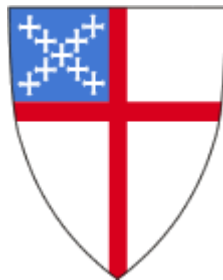


Altar Guild Manual

**St. Nicholas Episcopal Church
Darnestown, Maryland**



Revised: October 17, 2007

Altar Guild Prayer

The Lord be with you.

Almighty God, grant, we beseech thee, that we may handle holy things with reverence, and perform our duties with such faithfulness and devotion that it may rise with acceptance before Thee and obtain Thy blessing, through Jesus Christ, our Lord. Amen.

May the God of hope fill us with all joy and peace believing through the power of the Holy Spirit.

Thanks be to God.

ALTAR GUILD RESPONSIBILITIES

Thank you for sharing in this important ministry at St. Nicholas!

Due to the somewhat unusual nature of our worship, specifically that we may not leave anything in place, our duties vary somewhat from that of a traditional parish. If you find new, more efficient ways or have any thoughts on our process at any time, please feel free to share with us. We are always looking for good suggestions! We do need to keep in mind that we should review any changes with our Rector first.

MECHANICS OF THE ALTAR GUILD

- ∅ You will be a member of a regularly rotating group responsible for the complete set up and take down of the Altar for your assigned service. We typically staff two (2) people per service, EXCEPT for special occasions, i.e. Easter, Christmas, etc. when many hands sure help.
- ∅ Schedules are created and distributed at the start of the church year. "The Abbey", our monthly newsletter, and the St. Nicholas website list the current month's schedule. Please contact another altar guild member and make arrangements if you need a substitute.
- ∅ Each member will be supplied with a St. Nicholas Altar Guild Guide, and a book entitled The New Altar Guild Book.
- ∅ Flowers: If someone has donated flowers (see flower calendar), Adele Lynch will deliver them to the church – otherwise feel free to bring your own seasonal flowers or use the artificial arrangements.
- ∅ Bread: We now have a volunteer group to bake bread, which is stored in the freezer in the kitchen. Please put out three (3) loaves per Sunday. If there is no bread, use the pita bread also found in the freezer.
- ∅ Laundry: On your assigned day, please take home soiled linens and prepare these for the next service. If you won't be attending the next service, you will need to get them to the next person on the list or return them to the church.
- ∅ Wine: The altar guild chair will supply the sherry and it is stored in the cupboard.
- ∅ Plan to arrive by 4:00 PM (5:00PM during the summer) and be finished setting up by 4:45 PM (5:45PM during the summer).
- ∅ Check the LEM (Lay Eucharistic Ministry) kit (small, black box with brass handle) for sufficient wine, wafers, and replace any soiled linens.

GETTING STARTED

Upon arrival, open our cabinets downstairs and assemble all items to be taken upstairs. These include:

1. Hanging altar linens and the chasuble – check calendar for color
2. Two (2) white table cloths for the credence tables
3. The candles with enough liquid wax for the service – be sure to check level
4. The processional cross
5. The St. Nicholas icon
6. Candle taper/snuffer
7. Three (3) loaves of bread from the freezer
8. One (1) cruet of wine
9. One (1) small cruet of grape juice
10. One (1) cruet of water
11. Two (2) cups of water (cups are in our cabinet downstairs)
12. Healing oils (small, brown wooden box with cross)
13. LEM kit if wine and/or wafers were added

Once all these items are ready, start carrying them upstairs. The wine, water, and bread can be placed in the small blue plastic basket to make it easier to carry.

All other items needed for services are stored under the choir pew on the right. There you will find our two (2) large blue boxes marked "ST. NICHOLAS", the fair linen, tables, artificial flower arrangements, and such.

GENERAL GUIDELINES

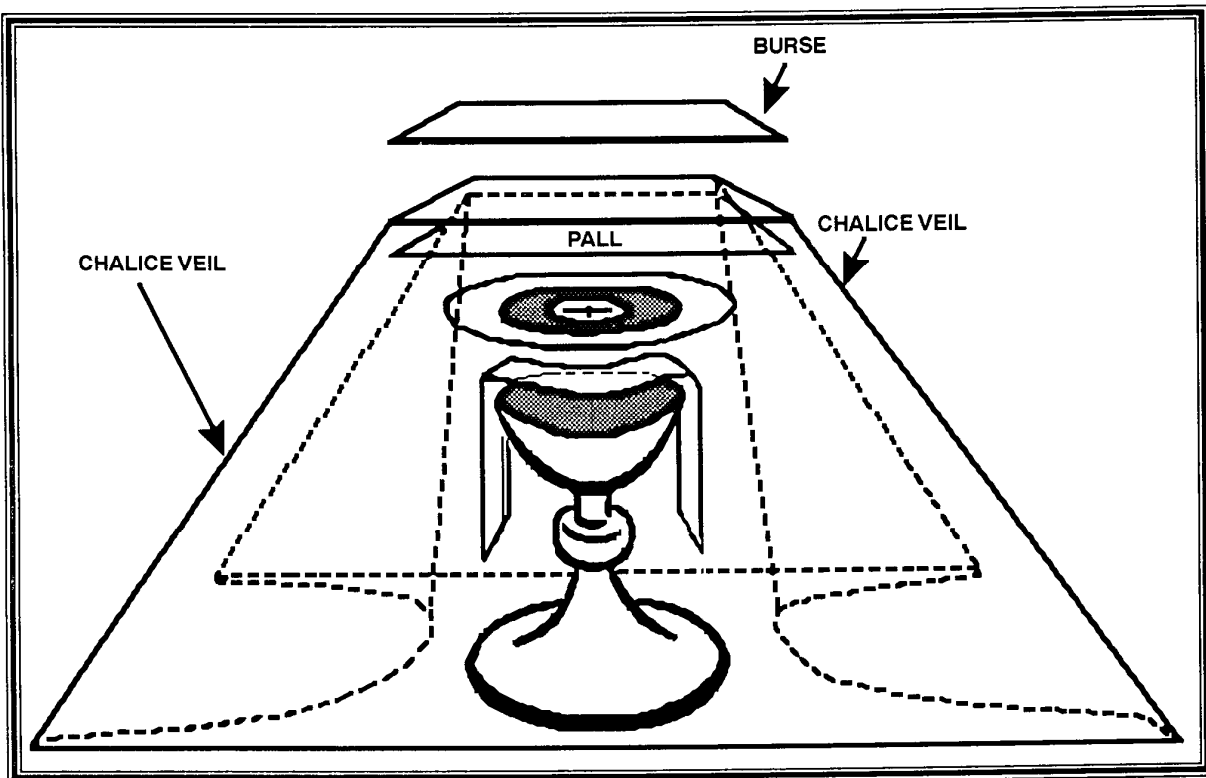
This portion is to guide you in work done on a weekly basis. Special service guidelines are outlined in your book, The New Altar Guild Book. Advent and Lent are covered later in this guild. You will be notified of any changes made by the Rector or Worship Committee.

ALTAR AND CREDENCE TABLES PREPARATION

1. You will need the following linens: three (3) purificators, one (1) corporal, one (1) lavabo towel, and one (1) bread linen (embroidered with 'B').
2. Move the altar back to approximately half the length of the choir pews.
3. Set up two (2) TV tables (found under the choir pews), end to end, and cover with the larger white table cloth. This should just skim the floor in front.
4. Cover altar as follows: Seasonal **FRONTAL** first, from front to back. Tuck excess under the altar on the celebrant side. Unroll the fair linen from side to side, centering it and bring one edge to the celebrant side of the altar.
5. Place the corporal on top of the fair linen, in the center with the cross nearest the celebrant.
6. Place the missal stand on the right side of the altar at an angle. Place upon it either: the red service book opened to the Eucharistic Prayer listed in the bulletin; or the special seasonal service book (white binder).
7. Place the healing oils box next to the missal stand.
8. Place the LEM kit next to the missal stand if wine and/or wafers were added.
9. Place the gospel book in the center at the front edge of altar. Check the bulletin, and place a red marker ribbon on the correct gospel for the day.
10. Place altar flowers on the two (2) column like stands next to each lectern.
11. Lay the chasuble over the front of the organ side pew with the back facing up.
12. Place two (2) cups of water under the gospel (sermon) lectern.
13. Place processional cross stand in front of the organ.

VESTING THE CHALICE

1. You will need the following: chalice, paten, two (2) purificators, pall, veil, and burse.
2. On the altar, place the chalice on the corporal with cross facing celebrant.
3. Drape a purificator on the chalice.
4. Place the paten on top of the purificator on the chalice.
5. Place the linen pall on top of the paten.
6. Place the silk veil on top of the pall.
7. Place the burse on top of the silk veil. The hinge edge should face the congregation so that the burse opens towards the celebrant standing behind the altar. Place an extra purificator inside the burse.



SETTING THE ALTAR CREDENCE TABLE

1. You will need the following: small silver tray, water cruet, grape juice cruet, lavabo bowl, lavabo towel, two (2) brass collection plates, intinction cup, candle taper/snuffer and lighter.
2. On the left side of the table, place the tray with the cruets on it. The water is on the left side of the tray.
3. In the middle of the table, place the lavabo bowl with the towel to the left side.
4. On the right side of the table, place two (2) stacked collection plates, the candle snuffer and lighter.

SETTING THE NAVE CREDENCE TABLE

1. You will need the following: one (1) TV table, small white table cloth, one (1) wine cruet, bread plate, bread linen, processional cross, and processional cross stand (base with black plastic insert).
2. Place the TV table at the rear of the nave, next to the door.
3. Cover table with the small white table cloth.
4. Cover bread with bread linen and place in bread plate.
5. Place bread plate and wine cruet on credence table.
6. Place processional cross stand next to table and place cross in stand.

MISCELLANEOUS ITEMS

1. Turn on sanctuary lights. There are three switches near the organ and two near the pulpit.
2. During air conditioning season, set the thermostat in the hallway outside the office and next to the pulpit to 72.
3. Place lectionary book (larger red book) open to the days lessons, on top of bible on epistle side lectern. You may need to turn to a different part of the bible in order for the lectionary to lay open properly.
4. Hang the "Episco-Sock" wind sock outside the front door on the left side.

AFTER THE SERVICE

1. Remove, clean, and store all items in the bags or containers in which they were found.
2. The chalice, intinction cup, cruets, and paten should be washed, dried and replaced in the blue box.
3. Any leftover bread: You MUST consume any consecrated bread OR place out of doors for the birds.
4. Any leftover wine in the CHALICE and intinction cup should be poured outside on the grass.
5. Linens: all soiled linens are to be laundered at home. Hint: Stains like lipstick are easily removed by soaking in a mix of 1 tablespoon of dishwasher soap and half a cup of warm water before washing. Let them air dry after washing and iron according to the attached diagrams. Finger fold rather than iron in hard creases, as this will help the linens last longer.
6. Flowers: Please give them away or take home.
7. Re-hang vestments, altar linens, and table cloths in cupboards.
8. Gather and replace all items brought upstairs, including the wind sock, to the appropriate cupboard.
9. Turn off all sanctuary lights.
10. Reset thermostats to indicated settings – hallway to 80, pulpit to OFF.
11. After replacing all items in the cupboards, lock the front door, and turn out all remaining lights. Exit via the door nearest the secretary's office.

All of the instructions given are for regular Sunday worship. You will receive guidance for special services, additional equipment needed, and changes in seasonal linen colors. We keep a liturgical calendar in the cupboard as a color reference; however always check with the Rector when in doubt.

Please be aware that the lectionary is based on the church's three year cycle:

- ✓ Year 'A' – 1st Sunday of Advent 2004 – Christ the King Sunday 2005
- ✓ Year 'B' – 1st Sunday of Advent 2005 – Christ the King Sunday 2006
- ✓ Year 'C' – 1st Sunday of Advent 2006 – Christ the King Sunday 2007
- ✓ Year 'A' – 1st Sunday of Advent 2007 – Christ the King Sunday 2008,

so keep this in mind when marking the readings in the gospel and lectionary books.

ADVENT SEASON

1. Altar frontal and pulpit/lectern hangings: Purple
2. Flowers: Greens only
3. Chasuble: Coronation (off-white)
4. Advent Wreath: The Advent candelabrum fits into the Paschal candle stand. The large white candle is placed in the center. The blue and pink candles are placed around the outside. Check liquid candle wax level in all candles.
5. St. Nicholas Sunday (closest to December 6th): High service with torches, banner, etc. The color changes to white for the altar frontal and hangings.

LENTEN SEASON

In general we use wicker, glass and ceramics instead of silver, chrome, etc.

1. Altar frontal and pulpit/lectern hangings: Purple
2. Flowers: None
3. Chasuble: None (except on Palm Sunday)
4. Chalice and Paten: Ceramic
5. A large glass bowl for the lavabo bowl
6. A small glass cup for the intinction cup
7. Collection plates: Small wicker baskets with threaded purple ribbon
8. A single large matzo in a wicker basket for the Nave credence table
9. Medium blue ceramic bowl filled with matzo crackers and placed on the altar credence table
10. Palm Sunday: Vest the altar and processional crosses in purple. Torches and Coronation chasuble. Palms for the congregation and altar.
11. Easter Vigil: High service and baptisms. Silver, chrome, and such are used again. Paschal candle, torches, banner, etc. The color will change to white for the altar frontal and hangings. Put out plenty of bread and wine along with the Baptism font and table.
12. Easter: Same as Easter Vigil without the setup for baptisms.

Note: We continue to use the Paschal candle every Sunday from Easter through Pentecost.

BAPTISMS

A 'high' service, so the torches and Paschal candle are used. The baptism materials can be found in the labeled box in our cabinet downstairs.

1. The baptism font is placed in the front of the nave
2. A small table with table cloth is set off to one side
3. Place the ewer (pitcher), filled with hot water, on the table – the water will have cooled, but still be warm for the actual baptism and shouldn't startle infants
4. Place a baptism candle for each candidate on the table
5. Place the oil of Chrism (vial marked with a 'C') and the baptism towel on the table

Ironing the Corporal

Iron the corporal flat, finishing with it right side up (see Figure 6-7a). Basically, you are going to fold it into nine equal squares. Ironing in the folds wears the linen. So, after ironing the corporal flat, simply finger-fold the top third toward you (see Figure 6-7b). The bottom third is finger-folded up and over the rest of the corporal (see Figure 6-7c). This makes it easy to find the cross and place it correctly on the altar. Finger-fold it in thirds again (see Figure 6-7d).

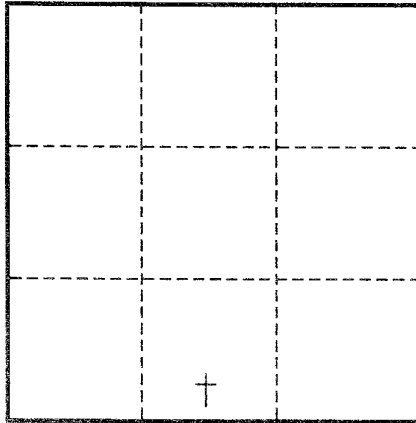


Fig. 6-7a
Iron Corporal Flat

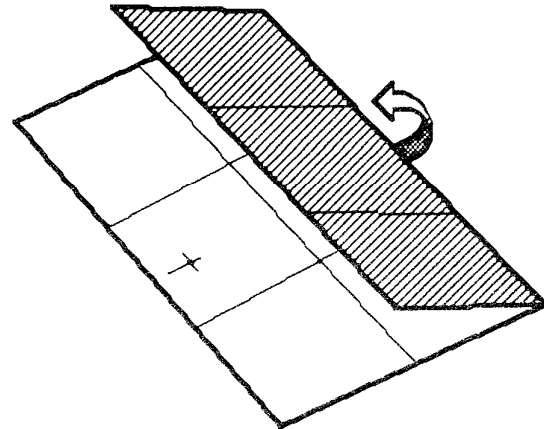


Fig. 6-7b
Finger-Fold Top Third Forward

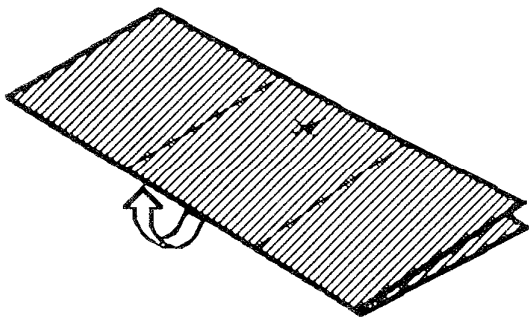


Fig. 6-7c
Finger-Fold Bottom Third
Up and Over

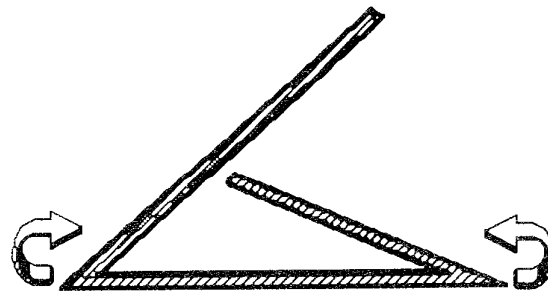


Fig. 6-7d
Finger-Fold in Thirds Again

Ironing the Purificator

This, too, is ironed and finger-folded into nine equal parts, right side to the outside, ending with the cross on top. Remember, ironing in the folds wears linen.

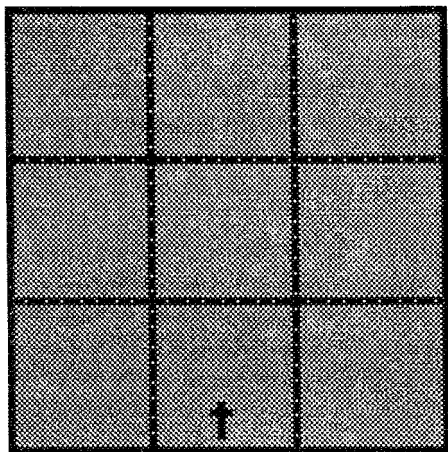


Fig. 6-8a
Iron Purificator Flat
(with wrong side up)

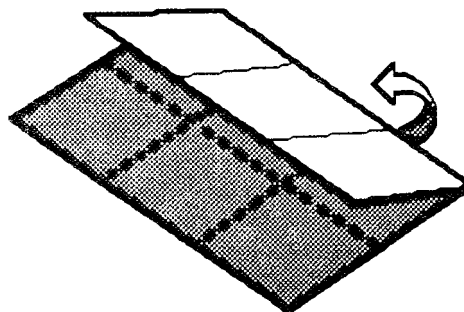


Fig. 6-8b
Finger-Fold Top Third Forward
(right side outside)

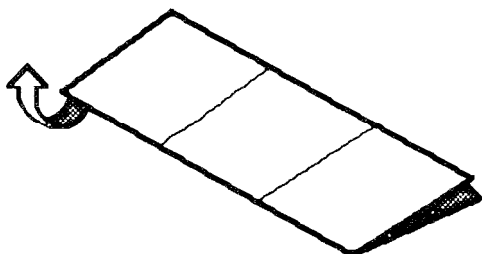


Fig. 6-8c
Finger-Fold Bottom Third
Up and Over

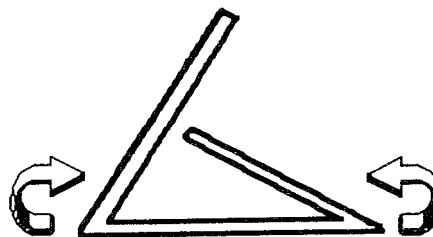


Fig. 6-8d
Finger-Fold in Thirds Again

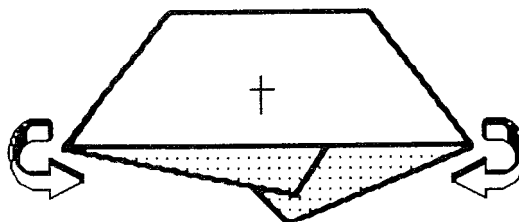


Fig. 6-8e
Store with Cross on Top

Ironing Lavabo and Baptismal Towels

Just fold into thirds lengthwise, the sides over the center, then in half.

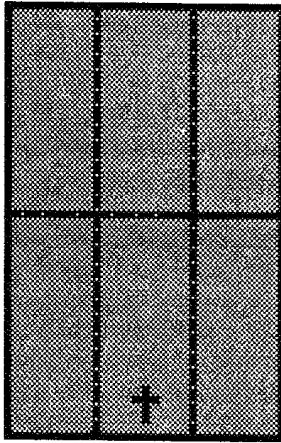


Fig. 6-9a
Iron Lavabo and Baptismal
Towels Flat

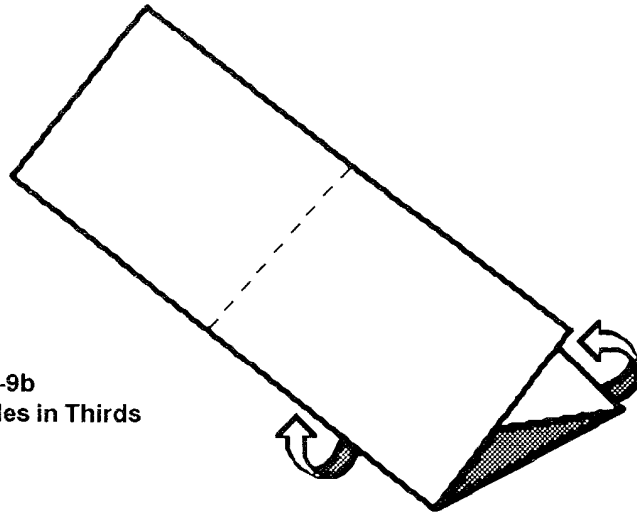
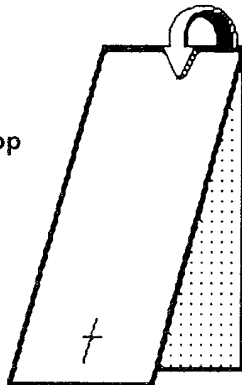


Fig. 6-9b
Finger-Fold Sides in Thirds

Fig. 6-9c
Finger-Fold in Half
and Store with Cross on Top



If you have any questions, please don't hesitate to ask a fellow member of the altar guild or the rector. Thank you again for joining together with us to serve God and our congregation.

*May the words of my mouth and
the work of my hands be always
acceptable in your sight, O
Lord, my strength and my
redeemer.*

Amen.