: Remove all colored candles from the advent wreath and place the larger white Christ candle in the center holder. There is no follower for this candle.

Window decorations: This may have been done at the beginning of Advent. The taking down is our responsibility. The greens and hurricane globes are in the boxes under the cupboards in the Sacristy. The mirrors that go under the holders are downstairs in the storage room. We share these with the Women's Ministry. The white bows are in the cupboard with the hangings. They are in black garbage bags. Talk to the priest regarding the use of these window candles and other candles for Epiphany.

Flowers: Orders for poinsettias will be made through the church office. They will be picked up and placed in time for the Christmas Eve service.

EPIPHANY SUNDAY – Check with the priest for directions on the use of candles

SEASON OF LENT: Flowers are not used during this season.

ASH WEDNESDAY: Beginning of Lenten season

Color: purple

Hangings: The priest in charge will make arrangements to have the colors changed.

Candles: It is suggested that we use the wooden holders and larger candles for the Lenten season.

Ashes: Vessels and ashes are stored in the upper corner cupboard over the counter to the right of the sink. Place two clear bowls, each containing a spoonful of ashes, on the credence table. Place two containers of Carmex next to the ashes. Place a small bowl of water on the left hand side of the credence table along with two smaller white towels for the priests to dry their hands. The towels are stored in the cabinet beneath the storage area for the chalices.

Altar set up: Check with the priest for times and expected numbers for the wine, bread and chalice requirements. Follow the general set up for 8:00 or 10:00 services per the priest's instructions.

*When working with the ashes place the container down in the sink prior to opening. Work over the sink. When clearing the service wipe off the outside of the plastic container. ALWAYS check the fair linen for any spill of ashes. Blow the ashes off. DO NOT WIPE!

PALM SUNDAY

Color: Red or oxblood red

PALMS: Have the office administrator order the palms. Check with the priest for numbers. Gerkins will deliver these on Thursday or Friday before Palm Sunday. They can remain in the bag in a cool place or use a bucket of water to store the palms until ready to use. They are placed in the large basket, stored above the cupboards in the sacristy, on Sunday morning. Use a tea towel under them. Check with the priest for the placement of the palms.

Following Palm Sunday the unused palms should be burned or broken and placed in a flowerbed and buried.

Hangings: The priest in charge will make arrangements to have the hangings changed.

Altar set up: Follow general procedures.

Candles: Use the torches for Palm Sunday. There are followers for these candles. Remove the torches after the service for the remainder of Holy Week.

HOLY WEEK

Color: Red or Oxblood red

MAUNDY THURSDAY: This service will require three to four people, including two men to drape the large cross behind the altar.

Altar set up: Follow regular procedures unless the priest instructs you to place enough wine and wafers behind the veil to be blessed to conduct communion at the Good Friday eve service if it is to include communion. Otherwise, after the Maundy Thursday service, all leftover bread and wine, including that in the Ambry should be disposed of and the light over the Ambry should be extinguished.

Foot washing: There are 4 white basins, 4 small saltshakers on the top shelf of the right hand corner cabinet. You will find four large white towels in the cupboard under the storage cupboard for communion serving pieces. Check with the priest, but usually the basins and saltshakers are placed under the two front pews, two to a side. Two folding chairs are placed in front of the basins with the towels on the seat of each chair. There are several water pitchers in the upper cupboard to the right of the sink. There are also more pitchers in the storage room across from the Fellowship Hall. Fill each tub with several inches of hot water before the service. Fill the pitchers with warm water at an appropriate time during the service and pour the warm water into the basins. It is a good idea to remove the chairs and push the basins back under the pews before communion begins.

Stripping the Altar: This is to be a very quiet and solemn ceremony. It is the symbol of the rejection, denial, imprisonment and eventual death of Christ. We remove all vessels, linens, small crosses and any reference to the Eucharist. Altar Guild members present should follow the directions given before the service begins. There must be silence at all times while this part of the service takes place. Two members should enter the altar area from the front steps and remove the candles and hand them to the member who will be waiting by the steps. In turn, this person hands the items to the member in the sacristy to be laid aside. The altar and credence table will be stripped next of all vessels and the linens. The member at the steps will hand the black covering for the altar. Two members will place it on the altar. The member at the steps will hand the small black covering for the processional cross and a member will drape that cross. Two men will drape the large cross behind the altar. A small lamp in the Sacristy will help continue the quiet and the silence. When all items have been removed and the crosses draped, members may return to their seats to keep silence. Many people will remain in their seats to pray. Please wait until everyone is gone to straighten the Sacristy.

GOOD FRIDAY:

Stations of the Cross: No altar guild set up is required.

Mass of the Presanctified: Ask a priest to carry the consecrated elements from the previous evening and place them on a corporal only on the altar. The cruet of wine, container of wafers, chalice and Purificator are also on the corporal. Cover with the post communion veil. Additional chalices may be on credence table.

SEASON OF EASTER

Color: White

Hangings: Remove the black draping on the large cross and store all of the black drapes on hangers in the Sacristy. The priest in charge will make arrangements to have the hangings changed out.

Lily on the cross: Purchase a small lily plant or clip one lily from the altar lilies to put on the processional cross. Use a vial with water for the flower and tie it on the cross. Items for this may be found in the drawer with pencils, etc.

Altar set up: Same as regular Sunday service except for the amount of wine and bread. Check with the priest for projected numbers. In general plan on 100 for 1st service and 180 – 200 for second service.

Candles: Use the oil candleholders. Place the torches next to the altar. These can be removed after the second service.

Paschal candle: 1 15/16 size. Remove the advent holder from the base if it is still in place and put in the Paschal candle. It is not necessary to order a new one each year as they may be burned until “used up”. There is a follower for this candle. This stand is placed on the left as you face the altar and toward the front.

Flowers – These are arranged by the Altar Guild and the church administrator. Water the flowers during the week and/or on Sundays.

Pentecost:

Color: Red

Hangings: The priest in charge will make arrangements to change out the white hangings for the red ones *for this Sunday only*.

Altar set up: Use regular Sunday set up instructions.

Candles: Place the torches by the altar for a special celebration. There are followers for these candles.

Paschal candle: This is the last Sunday for the Paschal candles to remain in place. Next week put the candle and holder away.

Trinity Sunday: First Sunday following Pentecost

Color: White

Hangings: The priest in charge will make arrangements to remove the red hangings and replace them with the white ones *for this Sunday only*.

Altar set up: Follow the regular directions using the white set. No Paschal candle is used.

SEASON OF TRINITY:

Color: Green

Note: This is the longest season of the church year. It lasts from Trinity Sunday until Advent begins.

Hangings: The priest in charge will make arrangements to remove the white hangings and replace them with the green.

GLOSSARY

ALB – A long white vestment with straight sleeves.

ALTAR BOOK STAND – The rack which holds the Altar Book or Missal.

AMBRY – An enclosed niche or cupboard in the Sanctuary wall. It is used to hold the bless wine and wafers.

BURSE – The flat square case for holding the Chalice linen. It matches the Chalice Veil.

CERE CLOTH – A protective pad or cloth placed as the first layer on the Altar.

CHALICE – The cup used at Holy Communion.

CHALICE VEIL – A covering for the Chalice, used during Holy Communion.

CHASUBLE – A vestment which may be worn by the Priest while celebrating Holy Communion.

CIBORIUM – A round cup used to hold or distribute communion wafers. It is usually gold or silver.

COPE – A long cape worn by a Bishop or Priest.

CORPORAL – The linen placed on the Altar under the Sacred Vessels during Holy Communion.

CREDENCE TABLE – The small side table beside the Altar, used to hold the chalices, water, wine, and lavabo. It is placed on the right hand wall of the Sanctuary as you face the Altar. It is to be covered by a linen cloth.

COPE – The pastoral staff of a Bishop.

CRUCIFER – The one who carries the Cross.

CRUETS – The glass or silver bottles, with stoppers, used for wine and water.

DECANTER – large container for wine or water

DOSSAL – Ornamental drapery behind an Altar.

EUCCHARIST – Another name for Holy Communion.

EUCCHARISTIC CANDLES - Two candles on the altar which are lighted only during the celebration of the Eucharist.

FAIR LINEN – The linen cloth which is the principal cover for the Altar.

FONT – The receptacle in which water for Holy Baptism is blessed.

FOLLOWERS – Caps, usually of brass that are used on large candles to control dripping. Draft protector glass shields can also be used with the followers.

GIRDLE – A heavy cord worn around the waist over the Alb. Also known as a cincture.

HOST – The bread or wafer used in Holy Communion.

LAVABO – The small bowl and towel used by the priest to cleanse his hands prior to celebrating the Eucharist.

LITURGICAL COLORS – Colors of the Church year's seasons.

MENSA – The top of the Altar.

MISSAL – A book containing the Order of Holy Communion.

NAVE – That part of the Church which contains the seating for the congregation.

OFFICE LIGHTS – Candles on the altar or the shelf in the back of the altar. These are lighted during every service in the church.

PALL – The square board, covered with linen, used to cover the Chalice during Communion. Also, the large drape for a coffin used during a funeral.

PASCHAL CANDLE – Large white candle used throughout Easter season and at Baptisms.

PATEN – Small bread plate placed on top of the chalice.

PISCINA – A sink with a drain leading directly to the ground.

POST COMMUNION VEIL – These are small linen handkerchiefs, usually with lace or embroider on them. These are used to cover a cruet that contains unconsumed blessed wine or wafers to be stored in the Ambry.

PRIEST'S HOST – The large wafer used during Holy Communion.

PRAYER CLOTH – The cloth used to cover the Fair Linen when the Altar is not in use.

PURIFICATOR – The small linen napkin used during Holy Communion.

SACRISTY – The room in which the Chalices, Bread Plates, and Linens are stored.

SANCTUARY – That part of the chancel which contains the Altar.

STOLE – A narrow band worn over the shoulder by the Priest and Deacon.

VESTMENTS – This includes all garments worn by those attending during the services, especially during Holy Communion.

HOLY BAPTISM – Each candidate for baptism should receive a baptismal candle. Make certain there are enough in supply. These may be purchased at Gerkins or Cokesbury.

There are three types of baptism at TLC: immersion pool, immersion tub for babies and sprinkling.

The Paschal candle is always placed next to the altar or the table with the baptismal font/tub. This is rather heavy and a man should be recruited to do this for you.

Use the table from the rear of the sanctuary for each type of Baptism to hold extra items and water. Bring the small table from the rear of the sanctuary that usually holds the wine and bread at the second service. If necessary, you may place the book holder on the bottom shelf of the credence table and use that table.

All items necessary for baptism are stored in the lower cabinet in the sacristy, except for the candles. They may be found in the upper cabinet that is left of the sink. River Jordan water and anointing oil may be found in left side cabinets.

SPRINKLING – Place the stand that is stored just to the left inside the sacristy on the main level in front. Place the silver bowl on the stand. There are small white, silk flowers to place around the bowl. On the small table place the silver or crystal pitcher containing hot water, small white hand towels, anointing oil and the baptismal candles if there is room for them. Sometimes the Jordan River water is used. This is in plastic bottles on the shelf with the wine and is usually placed either on the table with the pitcher or with the bowl.

IMMERSION TUB FOR BABIES – This tub and stand are stored in the immersion pool. Ask one of the men to help you bring it to the sanctuary and also to help you fill it with warm water. The white bucket for filling is in the sacristy under the sink. The tub and stand should be placed according to the priest's directions. There is a garland

of white roses for use around the tub above the area used for hanging the vestments. Use the crystal pitcher, baptismal candles, oil and Paschal candle as listed above. There are large white bath towels in the lower cabinet in the sacristy. These should not go home with the family. You may use the small table from the back of the church or the book table to hold all the items as suggested above.

IMMERSION POOL – The priest will be in charge of filling the pool. Also, he will remove the hangings and the large cross. Have a table available to hold the anointing oil and baptismal candles. Baptism candidates should bring their own towels.

HOLY MATRIMONY

Hangings – White. The priest in charge will make arrangements to have these changed.

Candles – Always use the Paschal candle and the candles on the altar.

Communion – Check with the priest that will be officiating to see if the couple wants communion and if so, how many to prepare for.

FUNERALS

Hangings – White. The priest in charge will make arrangements to have these changed.

Candles – Use the Eucharistic candles on the altar.

Pall - If the deceased has been cremated and the family wishes the ashes present at the funeral, a pall is available for use during the service. The ashes may be placed on one of the small tables in the front of the church during the service.

Holy Communion – The priest will speak with the family regarding Communion and will direct you according to their wishes.

GENERAL INFORMATION: Sizes, measurements, storage, etc.

Cruets

Small round glass (2)	15-20 people
Small fluted glass cruets (2)	25 people
Larger rounded glass cruet (1)	25 people
Cut glass cruets (2)	50 people
Large glass cruets with cross stoppers (2)	70 people

Decanters

Large glass decanter, grape pattern	
Filled to just above the colored vine	150 people
Filled to below neck	180 people
Brown pottery decanter	175-200 people

Chalices

Silver/glass chalices	60-65 people
Brown pottery chalices	25 people

Pitchers

Brown/blue pottery pitcher	250 people
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Candles: Sizes to be purchased

Paschal Candle – 1 15/16 inch X 27 inches. We have an oil candle and several Paschal candles that may be used. There are different holders for each.

Torches – 1 ½ inch size, oil only

Advent Wreath Candles – 1 ½ inch size, wax only

Eucharistic Candles – We have two sets of oil candles. Please remember to trade them out at the first of each month.

Fabric for banners and drapes:

Banners: 120 inches or 3 1/3 yards to 3 ½ yards. To the top of the curtain measures 110 inches.

Drapes:

Crosses: Sanctuary – 4 ½ yards

Processional – ½ yard, with a seam

Outside – 2 ½ yards

Large drapes – Check with Judy Wilcox on yardage.

WHERE IS IT?

- Advent Wreath holder – On top of left corner cabinet
- Ash Wednesday materials – Right side corner cabinet top shelf
- Baptism stand – To left of door as you enter sacristy
- Baptism supplies – Right side lower cabinet
- Baptismal candles – Left side corner cabinet
- Bread Plates – Lower right side cabinet
- Candle Oil and Wicks – Left side cabinets
- Candles, candlesticks – Left side corner cabinets
- Chalices, Silver and glass – Right side cabinet
- Christmas Candles and holders – On the top of the left side cabinets
Extras may be found on top shelf of left corner cabinet.
- Ciborium – Right side cabinet
- Cleaning and paper supplies – Right side lower cabinet
- Cruets and stoppers – Right side corner cabinet
- Decanter – Right side corner cabinet
- Dish cloths and towels – Bottom drawer, left hand side
- Drapes for outside – Right side lower cabinet
- Flowers for immersion pool and tub – Over vestments
- Followers & glass shields – Left side corner cabinet
- Ladders and stools – To the left of the door as you enter sacristy
- LEM kits – Right side lower cabinet

Linen veils – Second drawer, left hand side

Napkins – Second drawer, left hand side

Paschal candles and holder – To left of door as you enter the sacristy

Pencils, pens, etc. – Top drawer, left hand side

Pitcher, brown and blue pottery – Right side small cabinet

Pitchers, chalices, plates, pottery – Right side cabinet

Plastic bag storage items – Bottom drawer, left hand side

Priest host – Right side small cabinet

Purificators – Second drawer, left hand side

Silver Chalice, small – Right side corner cabinet

Torches and holders – To the left of the door as you enter sacristy.

Towels for baptism – Right side lower cabinet

Tubs for Maundy Thursday – Right side corner cabinet

Vestments – In closet on left hand side of sacristy

Wafers – Right side small cabinet

Wedding Pillow – On top of vestment closet

Wicker Basket - On the top of the left side cabinets

Wine – Left side cabinets

Wooden Cross and Book Holder – On the floor under the hanging vestments