

ALTAR GUILD OF CHRIST CHURCH

The purpose of the Christ Church Altar Guild is:

To assist in the preparation of all services of worship; and,

To know the order of services of worship found in the Book of Common Prayer and also to be familiar with the traditions of Christ Church so that each Altar Guild member may participate in any service with ease.

THE ACTIVITIES of the Altar Guild will be under the direction of the Rector and a Director, appointed by the Rector. The responsibilities of active Altar Guild members is embodied in the following list of procedures. These may be changed as the Rector and Director find expedient and appropriate.

ACTIVE MEMBERS of the Altar Guild shall number at least 21, or four teams of five plus the Director. All members must be communicants in good standing.

EACH TEAM is responsible for one week each month with the time beginning on a Saturday prior to the Sunday of responsibility. The teams are numbered according to the Sunday they serve (first, second, etc.) Teams rotate responsibility for those months in which there is a fifth Sunday.

If any member is unable to serve as scheduled, it is that person's responsibility to secure his/her own replacement and notify the team captain.

The objectives of the Altar Guild are:

1. To prepare for the worship of the church as directed by the clergy;
2. To assist in the pastoral ministry of the parish by personally visiting with other parishioners to deliver flowers at the direction of the Rector.
3. To care for the vestments and other fabrics;
4. To have general oversight of the Chapel, Chancel, Sacristy, Work Room and Baptistry.
5. To care for floral and other decorations and appointments of the Altar, Chancel and Baptistry;

MEETINGS of the total Guild shall be held as necessary at the call of the Rector and Director. Each Sunday Team Leader may call that Team together as necessary.

GIFTS OR MEMORIAL suggestions should be referred to the Rector.

DEFINITIONS

Alb	White linen vestment worn by clergy and acolyte.
Ambry	Enclosed niche in sanctuary wall for reserved sacrament.
Bread Box	Container for peoples' hosts or breads.
Burse	Silk pocket containing Corporal and extra Purificator. Color of the day.
Cassock	Long black garment worn by Chalice Bearers.
Chalice	The Cup used for the wine at Communion.
Chalice Veil	Silk square covering for the Chalice. Color of the day.
Chasuble	An outer vestment the priest may wear at the Eucharist. Color of the day.
Cincture	Cord worn around waist by clergy and acolytes.
Corporal	Linen nearly two feet square with cross near the front center. It is set on the fair linen directly under the chalice.
Credence	A shelf or table near the Altar on the Epistle side on which various items are placed in readiness for their use in the Eucharist.
Cruets	Receptacles for wine and water.
Host	Priest's large wafer.
Mandatory	A towel similar to Purificator but larger and oblong. Used at Baptism.
Pall	Square of stiffened linen.
Paten	The bread plate for hosts.
Piscina	Sink in the Sacristy in which the Chalice, Paten and Purificators are rinsed after a service, since this drain leads directly to the ground.
Purificator	A cloth for wiping the sides of the Chalice during communion.
Reredos	Carved work behind the High Altar.
Stole	Scarf-like band worn by priest or deacon. Color of the season.
Surplice	A white linen vestment, loose fitting, worn by the clergy, lay-readers, etc. over a black cassock.

GENERAL INSTRUCTIONS - Before and After a Service

Begin your time of work with a few moments of silent or spoken prayer, offering yourself, your life and your work to God. Two suggested prayers are:

Almighty God, grant we beseech you, that we may handle holy things with reverence, and perform our work with such faithfulness and devotion that it may rise with acceptance before you and obtain your blessing; through Christ our Lord. Amen.

Direct us, O Lord, in all our doings with thy most gracious favor, and further us with thy continual help; that in all our works begun, continued and ended in thee, we may glorify thy holy name, and finally, by thy mercy, obtain everlasting life; through Jesus Christ our Lord. Amen.

Please plan enough ahead so that all work in the Sacristy and the Church is completed at least **15 MINUTES BEFORE A SERVICE IS TO BEGIN.**

- 1. Altar covers** lay straight, smoothing out all wrinkles that may have occurred, or, if necessary, press.
- 2. Candlesticks** are to be placed on the Altar that is to be used for the Eucharist. **Candles** - after every Sunday or day of use the amount of oil should be checked and refilled (if necessary) and any drips cleaned from candlesticks and altar.
- 3. Wine and Wafers** are kept on the top shelf of the clergy vestment closet in the Sacristy. The amount of wine and number of wafers needed will be determined by the clergy in advance of each service and communicated to the Guild. **NOTE: Always check and be sure to inform the Director and/or Parish Office if supplies are low (one month's supply or less).** Care should be taken to carefully rinse wine cruets after each use. This will prevent stains from forming. After Communion, if wine is left in the cruet(s) and/or wafers in the bread box, they should be put back with other supplies. If wine is left in the chalice it must be poured into the piscina in the sacristy. The clergy will be responsible for appropriately disposing of any consecrated bread/wafers.
- 4. Altar Flowers** are to be set in place by the team on duty. Flowers are placed on the reredos (panels on either side of the Cross) at the high altar and on the shelf behind the chapel altar.
- 5. The Altar Book and Stand** should be kept on the shelf in the Sacristy between services. Before the Eucharist, the Altar Book and Stand should be placed on the east side of the altar table used. The presiding priest will take responsibility for setting the pages in the Altar Book and Gospel Book. Be sure to check that the Altar Book matches the service listed in the bulletin.
- 6. Linens**

Fair Linens should be changed only when an accident has occurred or when they have become soiled from dust and dirt. Otherwise change once a month. At the time of their changing it is better to have two Guild members present.

Corporals should be changed once a month or at the time of high festivals when fresh linen are the rule. If, after a service the celebrant should leave a Corporal on the Chalice Case (this may happen due to an

accident of spilled consecrated wine) this means that a fresh one is wanted in the Burse before it is stored in the case. Corporals should be placed right side up on the altar.

Pall - always use a clean pall.

Fair linens are stored on marked rollers in the top drawer of the Vestment Case.

Purificators and **Mundatories** are stored in the top drawer of the Chalice Case.

Dry soiled linens are to be placed in the laundry bag hanging inside the Work Room. All Purificators should be checked after communion. They should be rinsed in the Piscina and placed on the rack by the Piscina to dry.

7. Vestments are marked by colored ribbons on the Vestment Case drawers. After services the clergy are in the habit of returning their Vestments. However, should a visiting priest fail to do so, the Guild member should put away the Vestments in the proper drawer. The "All Season" vestments go in the "green" drawer.

8. Brass is presumed to be lacquered. This means that in place of polishing, washing with a mild soap or dusting alone is required. However, the protective covering of lacquer wears on those pieces that are handled frequently and some polishing may be required. Exception – brass door plates should be polished weekly.

9. Candlelighter is cared for by the Guild. Brass sections are to be shined. The snuffer needs special attention because it becomes blackened with smoky wax, which, if left to accumulate, is very apt to drop on the Altar as the Server is extinguishing the candles. Unscrew snuffer from the lighter and soften wax in hot water; then wipe it out. Should the lighter need a new taper, they are located on the second shelf in the left hand upper cabinet in the Work Room.

10. Silver should be polished whenever the team thinks it advisable. This means the Alms Basins as well as the Chalice, Bread Box and Paten. (**NOTE:** the gold set of vessels is lacquered. They will not stand hot water.) **Please be sure to always wash all silver with soap and warm water after polishing.**

11. Dust Covers should be left on the altars at all times except during the Eucharist. **Remove the dust cover only from the altar being used.**

12. Piscina is a sink in the Sacristy in which the Purificators (and, if necessary, the Corporal) are rinsed after a service. (**Note:** the Piscina often freezes in the Winter. In that case rinse items as needed and empty water directly onto the ground outside the Cedar Street entrance.)

13. Work Room should have extra sets of candles for the Chapel, soap, Kleenex, scissors, knife, cleaning supplies, cleaning cloths, towels, dusters, and flower vases. The broom, iron and ironing board are in the cabinet; the laundry bag hangs on the door. The drawer in the Chest, so marked, just inside the Sacristy door to your right contains needles, pins, thread, silks, buttons, etc. **When any supplies are low (one month's supply or less) be sure to inform the Director and/or Parish Office.**

SCHEDULE FOR ALTAR GUILD MEMBERS

A. Saturday work: See Appendix B

B. The Guild is responsible for keeping clean:

Brass Items:	Candlesticks	Candlelighter	Vases
Alms Basins	High Altar Cross	Name Plates	
Votive Light Holder	Tops of two flags	Processional Crosses	

Once a week all brass and silver shall be checked for cleaning.

C. Memorial Flowers are given weekly and are ordered by the Church Office.

Flowers are delivered in the liners and prearranged by the florist. At Christmas and Easter parishioners are invited to assist with decorations.

D. Linens and Vestments

1. Keep linen drawers in order
2. Report any large repair needs
3. Twice a year all liners should be removed from drawers
4. Dust covers laundered twice a year
5. Report to Director if any Altar supplies are low (one month or less).
6. Mend Servers' cassocks.
7. Responsible for cleaning: Burses, Veils, lace Frontal
8. Under no circumstances should a soiled vestment be pressed.

OCCASIONAL SERVICES

A. HOLY BAPTISM

Baptisms are held on Sundays. For these:

1. set small table from west side of altar by the Font
2. place cloth cover
3. place baptismal towel (with shell design), metal shell, chrism (perfume bottle) and golden flagon with semi-precious stones with warm water on the table
4. remove font cover
5. place crystal bowl in the Font (bowl is kept in the lower right cupboard of the Chalice Case)

After any baptism, pour water from bowl into Piscina (or directly onto the ground) and put things back in place.

B. CONFIRMATION - Clergy will consult with the Altar Guild members serving.

C. WEDDINGS

Cushions - Two wedding kneeling cushions are kept in the Vestment cupboard. These are placed at the entrance to the rail of the Free Standing Altar, about four inches apart.

Flowers - There are two options for wedding flowers at Christ Church. In either option we speak only of flowers for the altar arranged in two of our vases. Other flowers appropriate at weddings are small bouquets arranged on the ends of several of the pews. If any other request is made, consult with the Rector before answering.

OPTION I - USE FLOWERS THAT HAVE BEEN DONATED FOR SUNDAY WORSHIP

In this case the church orders the flowers and they arrive already arranged on Saturday morning at 9:30 a .m. White flowers are always ordered, unless otherwise requested by the Bride and Groom, for the Sunday altars when a wedding is scheduled on Saturday.

OPTION II - WEDDING COUPLE PURCHASE THEIR OWN FLOWERS

In this instance the couple may arrange with a florist for flowers. Florist will arrange with the Church Office to pick up vase liners. Flowers used for the wedding may be taken by the couple or left to be used in addition to our regular Sunday altar flowers. The couple are to notify the Rector if they are providing their own flowers when they discuss the wedding details. The florist should contact the Church Office to make arrangements for delivery.

D. FUNERALS

Occasionally family or friends provide flowers for the altar. Please check with the Rector for placement before the service. The Sexton will place the funeral pall in the Narthex and put the bier candles in place if needed.

If there is to be communion, the following should be set on the credence table near the pulpit:
(See appendix A for diagrams of each item listed)

1. Wine Cruet
2. Water Cruet
3. Bread Box
4. Silver Bread Tray

SATURDAY WORK

Place two vases of flowers on High Altar and one vase on Chapel Altar

Polish brass church entrance door plates

Clean silver - chalices, bread box, cruets, four offering plates

Clean glass cruets if dirty or sticky

Check wine and wafer supply- notify *Director* if low (one month supply or less).

Check chapel altar candles, straighten and trim wicks, and clean bobeches

Check free standing altar candles, refill oil if necessary

Clean candle lighter and replace taper if necessary

Check torch candles, refill oil if necessary.

Buff the brass offering plate

Count out wafers for 8 and 10 o'clock services: **50** for 8 a.m., **200** for 10 a.m.

Make certain key is in the lock of the ambry door

Altar linens are changed on the third Sunday of each month, but if soiled change at once.

If you remove dust cover to check on fair linens, be sure and put it back on until just before the service on Sunday when the altar is arranged. Otherwise we have often found dirt and dust on the fair linens when left uncovered overnight.

Regarding fair linens for altar table:

There are two new fair linen cloths that fit the table exactly with no overhang.

The cloth that is seamed is now the dust cover for table.

Dust cover is only removed from the altar that is actually about to be used. Then it is taken off no more than an hour before the service.

Prepare private communion set (if needed the Office will leave a note in the Sacristy) and clean any that might have already been used during the week.

SUNDAY 8 A.M. SERVICE

Vest large Chalice with appropriate color Veil and Burse. (Be sure that there is an extra Purificator inside the Burse). Place Corporal on Fair Linen and then, on the Corporal, the vested Chalice (consult diagram in Appendix A). **Remember to place a Host (large wafer) on Paten.** Missal stand and appropriate missal on Altar to the left side of priest. Gospel Book laid flat on Altar to the right side of priest.

On Credence Table:

Place glass water cruet and one of the silver bread trays

On small marble table in back of Chapel:

Place full glass wine cruet and bread box with 50 wafers.

Place two large silver offering plates on front pew cushion for ushers.

AFTER 8:00 A.M. SERVICE

Clear, clean, and reset **Altar** for 10 a.m. service in the same manner as for 8 a.m., except place small Chalice with Purificator under Veil behind the large Chalice.

Place brass offering plate under Credence Table

On Credence Table:

Place glass wine cruet

One glass water cruet

Two silver bread trays.

On Shelf in Back of Church:

Place four silver offering plates

Bread Box with 200 wafers

Full Wine Cruet

AFTER 10 A.M. SERVICE

Clear - clean - care for silver, etc.

Care for the flowers and deliver as directed after noting in notebook in workroom the person(s) to whom they are being delivered.

Remove ambry key and place in back of altar cross.

Replace dust cover:

A white linen cloth, which is seamed to fit table, is now the dustcover for table.

Place seamed cover over the fair linen cloth.

THURSDAY SERVICE

In Library during Heating Season

Note: When service is in the Library the veil, burse, missal stand and altar book ARE NOT USED.

In Tea Kitchen cupboard (lower right next to sink) get the following:

Wine in cruet ¼ full

Water cruet (fill in kitchen)

Bread box (20 wafers, 1 host wafer)

Corporal

Purificator

Blue pottery chalice

Paten

Small ash tray and matches

From the Office get the small black book listing the names of those requesting prayers and the Offering basket (from the closet).

Set up for the Eucharist at East end of the table. When the sun is too bright set up at the other end.

Clean and put away all articles used for the service.

In Chapel during Summer and Mild Weather

Remove dust cover from Chapel Altar.

Trim and straighten wicks on Altar Candles.

Vest large Chalice with appropriate color veil and burse.

Place clean Corporal on Fair Linen and on it the vested Chalice.

Remember to place a host on Paten.

Missal stand and Missal on Altar to the left side of priest.

On Credence Stand (wall behind and to the right of Altar).

Place glass wine cruet (one third full).

Place Bread Box with 20 wafers.

Place glass water cruet (half full).

On small marble table behind chapel place offering basket and "prayers notebook".

After service clear, clean and put away all items.