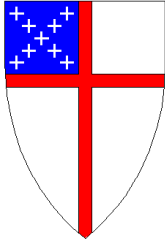


Trinity Parish Manual, January 2017
Appendix H: Altar Guild Manual, February 2018



**TRINITY EPISCOPAL CHURCH
TRUMBULL, CONNECTICUT**

ALTAR GUILD MANUAL

Altar Guild Manual **General Instructions**

1. Begin your work with quiet prayer.
2. Check the bulletin board in the Sacristy for any special instructions.
3. Check the Church Calendar on the Sacristy bulletin board for the proper color for hangings, burse, and veil. All pieces, except the large frontals for the Altar, are in the sacristy drawers.
4. Copies of the Sunday Bulletin should be on the counter. Place one bulletin on the Altar in front of the Missal Stand.
5. Dust the Retable, candlesticks, Altar rail, and Credence Table. Remove the dust covers, fold and hang them in the sacristy closet on the front rack.
6. Check the oil levels in all candles. Candles should be filled to within ½” of the top each week. **Do not adjust the wicks.** They must remain at an established height.
7. If flowers have not been delivered, place large brass pot on Retable and fill with artificial flowers and/or greenery. If flowers have been delivered, place them in the pot.
8. Place the large Alms basin on the shelf under the Lectern.
9. For 8am, make sure the red **Book of Gospels** is on the left corner of the Altar. For 10am, put the Gospel Book in the Church Office on the table. When there is only one service, follow the directions as for the 10am service, however, if there is no book bearer, follow the directions as for 8am.
10. In the Narthex, place the two offering plates on the blue pew and place a linen cloth on the Table of Offerings.
11. Place a linen credence cover on the Credence Table in the church. Place items on the Credence Table as per Figures 1 and 2.
12. On the Altar, at the center, place a circle of clear plastic approximately 1” back from the edge of the Altar. Place the Corporal over this. Corporal should be placed so that it folds in, with the cross at Altar edge, as per Figure 3. Veiled Chalice should be placed in center of Corporal, but slightly back.
13. To the right of the Corporal, place the Altar Book on its stand and needlepoint pad. Book should be open to the appropriate liturgy (see bulletin). One full copy of the bulletin should be placed in front of the bookstand.
14. Place the Eucharistic candles on either end of the Altar, centered from front to back and about 6” in from the edge. Remember to wear white gloves. Place the triple candelabra on the Retable on either side of the cross with the tallest candles closest to the Cross. No Eucharistic candles are placed on the Altar if the Eucharist is not being celebrated.
15. Open the Lectionary Book to the appropriate readings (see bulletin).
16. On the Hymn Board, post the day on the top line (such as Pentecost 3, Advent 2, etc.).
17. Spread a linen towel on the counter in the Sacristy. On it, place two purificators, one pall, one large (5”) Priest’s Host, and 100 wafers (counted and marked). Cover with embroidered communion veil which is in the box in the second drawer of the Sacristy.
18. Continue with: Specific Instructions.

19. Then go to: After Services.

Specific Instructions

Communion Ware will be used as follows: Ceramic for Advent, Epiphany 2 through Lent 5, and the Sundays after Pentecost. Gold for Christmas Eve through Epiphany, Palm Sunday through Trinity and all weddings, funerals, and confirmation.

For Ceramic:

1. 8am: On the Altar, place a Chalice on the Corporal and cover it with a Purificator. Place a large Priest's Host on the Paten which is then placed on the Chalice. Place a Pall on the Paten and cover with Veil and Burse. The Burse should contain only two Purificators.
On the Credence Table, place the small glass cruet (1/2 filled with water) with the handle to the wall, on the left of the table. In front of this, place the ceramic Lavabo Bowl, with towel laid underneath. In the center of the table, place the ceramic Bread Box containing 20 People's wafers. On the right, place a glass cruet (1/2 filled with wine), with the handle facing the wall.
2. 10am: set Altar as at 8am.
On the Credence Table, place cruets and Lavabo Bowl as at 8am. In the center of the table, place the second ceramic Chalice with a Purificator.
On the Table of Offerings (in the Narthex), place a full glass cruet of wine and the ceramic bread Box containing 100 People's wafers. The Bread Box should be covered.
3. When there is to be only one service, follow directions as for 10am.

For Gold:

1. 8am: Set Altar as for ceramic. Note: Check to see that Chalice placed on Altar has wide mouth – this one fits best with the Paten.
Set Credence Table as above, except using gold lavabo Bowl and Gold Ciborium (filled with 50 People's wafers) in place of Bread Box.
2. 10am: Set Altar as above. Set Credence Table as above with substitutions including gold Chalice. Use glass cruets. Note: Use gold cruets for wine only!
On Table of Offerings, place gold cruet filled with wine and Ciborium filled with 150 People's wafers.
3. When there is to be only one service, follow directions as for 10am.

Special Services and Settings

1. **Advent:** place brass Advent Wreath fixture in stand next to Lectern. Candles should be checked each week and cleaned as necessary.

2. **Christmas:** make sure there is an extra roll of wafers on the Credence Table on Christmas Eve. Place Processional Torches in their stands at either side of the Altar. The Processional Cross decoration and Advent Wreath should be removed by the 6th of January – the Epiphany.
3. **Lent:** all crosses should be veiled in purple on Ash Wednesday. On Palm Sunday, veils are changed to red and then are removed after the Maundy Thursday liturgy. Veils are found in top drawer of Sacristy. The Litany Desk should be placed in the front of the center aisle, just below the step up to the Sanctuary, on Ash Wednesday where it remains until Palm Sunday. After the Maundy Thursday liturgy, the Altar will be stripped of all appointments and paraments.
4. **Easter:** place Processional Torches in their stands on either side of the Altar. The Paschal Candle should be in its stand, next to the Pulpit from Easter Eve to Pentecost. After Pentecost, Paschal Candle is moved to behind the Baptismal Font.
5. **Baptisms:** remove the top of Font and place it in the Chapel. Place metal bowl inside Font, with a baptismal towel for each person to be baptized (see bulletin) draped over the rear edge. Baptismal shell should be placed in center of bowl. Cover table placed in front of pew closest to the Font, with a Corporal. On table, place tankard filled 2/3 with warm water and small glass cruet of oil from Aumbry (over Credence Table). Be sure to check oil level in Paschal Candle. Canister should be at least ½ full.
6. **Weddings:** Altar should be set in white. Place the Litany Desk in the front of the center aisle, just below the step up to the Sanctuary. Set up for Communion using gold as for 8am (when requested); otherwise Altar should be bare except for small silver plates on each end of the Altar at the front. Post only seasonal name card (Pentecost, Easter, etc.) on the Hymn Board. When requested, Unity Candle should be placed in the Sanctuary adjacent to the Pulpit.
7. **Funerals:** Altar should be set in white. Place white funeral pall on rail in Narthex. Set up for Communion using gold as for 8am when requested, otherwise leave Altar bare. Paschal Candle should be placed in the center of the opening in the Altar Rail. If hymns have been requested, post them on the Hymn Board along with the seasonal name. The posting of the hymns is not necessary if a full service bulletin is used.
8. **Confirmation:** Altar should be set in white. Set up for Communion using gold as for 10am. Processional torches and stands should be set up on either side of the Altar.

After Services

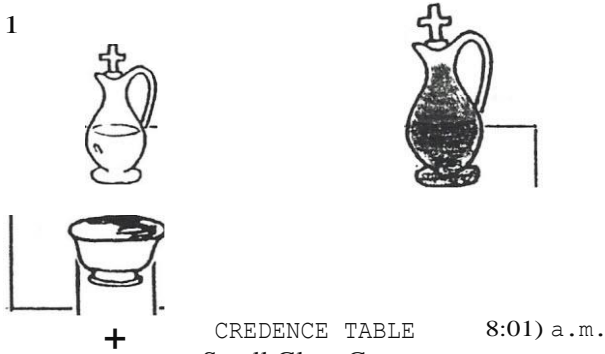
1. After 8am Eucharist, remove the Offering Plate from under the Credence Table. Bundle the collection and place it in the zippered bank bag found in the second drawer of the green file cabinet in the church office. Return the Offering Plate to the Narthex with others.
2. Remove Chalice, Paten, and soiled Purificator from Altar. Remove Lavabo Bowl and soiled towel from the Credence Table.

3. If there is a stain on any linen, soak it in hot water, then squeeze it out and hang it to dry on the rack under the sink. Water from the Lavabo Bowl and glass cruet should be **poured on the ground outside**.
4. Rinse out all vessels from the Altar, then thoroughly wash all vessels and dry.
5. After 10am Eucharist, clear Altar, Credence Table, and Table of Offerings. **Note:** Any wine left on the Altar is **consecrated** and should be poured into the glass cruet in the Aumbry above the Credence Table. If this cruet is full, pour old wine onto the ground and refill the cruet with the **newly consecrated wine**.
6. The collection is given directly to the Treasurer or Associate Treasurer. The Alms Basin and Offering Plates are stored in their bag underneath the Sacristy counter top.
7. Leave the name of the season at top of the Hymn Board.
8. Replace the dust covers on Altar, Pulpit, and Lectern. Leave all lights turned off. During the Easter season, extinguish the Paschal Candle if it is still burning.
9. Rinse any stained linens (as above). Rinse and then wash/dry all vessels. Store vessels in the cabinets above the counter top. Gold vessels are stored on the top shelf. **Do not lock** the safe.
10. Put away all hangings and unused linens. If **unconsecrated** wine is left, pour it back into the bottles in the closet. If supplies of any necessary items seem to be low, please leave a note on the counter.
11. Check to be sure that all closets, cabinets, and doors are closed.

Care and Fueling of the Oil Candles

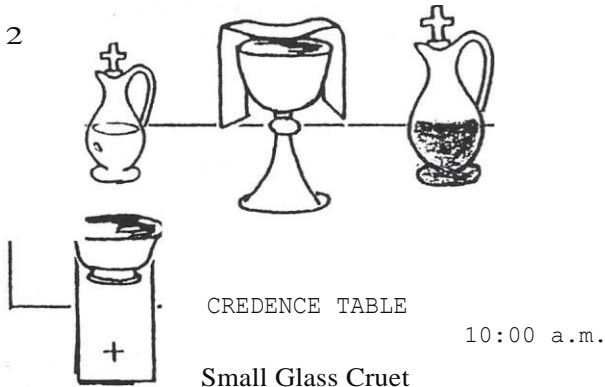
1. All candles should be checked when setting up for the 8am service.
2. Carefully unscrew the brass follower, lift it off slightly and check the oil level. The oil should always be filled to within ½” of the top – no more, no less.
3. To fill the candle, take one of the squirt bottles of oil from the Sacristy closet and carefully squirt oil into the candle while holding follower (with wick) slightly up and away from the candle. **NEVER TAKE THE WICK ENTIRELY OUT OF THE CANDLE!** It is difficult to get the wick back in once it has been removed – especially when it is dripping with oil – this is also messy.
4. Screw the follower back onto the candle and wipe all oil off of the candle with a paper towel.
5. **DO NOT – UNDER ANY CIRCUMSTANCES – TRY TO LENGTHEN THE WICK!** When oil is running low and the flame burns poorly, pulling out the wick will not help. The only solution to a poorly burning candle is to replenish the oil. The wicks have been preset to a particular height. If you tamper with this setting, you will have either a flaming torch or hardly any flame at all. The wicks should be replaced about once a year. They are available from the Kerry Candle Co. Address and phone number are in the church office.
6. The Paschal Candle is filled differently. Remove the brass follower. Pull out the brass canister. The neck around the wick unscrews so that the canister may be filled. Again, do not remove the wick entirely from the canister.
7. Candlesticks in the Chapel should be checked on the first week of each month.
8. Processional Torches should be checked just before major Holy Days.

Fig. 1



8:01) a.m.
 CREDENCE TABLE
 Small Glass Cruet
 1/2 Full of Water
 Lavabo Bowl and. Towel
 Bread Box w/ 20 Wafers
 Small Glass Cruet
 Full of Wine

Fig. 2



10:00 a.m.
 CREDENCE TABLE
 Small Glass Cruet
 1/2 Full of Water
 Lavabo Bowl and Towel
 Chalive w/ Purificator & Paten
 Small Glass Cruet
 1/2 Full of Wine (from 8 a.m.)

Fig. 3

