

Altar Guild Handbook

What to do before the service (can be done during the week)

- Ensure the altar hangings are the correct liturgical color (check the calendar in the “sacristy”)—if not, put away the old and set out the new frontal and pulpit/lectern hangings. Hangings are located in the cabinet in the fellowship hall (pictured below). Altar, pulpit, and lectern hangings should all match the color of the day.

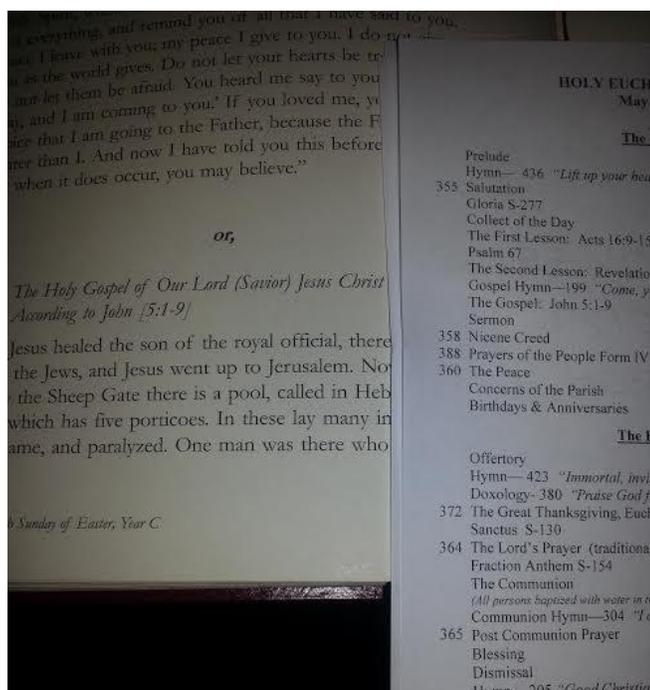


- Note: Where is everything for communion?
 - The ushers' table at the back of the nave contains: priest hosts, congregation wafers, candle oil
 - The sacristy contains the piscina (sink that goes straight to ground for proper disposal of consecrated wine), wine, and Eucharistic linens (corporals, purificators, lavabo towels)

- Fill the water cruet up to the bottom of the cross with water and the wine cruet up to the middle of the cross with wine



- Place a priest host in the bread box.
- Place the following on the credence table on the right-hand side of the dais: wine cruet, water cruet, bread box, the mid and large size chalices with purificators on each, the lavabo bowl, and a lavabo towel
- Ensure the altar, floor, and sanctuary candles have enough oil—extra oil can be found in the sacristy area and in the ushers’ cabinet
- Ensure the gospel book is marked to the correct page—you can reference the service bulletin to find the correct reading for the upcoming Sunday



- How to create the stack
 - Place a corporal with the cross closest to you in the middle of the fair linen



- Place the smallest chalice in the center of the corporal and place a purificator over the chalice (tri-folded, with the cross in the center and the two sides hanging on either side of the chalice)



- Place the paten over the purificator and place a folded purificator on the paten



- Place the pall over the purificator



- Place the veil (should match the color of the liturgical season) over the stack. It should be centered over the pall and hang down evenly, creating four crisp and equal angles with the cross facing the congregation



Note for during the service: Usually lighting and extinguishing candles will not be the responsibility of the altar guild, but so you know:

- Order for candle lighting/extinguishing
 - The candle on the left when you're facing the altar is the gospel candle, which should never be lit on its own. So when lighting the candles, one should light the paschal candle first (if it is Easter, a baptism, or funeral), then 1) the altar candle on the right, 2) the floor candle on the right, 3) the altar candle on the left (gospel candle), and 4) the floor candle on the left. They should be extinguished in reverse order.

What to do after the service

- Please note that any wine left in the chalices or cruet is consecrated, as are any wafers left on the paten.
 - Wine left in chalices should be poured into the piscina or straight onto the ground of the graveyard
 - Wine left in the cruet should generally be poured into the piscina or straight to ground, unless there is no wine in the aumbry.
 - Any consecrated wafers should be placed in the bread bowl in the aumbry.
- Wash Eucharistic vessels (chalices, paten, cruets, lavabo bowl). There is a rack where you can dry the cruets in the kitchen



- Wash and press previously-used linens (including purificators, lavabo towels; also corporal and fair linen if necessary)
- **MAKE SURE ALL LINENS ARE COMPLETELY DRY BEFORE STORING!**

- How to fold/press a purificator
 - Iron the entire purificator and place it face-down



- Fold the bottom third up and press again



- Fold the top third down and press



- Fold the left third down and press



- Fold the Right third down and press



- Flip it over and you should have your finished product



- How to fold the corporal
 - Press the corporal and then place it face-down with the cross facing you



- Fold the top third down and press



- Fold the bottom third up and press



- Fold the left third in towards the center and press



- Fold the right third in and press. Flip over and you'll have your finished product



What to do for a non-Eucharistic service

- When we are holding a service without communion (Morning Prayer, Evening Prayer, some funerals, etc), there is no need to build the stack or prepare any of the Eucharistic linens or vessels.
- The altar candles should not be lit at a non-Eucharistic service. However, the floor candles should be brought out and lit. If there is consecrated bread/wine in the aumbry, the sanctuary candle should also still be lit.
- The altar hangings should still match the liturgical season for the service being held.
 - Funerals, weddings, and baptisms are white.
 - Morning and Evening prayer should be the same color that you'd use for Eucharist.

Notes for Each Season

- Advent
 - Color=Purple
 - The Advent wreath should be hung before the first Sunday of Advent. The first candle that is lit is the one across from the pink candle. Each Sunday, one more candle is lit, going in a clockwise circle around the wreath.
 - The church may be “greened” after the fourth Sunday of Advent (or earlier, in special circumstances)
- Christmas
 - Color=White
 - The Advent wreath should continue to be hung on Christmas Eve through the first Sunday after Christmas, and the white candle in the middle should be lit.
- Epiphany
 - Color
 - The day of=White
 - The Sunday after (Baptism of Our Lord)=White
 - The rest of the season=Green
 - The Advent wreath and greens should be removed before Epiphany
- Lent
 - Color=Purple
 - except Holy Week=Red.
 - All crosses should be veiled before the first Sunday of Lent up through Holy Week.
- Easter
 - Color=White
 - The paschal candle should be set out next to the altar on the pulpit side for the entire season
- Pentecost
 - Color
 - The day of=Red
 - The Sunday after (Trinity Sunday)=White
 - For the rest of the season=Green
 - The paschal candle should be removed before Pentecost