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St. Timothy's Altar Guild Manual

Revised August 2019

Our worship experiences begin and end with the work of the Altar Guild. Their care for the beautiful elements of worship is foundational. Stewarding chalices and patens, the bread and the wine, the linens and hangings; the candles and torches; memorial gifts and "regular" communion ware are all part of the joy of this ministry. Altar Guild knows how to keep the trains running on time! The contribution of each Altar Guild member's time and knowledge is crucial for seamless worship.

General Duties

The duty of the Altar Guild is to prepare all the things necessary for the celebration of the Eucharist or other worship experiences. These services are usually directly connected to the paper worship bulletin the office provides, but they can be conducted from the Book of Common Prayer-- which is our usual Wednesday Eucharistic practice. Sometimes our rector will project the Wednesday service on the screen, but the BCP is the usual practice as the associate usually uses the book of common prayer.

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Each week team members on an assigned group receives a digital copy of both our regular worship services (via parish administrator email). The office will send emails of bulletins in the same manner for funerals, weddings, and special services whenever it is possible.

The Ministry

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Funerals

Confirmation and /or Bishop's Visit

Christmas Day at 10 a.m.

9:30 a.m. setup for Christmas Day.

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The rector can set the rules, the style, and the tone of the services, as well as flower choices, and placement of the vessels. 95% of the time he strives to delegate both responsibility and authority to the Altar Guild Director/Directress. The AGD and the teams are a wealth of information and historical memory.

Excellent worship happens without drawing attention to itself; therefore, the Rector prefers

Each of our teams and team members should be acquainted with this manual and refer to when unusual or particular questions arise. Each team on its rotation is responsible to set up and clean up for ***all the services during their week*** as well as the obvious Sunday setup.

During church holy days, especially during Holy Week, the rotation will be planned a month ahead so that the many services can be adequately covered which will be covered in "rotation of duties in special seasons". Each team has members that have one or more of the talents needed to serve at God's Altar:

- silver and brass polishing as needed.
- washing
- Ironing
- vacuuming as needed
- dusting

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- Filling oil candles.
- Liturgical art and linen care.
- marking the Altar Book (only at 8:30 and only when the Rector chants)
- Holy Week also includes setup for Maundy Thursday, Good Friday, Vigil and Easter.

. BASIC SATURDAY DUTIES

Dust benches, credence table, oblation cabinet, pulpit, piano, organ and bench.

Windex Narthex door windows. Turn one page of the Memorial Book in the Narthex .

Brass polish the following on an as needed basis: four alms basins, processional cross, candle snuffers, plates on Narthex doors.

Polish Silver if needed or in accordance to schedule.

Candles:

Sanctuary lamp: replace candle every Saturday. If the candle has not burned out, extinguish it by placing pot holder found in the second drawer from the irons) over the light and wait for glass to cool before removing and replacing. New candles are boxed in lower cupboard. At least once per month wash or wipe out soot from the red glass.

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Candelabra: Check level of oil in each candle & fill if necessary.

Torches: Check level of oil in torch & fill if needed.

Eucharistic (Altar) candles: Fill with the required oil.

Candle Snuffers: check the oil level in each snuffer. Check bells for soot.

Prepare 3 LEM kits (in cupboard over linens) unless otherwise instructed. Be sure kits are clean and in order. There should be two paper purificators and two Wash and Wipe in each kit. Prepare kits with consecrated elements - a small amount of wine & 4 wafers. If no, or low supply of paper purificators make a few weeks supply. Paper cocktail napkins are on first shelf of upper cabinets above linens. Iron them flat then fold like a linen purificator and stamp with red cross. LEM binders (white binders with red lettering) go out with each LEM kit and need to be stuffed with one visitation form and two 89:30 bulletins.

Fill the Stoup (on the wall just inside the Narthex doors) with Holy Water. Water is in the glass container in the Aumbry.

Remove dust cover from Altar to check and insure the Fair linen is clean.

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Pulpit. Change fall according to season or festival day as marked on the calendar in the sacistry.

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Typical Sunday Setup

- At the 8:30am service there will be two patens and three chalices. One of these chalices is part of the gluten free setup. An Intinction (one with slots in it) and spoon rest setup is also put on the credence table for retrieving bread out of wine

Number of LEV Kits (no less than 3) & maybe more depending on Sally Jess' email count, that usually is sent on Saturday.

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- At 10am service there will be two patens and five chalices. One of these chalices is part of the gluten free setup. A Intinction Spoon setup is also put on the credence table for retrieving bread out of wine

Number of LEV Kits depends on LEV minister's email count - usually sent late on Saturday. The Lem Kits are placed on the floor between the Credence Table and bench. Remove one small Silver Stock from the Aumbry and place on the Healing Prayer Shelf located in the rear of the Healing Chapel.

After the 8:30 AM Service - Preparing for the 10:00 AM Service.

Remove everything from the credence table. Check the fair linen for spots and replace if necessary. Use the carpet sweeper to clean up any bread crumbs around the Altar.

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Empty Alms into the black case in right hand drawer in sacristy and clean off finger prints on basins.

Check to see that the 10:00AM bulletins are on the benches. Tidy chancel benches and pulpit for anything else that needs doing.

Wash all used items except cruets and bread baskets. Any consecrated wine remaining in the chalices and the water in the cruet should be poured down the piscina. Any wine in the cruet should be poured into the reserve decanter in the Aumbry.

Refill cruets (warm water) and the bread baskets (use 7 pieces of bread at 10:00 AM cross side up. Check the linen in the bread basket is clean (replace if necessary). Place bread basket & cruets in the oblation cabinet along with decanter of unconsecrated wine (if required). Remember to place cruets with handles to the wall since they are handed directly to the clergy.

Re-vest the Anniversary chalice with a clean purificator, checking the burse to see that there is two clean purificators.

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Repeat the steps for the 8:30 service for the setup.

After the 10:00 AM service repeat the steps taken for 8:30.

Be sure to fold stoles on the vesting table and place in drawer arranged by color.

Also be sure to keep back 1 bread put in wrap and placed in the silver closet for the Wednesday 10:30 AM service.

Any bread not used for either Sunday service is to be wrapped & placed in zip lock bags. Mark on the outside of the each bag date of baking. Take the unconsecrated bread over to Grace House and place in the freezer in the kitchen. The latest bread is placed on the bottom of the stack. Any bread over 90 days old is to be sorted & thrown away periodically.

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Typical Wednesday Setup

The Altar Guild may either have a person assigned who come early to setup at 10am. Or the Team may setup all the elements on a tray and place the tray on the bottom shelf of the credence table (pottery) **on the Sunday prior**. Clergy will leave elements on bottom of table or put tray on sacristy counter, which will be cleaned up during regular Saturday duties. On the first Wednesday **only** Healing Oil is removed from the Aumbry & placed on the Credence Table for the healing portion of the service. Healing pamphlets are located on the counter in the Vestry, A small stool is retrieved from the closet to the left of the Aumbry.. The stool is removed & placed at the end of the aisle on the left side of the church. The collection plate is placed on the stool. The healing pamphlets are put on top of the plate for pick up by the worshippers. Any monies collected from the service are to be placed in a letter size envelope found in the left hand counter drawer in the Sacristy. The outside of the envelope has a section to incorporate the amount of alms received. The contents are then certified by two representatives and taken over to the Church Safe in the Administrative Office of Grace House for deposit.

Special Seasons

Serving Rotation

Mauddy Thursday 2 AG to aid congregational stripping of the Altar.

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Good Friday 1 AG at 12pm and 1 AG at 7:30pm

Holy Saturday 1 AG to lead brief morning service.

Vigil Server Rehearsal 1 AG to observe server rehearsal in order to communicate anything of note to whole AG Vigil team.

Easter Sunday "normal sunday" 8:30am and 10am.

Non-Routine elements of seasonal worship

Advent

Advent candles will be placed on stage left in front and to the side of the Altar -- Near the transept pews. Advent Candles & Wreath (ordered from East Bay Flowers 1 month in advance of Advent) will be placed on the Stand for use during the season. Pottery will be utilized for all the services in lieu of Silver, Brass items retired for the season and replaced by Wooden Crucifixion Cross, Altar Torches, Missal Stand, Offertory Plates replaced with Woven Baskets. The Pita Bread Basket is also replaced by a Woven Basket.

crèche/manger setup

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The Creche is located in the Altar Guild Narthex Closet (which is on the right hand side of the Narthex as you enter and is brought out for Advent. The Creche is placed on the left Narthex Table as you enter the Church. Each Saturday specific figures are added to the Creche during Advent as outlined in the instructions and illustrations in the plastic container housing the figures.

Christmas Preparation Cleaning of Church & all related items.

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Christmas Eve 3, 5 & 8pm

"10am setup" for all three services

No LEV's

Christmas Day at 10am

"8:30am style setup" for Christmas Day.

No LEV's

Ash Wednesday

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Lent

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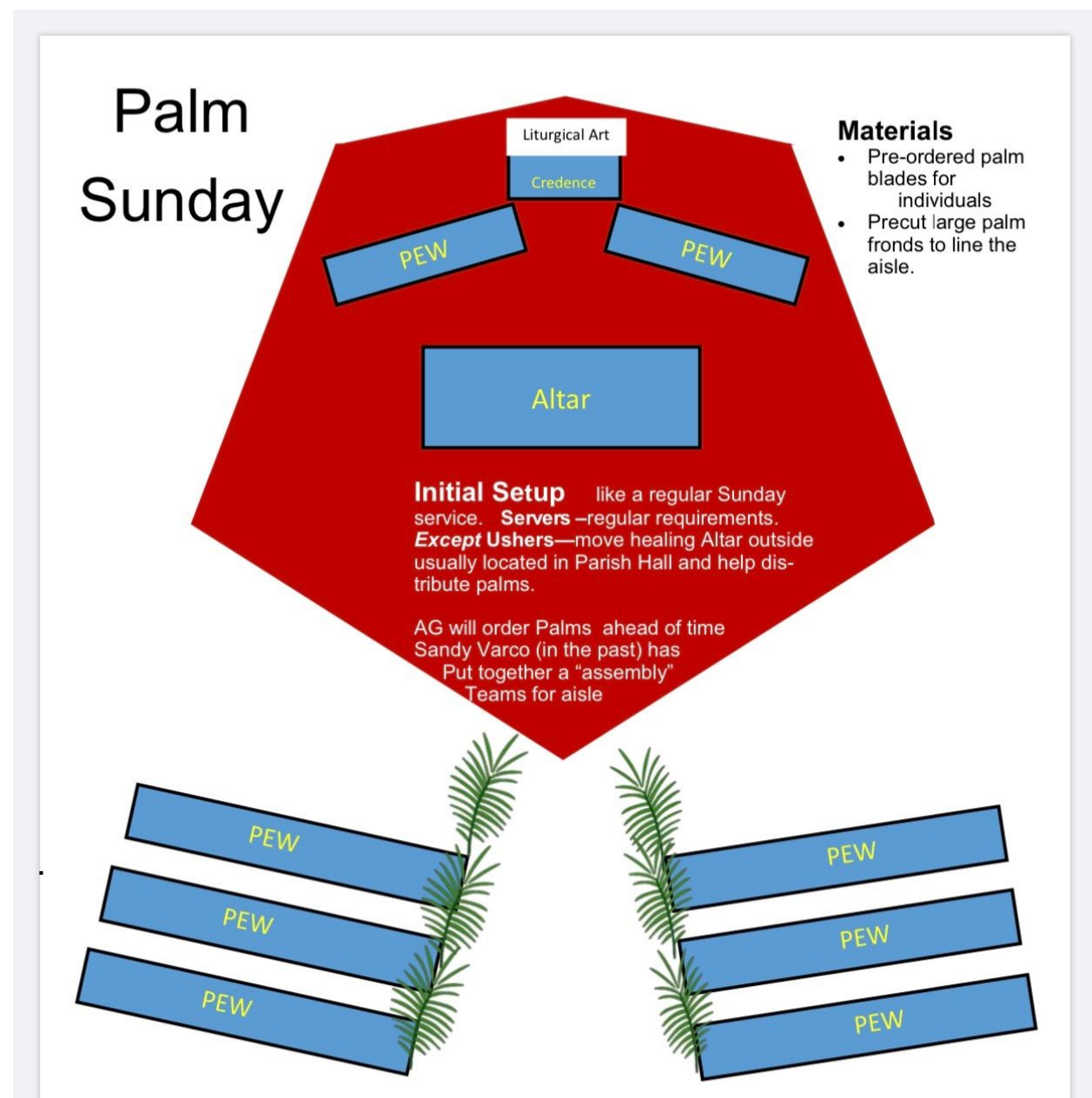
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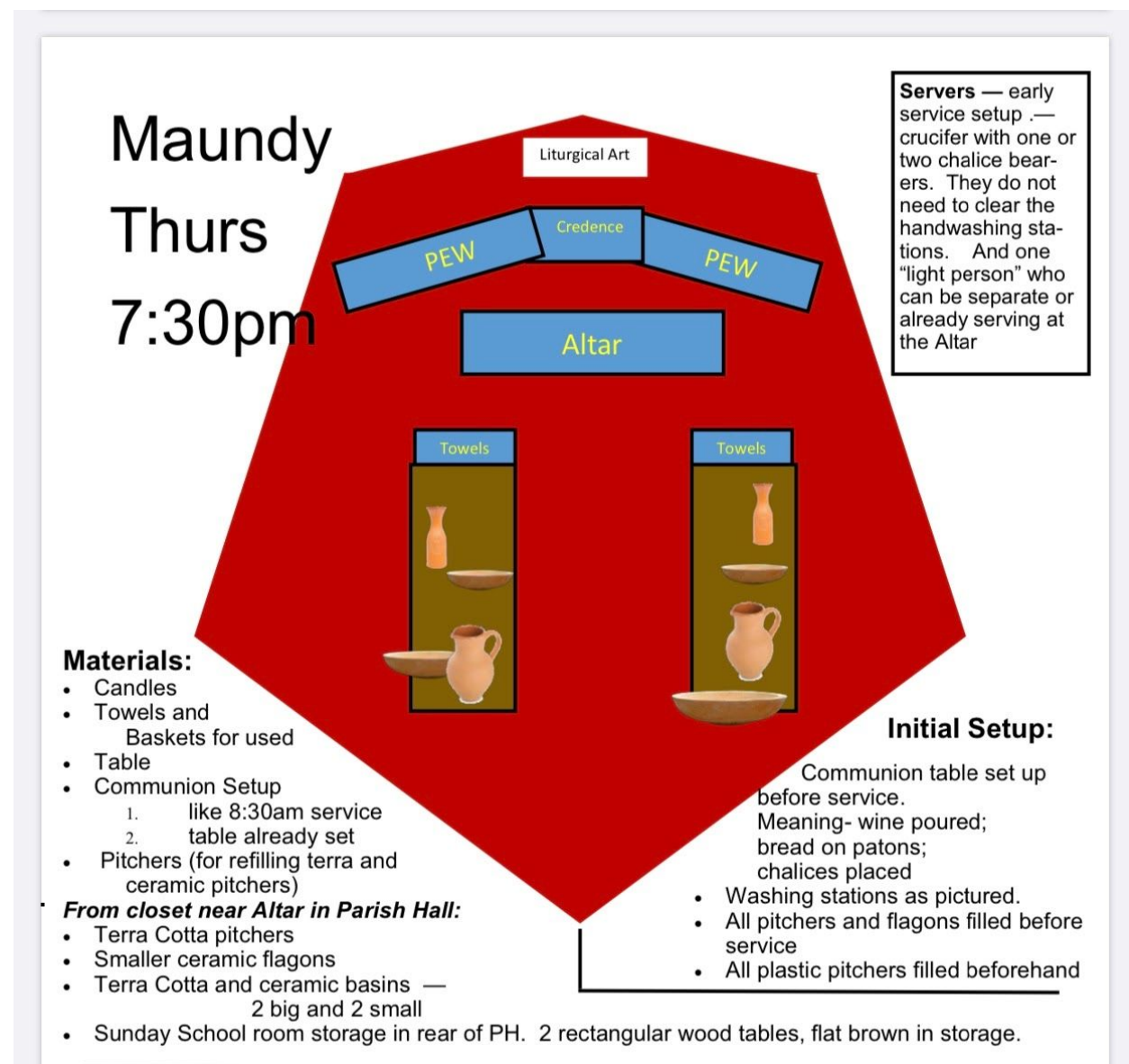
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Hand Washing When people come up —the smaller flagons are meant for families with smaller children and infirm who would have a hard time holding the terra cotta pitcher. Altar Guild/ Altar Team will

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Silverbread basket: line with linen napkin which will cover pita bread.

Glass decanter filled with unconsecrated wine if deemed necessary for reserve.

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Good Friday 12/730pm

Cross will be in the hole in front of the Altar (already placed on Maundy Thurs)

Chairs pointed toward the cross.

Materials:

- The cross
- Black cassocks for servers.
- Chairs and needle point kneelers
 Around the cross
- One candle to place
 On the "foot pedestal of
 The cross
- Remove extra prayer books from Altar

Offering — NO plate passed but loose cash and designated checks for Jerusalem Church.

Initial Setup

— Cross will already be in place. Black cloth on Altar and chairs.

— Three grey chairs on each side of the cross and a needle point kneeler cushion

— Light Candle and place of foot pedestal of the cross before the service begins.

At end in the Evening — server drop lights to focus on cross.

Clergy and servers — all sit in front pews, not on Altar. All wear cassocks. At noon, either server or designated will asks someone to be a crucifer for the 1pm stations. Crucifer will help find cassocks.

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9am Holy Saturday service

Unless pre-arranged, the ***Altar Guild director/directress or their appointed will lead the brief service.*** The Rector is not the default leader of the service.

Evening Easter Vigil

Easter Vigil is the most complex, complicated, and often confusing service we conduct in the year.

Clarifying Usher and Altar Guild roles at Easter Vigil

- The AG is not responsible to secure a Fire Pit Master or monitor the fire..
- The boat carrier and thurifer will setup and prep the incense.
- The AG may light the aisle candles or the AG can co-opt a willing acolyte.

Easter Vigil rehearsal of all servers on Saturday Morning at 10am.

Servers will work around the Altar Guild as they spruce and buff the sanctuary. The crucifer, acolytes, boat, thurifer, lead usher, and Fire Pit Master will participate in a 30 minute walk through.

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See diagram for more detailed info

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Easter Vigil

730pm

Servers

- Crucifer
- 2 torches,
- 2 or 4 chalice
- 2 lector
- 3 Intercessors
- Pascal candle Bearer

Materials:

- Individual candles
- Overflow seating- Grey chairs from parish Hall closet.
- Fire pit, lighter, paper and wood
- Bells from people's homes & sacristy.
- Incense setup — thurifer, boat, charcoal, and resin.

Brass torches & bases will be next to the Altar.

Server Rehearsal at 10am. One Altar Guild member to observe and communicate with other Altar Guild in the evening

Initial Setup

- Rehearsal before the service.
- Aisle torches are lit and ring of lights are low, but not so low that people can't read.
- Service begins just outside the church around the fire pit at 7pm.

Reception
If there is to be a food based reception. 4 weeks notice will be given in order to be advertised.

Ushers have many roles in this service. **1st** — in anticipation of Easter morning, please move healing Altar to the sacristy (*The Healing Altar is very light, but awkward.*) **2nd** — Please fill both the children's area and healing chapel with grey chairs (*The children's area will be marked off Sunday morning for parents and kids returning from children's liturgy on Easter morning.*) **3rd** — please hand out candles to people around the fire pit outside. **4th** — help adjust the lighting as the service progresses.

Before service.
Altar candles, torches, and candelabras are **not** lit. Ring lights are low. Aisle candles lit before.

Steps in service

- Light the new fire outside
- Sing outside while people light their candles.
- Priest begins reading the spoken text as we move into the church

Clergy will use incense on the fire outside which is the only time incense will be used. There will not be incense in the

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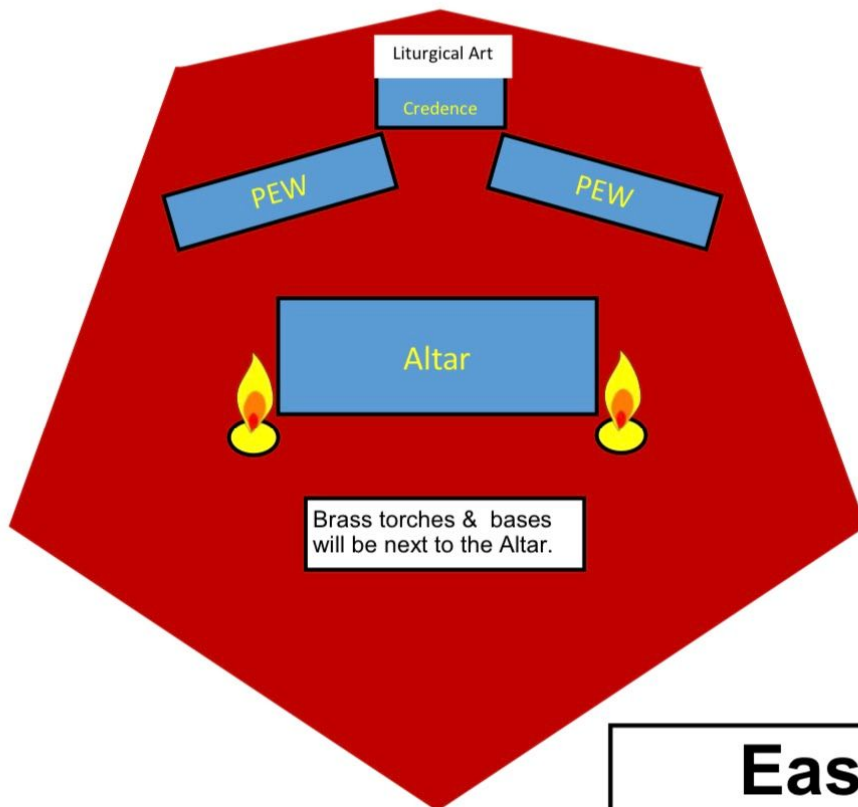
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Setup —Ushers—*If not already done the night before.*

1st — Please move healing Altar to the sacristy (*The Healing Altar is very light, but awkward.*)

2nd — Please fill both the children's' area and healing chapel with grey chairs

3rd —Mark off children's area for parents and kids returning from children's liturgy.

4th — place single chairs at end of pews and a row on back wall to the right of the Altar (see graphic at top right.)

**Easter
Sunday
8:30/10am**

Materials

- Overflow seating- grey chairs from parish Hall closet. Altar Guild rope. Egg hunt in between services and **not** after the last

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Special Gifts and expectations

Don't carry brass elements without gloves

Soult Torches (The thick wood torches) Used During Advent and Lent and whenever acolytes are present at the 8:30am service

The Nixon Memorial chalices are used on all Sunday services except when pottery is used.

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The 50th anniversary chalice is to be used under the veil on Sunday services

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Barbara Steadman torches -- no special instructions

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Pope Altar torches -- no special instructions

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Margaret Lubratich hymn boards - no special instructions

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