

# ALTAR GUILD CUSTOMARY



All Saints  
Episcopal Church  
Bay Head, New Jersey

*October 2016*

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## About This Material

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The ministry of serving on the Altar Guild is one that we are called to by Almighty God. It is a ministry of great importance to the principal gatherings of the community of the faithful. Caring for the sacred vessels, vestments, linens, and other materials important to the worship of God can bring a wonderful sense of joy and satisfaction. Those who hear the clear call of God to serve on this important guild are also able to enjoy beautiful friendships that often become life-long. In addition, members also increase their knowledge of and love for the beautiful liturgies of the Episcopal Church.

The material contained within this customary is intended to provide the necessary guidance to perform all the duties of the Altar Guild. As any set of guidelines, this customary will always be considered a ‘work in progress.’ As you read through this customary, please note any parts that are unclear or in need of review. Also, as updates are needed, they will be provided with directions for replacing certain pages in this notebook.

## A Prayer for the Altar Guild

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Almighty God, mercifully accept our prayer,  
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

# **Setup for Week – General Preparations**

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## **General Preparations**

“All good things begin with prayer.”

Check Altar Guild Bulletin Board for any changes.

Please check the following:

- Place flowers in vase(s), fill container(s) with water, and place on Retable (and in the Baptismal Font in Narthex).
  - If flowers have yet to arrive, make sure vase(s) is/are out on large counter in Sacristy.
- Service candle lighters/snuffers as needed, including: clean, fill with oil (oil in cupboard over large counter), and change wick, as needed.
- Brass Communion Railings should be buffed with a soft cloth to remove smudges/finger prints, etc.
- Blue Offering Bag should be placed in front row of Choir area.
- Make sure all surfaces are free of dust.

## **Altar Preparations**

Make sure all liturgical hangings are of the proper color.

Use only clean communion linens.

Make sure all candles have oil canisters that have enough oil for the upcoming service (replacement canisters are located in the Altar Guild Silver Closet across the hall).

- When putting a new oil canister into service, pull-up the wick so that twice the length of the new wick is exposed.

Place the Altar Book Stand with Altar Book on the lower shelf of the South Credence Table.

Place the Gospel Book (stored under the Altar) on the top of the Altar (right-front when standing behind the Altar).

### **Hymn Boards**

Place the proper name for the Sunday at the top of each of the three Hymn Boards

Place hymn numbers on the Hymn Boards (Check Bulletin for Hymn numbers).

Dust Hymn Board weekly

### **Sunday Bulletins**

Distribute Bulletins as follows:

- One for each seat in Chancel, Twelve on piano for Choir, half of the remaining bulletins in Narthex and half on table near Bristol Hall entrance
- Place one Reading Insert on Lectern for Lector to use for Gradual Psalm

### **Sanctuary Candle**

Replace candle on Saturday and as needed.

### **Narthex**

Straighten materials on large table near bell tower.

Place the three-ring binder with the Prayers of the People on the large table with pen.

Ensure Guest Book is open with a pen available on lectern near door.

## 5:30 pm Saturday Service

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### Preparation for the Holy Eucharist

The 5:30 pm Saturday celebration of the Holy Eucharist is generally scheduled to take place from Memorial Day weekend through Labor Day weekend. The service is intended to take place outside in the Memorial Garden, weather permitting. If the weather is inclement (i.e., it's too hot, too windy, or raining) the service will take place in Bristol Hall.

### Green Plastic Tray

Place the following items on the tray:

- Medium-sized wood, free-standing cross
- Silver 'Angel' Chalice with Purificator, blue ceramic paten with one unconsecrated Priest's Host, small pall, and corporal
- Brown, covered, ceramic bowl with about fifty unconsecrated People's Hosts
- Plain glass cruet filled with water
- Plain glass cruet filled with unconsecrated wine
- About fifty Bulletins in plastic basket
- Consecrated elements from Aumbry (These three items are to be placed back in the Aumbry following the service):
  - Wine cruet,
  - silver ciborium, and
  - brown ciborium with gluten-free People's Hosts

Place the tray on the counter in the Sacristy near the hallway door.

## 8:00 am Sunday Service

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### Setup for the Holy Eucharist

The eight o'clock Sunday morning service is generally celebrated year round and takes place in the church.

### North Credence Table



Place white, linen cloth on top shelf

Place the two wood Alms Basins on the lower shelf

### Altar

Place the Communion 'Stack' on the Fair Linen—centered and toward the front.





The Communion 'Stack' for this service includes, in order beginning at the bottom:

- Pewter Chalice



- Purificator
- Paten (with or without engraved cross) with Unconsecrated Priest's Host



- Large Pall
- Chalice Veil
- Burse with Corporal and one extra Purificator inside

## South Credence Table

Place white, linen cloth on top shelf



From left to right, place the following items on the top shelf of this Credence Table:

- Small, silver bread box with about fifty (50) unconsecrated People's Hosts inside,
- Small, silver Pyx with two gluten-free, unconsecrated People's Hosts inside,
- Small, cut-glass cruet filled with water with handle toward the wall,
- Small, cut-glass cruet filled with unconsecrated wine with handle toward the wall,
- Silver Lavabo Bowl and Lavabo Towel



Place the Altar Book and Stand on lower shelf of this Credence Table with Book towards the wall.

### **Cleanup Following the Service**

Place the Alms from this service into one of the blue bank bags located in the small, free-standing, white table in the Sacristy.

Remove all communion ware from the Chancel, clean, and return to storage.

Please check the following:

- Service candle lighters/snuffers as needed, including: clean, fill with oil (oil in cupboard over large counter), and change wick, as needed.
- Brass Communion Railings should be buffed with a soft cloth to remove smudges/finger prints, etc.
- Make sure all surfaces are free of dust.
- Add water to flowers on Altar and in the Baptismal Font in Narthex, as needed.

# 10:15 am Sunday Service

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## Setup for the Holy Eucharist

The Ten Fifteen Sunday morning service is generally celebrated year round and takes place in the church.

### North Credence Table

Place white, linen cloth on top shelf



Place the two Silver Alms Basins nested in the large Silver Collection Basin on the lower shelf

### Altar

Place the Communion ‘Stack’ on the Fair Linen—centered and toward the front.



The Communion 'Stack' for this service includes, in order beginning at the bottom:

- Large, Sterling Silver Chalice



- Purificator
- Paten with Unconsecrated Priest's Host



- Large Pall
- Chalice Veil
- Burse with Corporal and one extra Purificator inside

### **South Communion Rail**

Place Chasuble over Communion Rail with opening toward the Chancel and 'label side' up

## South Credence Table

Place white, linen cloth on top shelf



From left to right, place the following items on the top shelf of this Credence Table:

- [Leave space for the large, silver bread box],
- Small, silver Pyx with two gluten-free, unconsecrated People's Hosts inside,
- [Leave space for the large, silver pitcher],
- Crystal cruet filled with water with handle toward the wall,
- Silver Lavabo Bowl and Lavabo Towel
- Second, Silver Chalice with Purificator

Place the Altar Book and Stand on lower shelf of this Credence Table with Book towards the wall.

## Narthex

Straighten materials on large table near bell tower.

Place the three-ring binder for the Prayers of the People on the large table with pen.

Ensure Guest Book is open with a pen available on lectern near door.

Place the following items on the Oblation Table:



- White, linen cloth on top,
- Large, silver bread box with about one hundred twenty-five (125) unconsecrated People's Hosts inside,
- Large, silver pitcher with about two cups of unconsecrated wine.

## Cleanup Following the Service

Remove both Credence Table and Oblation Table linens to storage under Altar.

Remove all communion ware from the Chancel, clean, and return to storage.

- Pour any remaining wine in Chalices into the Piscina

Return any unconsecrated People's Hosts to their containers.



Return Chasuble to closet in Sacristy.

Please check the following:

- Service candle lighters/snuffers as needed, including: clean, fill with oil (oil in cupboard over large counter), and change wick, as needed.
- Brass Communion Railings should be buffed with a soft cloth to remove smudges/finger prints, etc.
- Make sure all surfaces are free of dust.
- Prepare Altar Flowers for delivery as requested. If the Altar Flowers will not be delivered to others, add water to flowers on Altar and in the Baptismal Font in Narthex, as needed. All Flowers remaining should be discarded after the Wednesday service.

Turn off all the lights.



## 8:30 am Wednesday Service

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### Setup for the Holy Eucharist

The 8:30 am Wednesday service is generally celebrated year round and takes place in the church.

### North Credence Table

No Set-Up required.

### Altar

Place the Communion ‘Stack’ on the Fair Linen—centered and toward the front.

The Communion ‘Stack’ for this service includes, in order beginning at the bottom:

- Pewter Chalice



- Purificator
- Paten (with or without engraved cross) with Unconsecrated Priest’s Host



- Large Pall
- Chalice Veil
- Burse with Corporal and one extra Purificator inside

### South Credence Table

Place white, linen cloth on top shelf



From left to right, place the following items on the top shelf of this Credence Table:

- Small, silver bread box with about twelve (12) unconsecrated People's Hosts inside,
- Small, silver Pyx with two gluten-free, unconsecrated People's Hosts inside,
- Small, cut-glass cruet filled with water with handle toward the wall,
- Small, cut-glass cruet filled with unconsecrated wine with handle toward the wall,
- Pewter Lavabo Bowl and Lavabo Towel

Place the Altar Book and Stand on lower shelf of this Credence Table with Book towards the wall.

### Cleanup Following the Service

Remove Credence Table linen to storage under Altar.

Remove all communion ware from the Chancel, clean, and return to storage.

- Pour any remaining wine in Chalice into the Piscina.
- Pour any remaining wine in Cruet back into wine bottle.

Return any unconsecrated People's Hosts to their containers.

Please check the following:

- Make sure all surfaces are free of dust.
- Discard any remaining Altar and/or Font Flowers.

Turn off all the lights.

## **Home Communion Kit**

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The Rector will maintain his personal Home Communion Kit.

Any linens that need to be laundered, pressed, and returned to the Sacristy will be left next to the sink in the Sacristy.

## Duties for a Baptism

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Place the Paschal Candle next to the Pulpit.

Place the rectangular table from hallway next to the Paschal Candle.

Place the portable Baptismal Font next to the rectangular table.

Place on the rectangular table:



- A Credence Table linen.
- One Baptismal Towel per child to be baptized.
  - The Baptismal Towels are the ones embroidered with a shell.
- One Baptismal Candle per child to be baptized.
  - Remove Baptismal Candle from packaging.
- One Purificator with the following on top of it:
  - The opened silver oil-stock of Chrism (oil for baptism).
    - The Chrism is in a black, leather box in the Aumbry.
  - The silver Shell.

Place two full glass-pitchers of water in the Baptismal Font.

On Sunday morning, place the glass pitcher filled with hot water on the rectangular table.



# Duties for a Wedding

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## Set-Up

Liturgical Color is white.

- Use the 'IHS' hangings

Place the wedding kneelers at the center of the Communion Rail.

If there is to be Holy Communion, set-up as for a 10:15 am Sunday Service.

The floral arrangements that are to be in the church are limited to the following:

- Altar
- Font
- Pew Aisles

Clear the large table in the Narthex of any unneeded materials. Place them in the Bell Tower.

## Cleanup Following the Service

Change the liturgical hangings back to the seasonal color, if necessary.

Store the wedding kneelers.

If the service included Holy Communion, use the 'Clean-Up' procedures in the 10:15 am Sunday Service instructions.

If the wedding flowers are not to remain for the Sunday services, have the wedding party take the flowers with them. Then, put the Altar/Font flowers in place for the next service.

Remove and discard any remaining materials (e.g., leaflets, flower petals, etc.) from the wedding.

Return any materials previously removed from the large table in the Narthex.

Tidy-up, as necessary.

Turn off all the lights.

# Duties for a Burial

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## Set-Up

Liturgical Color is white.

- Use the 'IHS' hangings

Place the Paschal Candle centered on the red carpet between the Lectern and the Pulpit.

If there is to be Holy Communion, set-up as for a 10:15 am Sunday Service.

The floral arrangements that are to be in the church are limited to the following:

- Altar
- Font

Any other flowers are to be placed in Bristol Hall, if there is to be a repast, or in the hallway near the restrooms.

Clear the large table in the Narthex of any unneeded materials. Place them in the Bell Tower.

## Cleanup Following the Service

Change the liturgical hangings back to the seasonal color, if necessary.

If the service included Holy Communion, use the 'Clean-Up' procedures in the 10:15 am Sunday Service instructions.

If the burial flowers are not to remain for the Sunday services, have the family take the flowers with them. Then, put the Altar/Font flowers in place for the next service.

Remove and discard any remaining materials (e.g., leaflets, tissues, etc.) from the service.

Return any materials previously removed from the large table in the Narthex.

Tidy-up, as necessary.

Turn off all the lights.



## Appendix

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# LITURGICAL COLORS

## THE CALENDAR OF THE CHURCH YEAR

### SUNDAYS AND PRINCIPAL FEASTS

<u>COLOR</u>	<u>OCCASION</u>
Blue	Advent Season The First Sunday of Advent  The Second Sunday of Advent The Third Sunday of Advent The Fourth Sunday of Advent
White	Christmas Season The Nativity of our Lord Jesus Christ (Christmas Day), December 25 The First Sunday After Christmas Day The Holy Name of our Lord Jesus Christ, January 1 The Second Sunday After Christmas Day
White	Epiphany Season The Epiphany, January 6 The First Sunday After The Epiphany: The Baptism of Our Lord Jesus Christ
Green	The Second Sunday through the Eighth Sunday After The Epiphany
White	The Presentation, February 2 The Last Sunday after The Epiphany (The Transfiguration)
Purple	Lenten Season Ash Wednesday The First Sunday in Lent The Second Sunday in Lent The Third Sunday in Lent The Fourth Sunday in Lent The Fifth Sunday in Lent
Red	Holy Week The Sunday of the Passion: Palm Sunday

**COLOR**

**OCCASION**

Red

Monday in Holy Week  
Tuesday in Holy Week  
Wednesday in Holy Week

White  
No Color: Altar is  
stripped

Maundy Thursday  
Good Friday  
Holy Saturday

White

Easter Season  
The Great Vigil of Easter  
The Sunday of the Resurrection: Easter Day  
Monday in Easter Week  
Tuesday in Easter Week  
Wednesday in Easter Week  
Thursday in Easter Week  
Friday in Easter Week  
Saturday in Easter Week  
The Second Sunday of Easter  
The Third Sunday of Easter  
The Fourth Sunday of Easter  
The Fifth Sunday of Easter  
The Sixth Sunday of Easter (Rogation Sunday)  
Ascension Day  
The Seventh Sunday of Easter

Red

The Day of Pentecost (Whitsunday)

White  
Green

The Season After Pentecost  
Trinity Sunday  
The Second Through the Twenty-Seventh Sunday  
After Pentecost

White  
White  
White  
White

The Transfiguration, August 6  
All Saints' Day, November 1  
The Sunday After All Saints' Day  
The Last Sunday After Pentecost (Christ the King)