

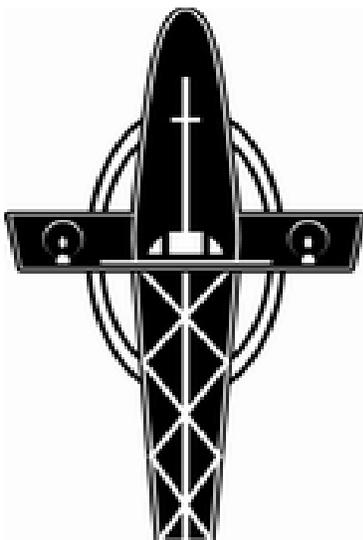


HANDBOOK FOR ALTAR GUILDS

Revised 2014
(Former versions entitled
“Altar Guild Manual”)



The Episcopal Diocese of *Texas*



The National Altar Guild Association (NAGA)

The purpose of the National Altar Guild Association (NAGA) is to assist parish, diocesan, and provincial altar guilds through information, resources, and communication, including a quarterly newsletter—the EPISTLE

www.nationalaltarguildassociation.org

National Altar Guild Prayer

Most gracious Father Who has called me Your child to serve
in the preparation of Your Altar, so that it may be a suitable place
for the offering of Your Body and Blood;
Sanctify my life and consecrate my hands so that I may worthily handle
Those Sacred Gifts which are being offered to You.
As I handle holy things, grant that my whole life may be illuminated
and blessed by You, in whose honor I prepare them,
and grant that the people who shall be blessed by their use,
May find their lives drawn closer to Him Whose Body and Blood
is our hope and our strength, Jesus Christ our Lord. AMEN.

Oh Padre bondadosa, que has llamado a tu hija(o) a servir en la
preparación de Tu Altar,
para que sea un lugar digno para la Ofrenda de Tu Cuerpo y de
Tu Sangre;
Santifica mi vida y consagra mis manos para que de esta manera
yo pueda encargarme
dignamente de estos Dones Sagrados que te ofrecemos.
Mientras sujeto estos santos objetos, concede que mi vida sea
iluminada y santificada por
Ti, en cuyo honor los preparo, y permite también que el pueblo
bendecido por su
participación, se una más a Él, Cuyo Cuerpo y Sangre son
nuestra esperanza y nuestra
fortaleza, Jesucristo nuestro Señor. Amén.

*The Rt. Rev. E. Don Taylor
Vicar Bishop of New York City, All Saints' Day, 2002*





The Rt. Rev. Leopoldo J. Alard, D.D.

**In Memoriam
Bishop Suffragan**



Dedication

This manual is dedicated to all the men and women who serve so many hours silently behind the scenes, ensuring the Eucharist can be celebrated without distraction.

I would like to especially thank the Rt. Rev. Rayford High, Bishop Suffragan, for all his support and help answering the myriad of questions that come up. To Denise Cluelow, Katrina Packard, and Georgia Strickland, thank you for all your help and support these last three years.

The Rev. Jerry Kramer, Church of the Annunciation, New Orleans, Louisiana, has been an inspiration to me from his journey in Africa to his latest ministry at Annunciation in the wake of Hurricane Katrina. He has taught me many things, but perseverance and faith in the face of adversity has been the greatest gift. It has been a great reminder that life is not necessarily quiet.

Last but certainly not least, a huge thank you to Elaine d'Lys McClurkan for getting this manual into the new format, and Amalia Cristina Sung for translating the new handbook into Spanish. Their help, ideas, and inspiration flowed to make this revision possible.

God's peace,

Connie Hudson, Director
Diocese of Texas Altar Guild
2003-2006



Handbook for Altar Guilds

Episcopal Diocese of Texas

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Diocese of Texas Altar Guild Cross

The Diocese of Texas Altar Guild Cross was presented to the Diocesan Altar Guild at the ECW Annual Meeting in the fall of 1994. It was designed by Jeep Collins, a jewelry maker in Fredericksburg, Texas. He proposed several designs for the cross after talking with the then new Diocesan Altar Guild Director, Dolly Bush.

Dolly told of the joys of the ministry that Altar Guild members give at their Lord's altar each week. He said it sounded as though Altar Guild members were God's angels here on earth who serve God's altar; hence the design. After several small revisions of the design the cross was created.

The Diocese of Texas Altar Guild Cross is 3 inches tall; the border and the altar with the angels serving at each end are silver, the remaining part of the cross is brass. This cross is passed on from each Diocesan Altar Guild Director to the next, and was given to the glory of God and the Diocese of Texas by Dolly and Warren Bush.

The central design of the Altar Guild Cross is the logo of the Altar Guild of Texas. It is available as a pin in 3 sizes for:

- Altar Guild Directors,
- Past Altar Guild Directors,
- Altar Guild Members.

Order Altar Guild Pins from the Diocesan Altar Guild Director.



THE ALTAR GUILD

Membership

All men and women who have been confirmed in the Episcopal Church are eligible for Altar Guild work. Membership in the guild should be at the invitation of the rector or vicar. Because of the high privilege of serving in God's sanctuary and at His altar, the priest will choose those whom he or she feels have shown a deep love for our Lord, his Church, and altar.

The attitude that Altar Guild members bring to their work is all-important. With sincere devotion of mind and body, they should strive to make their service an acceptable offering to our Lord. Altar Guild members will not need praise for their work nor be depressed by correction and guidance, but will make their Christian witness with quiet rejoicing.

Altar Guild members make their work a sacred duty, and their acceptance of the priest's invitation is the indication of their willingness to work under the priest's directions and guidance. Altar Guild members will leave personal feelings outside the sacristy, and as Christians they will bring tact, composure and tolerance to their work. All suggestions and ideas are properly directed to the priest for his or her consideration, acceptance, or rejection. It is the priest's responsibility to make final decisions, and the success or failure of them is the priest's.

A person who has accepted membership in an Altar Guild will need to have education procedures and terminology. The Director should pair an experienced member with a new member to provide training and instruction. Every member must be thoroughly familiar with the following:

1. The names of all parts of the church.
2. Church season and colors.
3. Names of vestments, linens, and sacred vessels.
4. The most widely used church symbols.
5. The parish procedures in making ready for any sacrament or office of the church.

Even though the services at a mission may be few and irregular, there is an immediate need for an Altar Guild to:

1. Take care of the sacred vessels, vestments and linens.



2. Prepare for services of worship.
3. Provide necessary articles to be used at the Eucharist.
4. Attend to the housekeeping of the church.

The vicar or priest-in-charge is the head of this Guild, just as the rector of a parish is the ex-officio director of the Altar Guild. The priest appoints a Director to serve for one to two (1-2) years. His/her duty is to carry out the priest's directions pertaining to the work of the Altar Guild.

Attitude of Members on Duty

Reverent

Take the work as coming from the Lord. Offer it to Him. Do it for Him. Leave it with Him. Kneel at the chancel rail for a few moments of silent prayer. "This work is for God's house. May I do it worthily."

Quiet

All work about the altar should take place when the church is empty of persons. After the service do not enter the sanctuary until most of the people have left the nave of the church. If the priest vests in the sacristy, see that he has privacy before and after the service in which to collect his thoughts and say his prayers. There should be no sign of confusion or hurry in an act of devotion.

Prompt

All preparation for a service should be completed at least fifteen minutes before the service begins. When services are set close to each other do your best to get the sanctuary set up as quickly and efficiently as possible.

Considerate of Others

The Director should be sure all members understand their duties and the exact time the work is to be done. No member should fail to do his/her assigned duty.

When a worker is unable to serve, she or he should arrange for another member to be their substitute and be sure to notify the team captain and the Director. All members should be loyal to the Altar Guild ministry, the rector, the parish, and the church. They should cooperate



at all times, remembering that their service is to God.

Duties

With the help of the priest, the Director should put into writing the duties to be performed by the members. The following outline may be used as a guide. This guide is just a simplified set of instructions. **This manual is available to all churches through the EDOT Altar Guild Director and can also be accessed through www.epicenter.org/altarguild. Each EDOT church/mission has permission to make copies for their Altar Guild members.**

On Saturday

1. Clean and dust the sanctuary.
2. Polish unlaquered brass appointments and silver only as needed (2-3times per year)
3. Prepare candles for use.
4. Prepare vessels used for the Eucharist.
5. Prepare fresh linens and clergy vestments for use.
6. Set up the sanctuary for the Eucharist:
 - a. Seasonal hangings.
 - b. Altar linens.
 - c. Fresh flowers.
 - d. Service book (missal)

On Sunday

1. For the Eucharist, arrange all vessels and linens.
2. For Morning Prayer, mark the lesson in the Bible.
3. Cleanse and put everything away immediately after services, and consult the clergy about taking altar flowers to the sick of the church.

On Weekdays

1. Prepare for any weekday service.
2. See that all vestments and appointments are in good repair.



3. Launder linens and vestments.
4. Do any pressing that is necessary.

The Director Plans the Year's Schedule

1. Training Program
2. Budget
3. Special Committees:
 - a. Decoration
 - b. Supplies
 - c. Needlework
4. Attend Rector's staff/liturgy meeting to be aware of activities going on the worship space.

The number of times the Altar Guild meets depends on its needs. If most of the members are new, the training program will require frequent meetings. There are many excellent manuals written by Altar Guilds of various dioceses. Those listed below are generally available in various church bookstores.

1. *A Working Manual for Altar Guilds, 3rd Edition, Dorothy C Diggs*
2. *The Complete Training Course for Altar Guilds, B. Don Taylor*
3. *An Altar Guild Manual, Edith Weir Perry*
4. *The Altar Guild Book, Barbara Gent and Betty Sturges*
5. *The Altar Guild Handbook, Marion J Hatchett and Anne K LeCroy*
6. *Good Housekeeping for Churches, Katharine M McClinton*
7. *A Parson's Handbook, Percy Dearmer*
8. *Worship Without Words: The Signs and Symbols of Our Faith, Patricia S Klein*
9. A series of booklets dealing with the life and work of the parishes of the Episcopal Church, prepared by the laity and clergy of the:
Associated Parishes, PO Box 814, Alexandria, VA 22313.
10. The Book of Common Prayer and Hymnals are ordered from the:
Church Hymnal Corporation, 445 Fifth Avenue, New York, NY 10016



General Information

How to Contact your Altar Guild Director

Write:	OnLine:	Diocesan Altar Guild Director:
Episcopal Diocese of Texas 1225 Texas St. Houston, TX 77002 800-318-4452	www.epicenter.org/altarguild	Ellen Cook 2015-2018 281-488-8063 edgc43@gmail.com
Austin Office	510 Rathervue Place P.O. Box 2247 Austin, TX 78768-2247	800-947-0580 512-478-0580
Tyler Office	2695 South SW Loop 323 Tyler, TX 75701	888-579-6012 903-579-6012
Regional Altar Guild Representatives:		
<u>Galveston, East Harris, Southwest, West Harris</u>	<u>Northeast, San Jacinto, Southeast</u>	<u>Austin, Central, Northwest</u>
Rebecca Robertson	Denise Cluelow	Mary Ann Conkel
281-782-6229 beccazicka@mac.com	409-962-9431 dclue97@gt.rr.com	512-925-9758 maconkel@gmail.com
William Kennard	Ginnie Rotsch	Katherine West
979-248-7850 williamkennard@hotmail.com	409-962-6909 ginnierotsch@yahoo.com	512-864-1769 kaswest2@msn.com

For New Missions and Established Churches

This handbook is intended to be an aid to all Altar Guilds. Although the context assumes a new mission church, the principles expressed here are applicable to all churches, even the most elegantly furnished and long established.

This section contains suggestions that many have found useful in their service at the Lord's table. It is not intended to set down hard, unbreakable rules.



Altar and Appointments

When selecting articles for your chancel, simplicity should always be your ideal. When there is little money with which to make purchases, acquire plain, simple things; they are quite acceptable, and many times they are more meaningful.

For the celebration of the Holy Eucharist a table may be used for the altar. However, the ordinary table height of 30 inches is too low; a height between 36 and 39 inches is preferable. If you use a riser of some sort be sure the legs of the table are secure and stable. Never permit the table which is used as the altar to become a dumping place for personal belongings.

The Holy Table is spread with a clean white cloth during the celebration. (BCP Page 406)

A set of communion linens can usually be borrowed from the Diocesan Altar Guild.

Under the supervision of the Diocesan Altar Guild Director, your Diocesan Altar Guild maintains a **Loan Closet**. Parish and mission guilds are urged to contribute to this closet any linens, hangings, candlesticks, cruets, or any useful items which their church no longer needs. These appointments may in turn be borrowed by the guilds of mission churches. The Loan Closet is located at Camp Allen.

Silver and Brass

A silver chalice and paten are usually given to new missions by the Diocesan Daughters of the King. Until these are received, you may use any goblet and plate of silver plate, glass or pottery. They do not have to fit together in the way that a regular chalice and paten fit.

For the communion wafers and for wine and water use any small appropriate bottles and box or bowl.

Alms basins can be a wooden plate, a nice straw basket, or a silver plated, flat serving bowl.



If you do not have a baptismal font a deep basin of glass or silver plate, for example a Revere bowl, may be used for baptisms. A Purificator may be used as a baptismal towel.

The “Holy Table” (altar) will look much more church-like if a cross is provided to go behind or above, not on, the altar. A well made wooden cross is appropriate. A cross hung on the wall above the height of the officiant’s head will be correct and not crowd a small altar.

Candles

A simple pair of candlesticks for Eucharistic candles should rank high on your list of appointments to make people feel at home in their church. The same caution applies in selecting these candlesticks as in selecting your cross. Do not expect to use them in your permanent church, as the proportions and design will probably not be appropriate. Inquire whether there may be a pair of candlesticks suitable for your temporary use in the Diocesan Loan Closet.

Before you buy candles we urge you to read the section in this handbook on “Candles and their Care”.

Placement on Altar

The corporal is centered between the ends of the altar, with the ‘good’ side up and with the front hem, where the embroidered design is, toward the priest and at the edge of the fair linen. Place the vested chalice in the middle square of the corporal. The front edge of the chalice veil is in a straight line, parallel to the edge of the altar.

If the vested chalice is to be carried to the altar by the priest, fold the back third of the chalice veil up over the pall, and put a corporal and extra Purificators in the burse. Leave the vested chalice in the appointed place in the sacristy or on the credence table.

Some parishes no longer use a vested chalice.

Et Cetera

The ledge on a service book stand, the missal stand, is almost invariably too narrow. This stand, which holds the altar prayer book, should have a molding or ledge wider than the thickness of the closed service book. Otherwise the weight of the cover will cause the service book to pull out of shape.

Water used to rinse the chalice and paten should be poured directly on the ground. A piscina is a sink that has a drain pipe that goes directly to the ground.



Re-Print Permission and For additional copies of this manual:

The Altar Guild Manual is available to all churches through the EDOT Altar Guild Director. Each EDOT church/mission has permission to make copies for their Altar Guild members.



General Church Supplies

1. C. M. Almy & Son, Inc. www.almy.com/
 Three American Lane
 PO Box 2644
 Greenwich, CT 06836-2644
 800.225.2569
2. The Sacco Company www.saccos.net/home.php
 2323 San Jacinto
 Houston, TX 77002
 713.659.4709 or 800.231.7513
3. Lutheran Church Supply Email: churchsupply@pdq.com
 7011 Lozier St
 Houston, TX 77021
 713.667.8100

Vestments and Hangings

4. Gaspard Inc. www.gaspardinc.com
 200 N. Janacek Road
 Brookfield, WI 53045
 800.784.6868
5. Challwood Studio www.challwoodstudio.com/
 651 East 102 St.
 Brooklyn, NY 11236
 718.257.2977
6. J. Wippell & Company Ltd. www.wippell.com/
 PO Box 468
 1 Main St.
 Branchville, NJ 07826
 877.947.7355



Other Helpful Services

7. A.I. Root Company (candles), or Airco Wine Company, Inc (wine) www.airoot.com
- 623 West Liberty St.
Medina, Ohio, 44256
800.289.7668
- Houston area Convocations: Linda Takacs
mobile- 281-387-1669
Toll free – 800-859-5883
ltakacs@rootcandles.com
- Austin Convocation & San Antonio Area: David Tuttle 800.926.1454
hiscandlelight@peoplepc.com
- Northwest Convocation: John Lingenfelter
amdgil@aol.com
8. Noles Davis Antique Restoration contact Person: James
2707 Manor Way nolesrestoration@yahoo.com
Dallas, TX 75235
214.358.1731
9. Liturgical Arts Service Contact Person: Most Rev. George M. Jachimczyk
Dormition of Mary Eastern Orthodox Christian Monastery
2310 Crescent Park Dr. #505 www.liturgicalartsservice.org/
Houston, TX 77077 bpgeorgemichael@liturgicalartsservice.org
10. BCD Designs www.bcd designs.com/
Bidwell Drake
2939 Jeffcoat
Conroe, TX 77303-5142
936.756.3566
(custom needlepoint designs, finishing, and repairs)
11. Camp Allen www.campallen.org/
18800 FM 362
Navsotoa, TX 77868
936.825.7175



Altar Linens

A young church should not be too impatient to acquire silk altar hangings and vestments. White linen is always appropriate. The seasonal liturgical colors may be observed through the use of markers for the lectern Bible and pulpit falls.

If your church cannot at first afford a full set of colored vestments, the first purchase should be white. White is always an appropriate color for all services.

Your Diocesan Loan Closet may be able to fill your needs temporarily. Contact the Diocesan Altar Guild Director.

When planning the hangings for the altar, pulpit and lectern, choose emblems which are suitable for the season in which they will be used. See page 20, Liturgical Colors and Symbols of the Church Year.

The companies listed as sources for church supplies can be contacted regarding catalogues of linens, silver, candles, vestments, hangings, etc. Included in the list are Texas craftsmen whom the Diocese of Texas Altar Guild has found to be skilled and helpful to many churches.

The following will be more than sufficient for a church having one weekly celebration of the Eucharist.

Essential Items*:

2 fair linen cloths*

2 corporals*

6 purificators*

(more may be necessary if not returned promptly after washing)

Convenient, but not essential:

1 pall

2 post-communion veils, if used

2 credence cloths

2 lavabo towels

1 baptismal towel (a lavabo towel can be used)

1 cere cloth

1 dust cover



1 chalice veil and burse in each color of the church's seasons, if used

Making Altar Linens

Buy pure linen. Consider the most economical width, and be sure to allow approximately 1 inch per yard for shrinkage. Shrink linen by laundering in hot water. Press and measure carefully. Pull threads to mark the dimensions, and cut. All hems should be made using all-cotton fine thread. You can get all-cotton thread at embroidery/needlepoint specialty shops. Use a sharp #8 or #10 quilting needle. All embroidery should be flat so that communion vessels do not tip over.

Fair Linen*

Use linen about the weight of sheeting, and tightly woven. Measure the top of the altar and make the finished fair linen exactly the width of the altar, allowing 1.5 or 2 inches for a hand-turned hem. The length may vary: it may hang almost to the floor or it may be shorter, but it should not hang less than 18 inches from the top edge of the altar. A 3 inch hem is acceptable at the ends, but 2 inch hems on both ends and sides facilitate good mitered corners.

Five crosses, about 2-3 inches in diameter are embroidered on the fair linen: one in each corner about 3 inches from the side and end, and, one in the exact center, which can be a little larger. Use a high quality, white all-cotton embroidery thread. A fine chain stitch or stem stitch is very effective.

If damask with ecclesiastical design is used it does not need to be embroidered.

Corporal*

The corporal is made of good linen, 20 to 24 inches square. It is of the same weight linen as the fair linen, with a hem 1 inch or less, and a cross embroidered in white above the hem in the center front.

The corporal is placed in the burse to be put on the altar by the priest. Or, if the priest prefers, it is placed on the altar by the Altar Guild member.

Purificator*

The Purificator is a square of linen with the narrowest possible hem, and a 1 inch cross



embroidered in the exact center of the square. Most Purificators are 12 inches square.

Purificators are used to wipe the lip of the chalice after each communicant. The Purificator is also used by the priest to cleanse the chalice at the close of the service. After the service the Purificators are rinsed in clear water, then thoroughly washed and pressed. Purificators should be folded by hand, not pressed, into perfect thirds. For the Eucharist, the center third is laid over the chalice under the paten. The length and width of a Purificator should be three times the diameter of the chalice.

Pall*

The pall is usually a 7 inch square of linen stretched over Plexiglas. Plexiglas or acrylic squares can be cut for you at a local glass supplier.

Palls may be purchased at a church supply company. The linen is the same weight as the fair linen, cut 8x15 inches. Lay the Plexiglas square on one end, allowing a 1/2 inch hem for a seam on the sides and one end. Trace with a pencil. Center the embroidery design on the square. When the needlework is completed, fold the piece in half, embroidery wrong side out. Sew the two sides, trim the seams, and turn the linen right side out. Slip the square of Plexiglas into it. It must fit tightly. The edges of the open end are folded in and whip-stitched securely.

The Plexiglas need not be removed for laundering. Soak in mild suds and rinse in clear water. If the pall is badly soiled, use Clorox2. See the laundering instructions, beginning on page 15. The linen will dry smoothly if it fits tightly.

Credence Table Cover

The credence table cover is of linen, similar to the fair linen, and it is shaped to fit the top of the credence table or it may hang down a few inches at each end. It should have a narrow hem, and a small cross embroidered in the center of the front edge.

Baptismal Towel

Baptismal towels are made of fine linen toweling or a medium weight linen. A convenient size is 12 by 18 inches. Turn a narrow hem on both sides and a 1 inch hem at the ends. The design of a shell may be embroidered in the center about 2 inches above the end of the towel. The baptismal towel is folded in thirds lengthwise and once horizontally, and is laid over the side of the font for baptism.



Lavabo Towels

Lavabo towels, also called mundatories, are made the same as the baptismal towels. A 1 inch cross is embroidered in the center of one end of this towel. A towel is placed next to the lavabo bowl when used at the Eucharist.

Cere Cloth

The cere cloth is a protective cloth which goes between the frontal and the fair linen on the top of the altar. Originally the cere cloth was waxed, *cere*, cloth to protect the linen from damage when the stone altars would “sweat”.

Today, ours protects the linen of the frontal and the altar from wine spills. A felt-backed, white vinyl sheet, cut to the size of the mensa (the top of the altar) and placed vinyl side up just beneath the fair linen, has been found to be very effective.

Dust Cover / Protector

The dust cover or protector is a cover to be used on the altar over the fair linen between services. It really is a dust cover! It may be made preferably of heavy linen, but natural linen or cloth in seasonal colors can be used. A cross may be marked on the center of the cloth but is not necessary. The dust cover should exactly fit the mensa (altar top). A clear plastic sheet can be used as a dust cover, but that use is discouraged unless there is some reason to use a plastic drape, such as, for example, a leaky roof.

Burse and Chalice Veil

The burse and chalice veil are usually of silk, but until a church can afford to purchase these in seasonal colors, a firm linen may be used for the burse. The burse is 9x9 inches, and a 24 inch square of linen like the corporal may be substituted for the silk veil. The burse is two 9 inch squares, stiffened with Plexiglas lining. It may have hinges of cord, or simply have the top and bottom tacked together on one edge. The top is usually ornamented with embroidery. A 3 inch cross is a good choice. One again, check the Diocesan Loan Closet.

Post-communion Veil

The post-communion veil is made of thin linen lawn. The size may vary from 12 to 24 inches square. A 21 inch square is a good size. Two can be cut from 2/3 yard of linen, 45 inches wide. Turn the hem 1/2 to 3/4 inches, miter the corners, and overhand hem with very



fine stitches. A 2 or 3 inch cross may be embroidered in the center of the veil. Use a high quality, white all-cotton embroidery thread.

The post-communion veil is used to cover the chalice and paten if they are not immediately removed after the Eucharist. Many churches no longer use the post-communion veil.

Care of Altar Linens

Preliminary Preparation of Linens—Liturgical Rinse

Any linens which have wine, the Lord's Blood, on them should be rinsed with a little water. The water used to rinse should be poured into the piscina when finished. **Only after this liturgical rinsing has been completed are you ready to start the laundering process.**

If there are lipstick stains on the Purificators use a bar of Lava soap or a clear, glycerin soap. Cleaners such as Oxi-Clean work well. Wipe a little on the wet Purificator, and then rub, don't scrub, the linen together gently until all the lipstick has been removed. Rinse thoroughly!

If the wine stains get darker or turn blue with use of water and soap, do not panic—this is due to the chemical nature of the color of red wine, and it is quite harmless.

Laundering Instructions for All Linens

To be certain that there are no longer any stains in the linen fabric, use a dishpan and dissolve a tablespoon or so of Oxi-Clean powder, not liquid, with very hot water. Be sure all the crystals are dissolved before putting the linens into the water. Let them soak for an hour or two; if the stains are still present, then let them soak longer.

Wash the linens using the gentle cycle and low water in your washing machine. Be sure to rinse the linens very well, and then wrap them in a terry cloth towel. Depending on the number of linens, you may wish to use a hand or bath towel. This will absorb excess water.

Removing Wax

If wax gets on the fair linen, first make the wax as hard as possible, use ice or put the linen in the freezer. Then, use your fingernail to scrape off as much as possible. Then with a



paper towel on both sides of the linen, use a very warm iron and press the wax spot. Keep moving the paper towels until there is no more wax being absorbed. Then use Ronson's Lighter Fluid and flush the liquid through the linen into a clean paper towel. Finally, wash the linen as described. If after you have started to press the linen and you see a translucent or opalescent spot, the old wax stain, flush the spot with lighter fluid into a paper towel, and continue to press. The lighter fluid evaporates immediately, and will not harm the linen.

Pressing Linens

Linens should be pressed while very damp, preferably on top of another terry cloth hand towel to protect the embroidered portions. Use a hot iron.

When pressing, be sure not to rip the hem of the linens with the edge and especially the point of your iron. If you tear the hem it is your responsibility to repair the linen. If you are a very poor hemmer you should let your Altar Guild Director know of your problem, and get directions on how to handle the linen.

Using a thick white towel as a cushion on the ironing board, press the wrong side of the linen first. Then turn the linen over and press the good or embroidered side. Now you are ready to fold the linen, which should be very nearly, if not completely, dry.



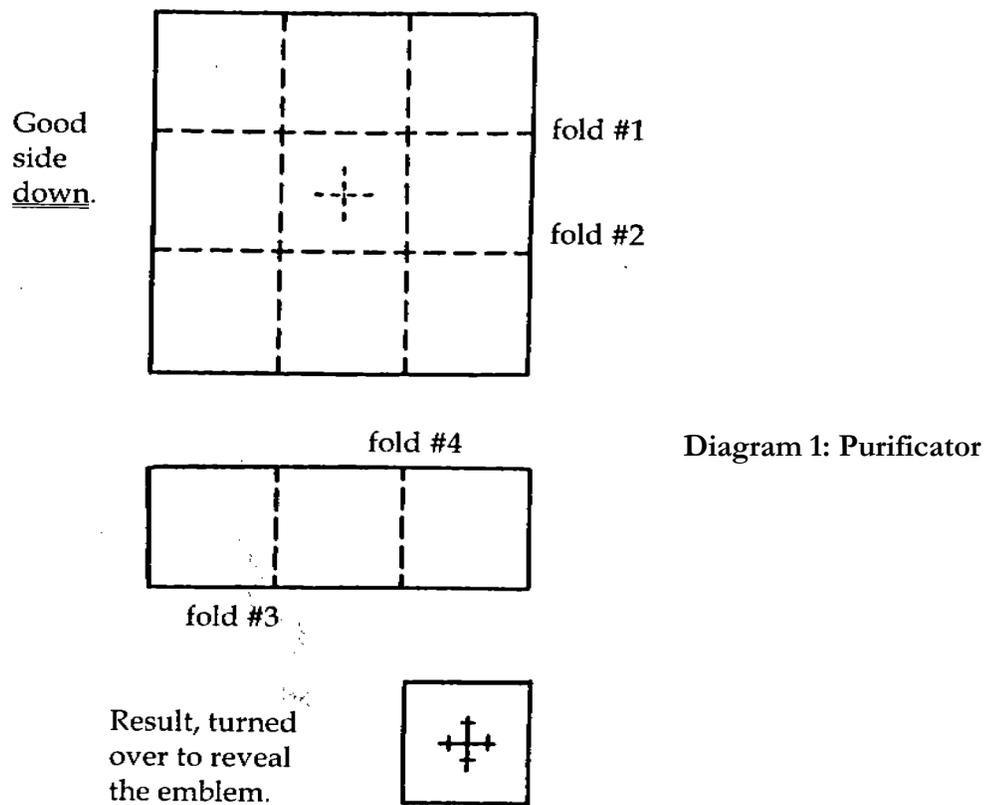
Folding Church Linens

Fair Linen

The fair linen should not be folded, but rolled on a cardboard tube wrapped in tissue paper. A gift wrap paper tube is a good size for this.

Purificators and Oblation Table Covers

The size of these linens is different, but the folding pattern is the same. With the wrong side up, fold the purificator or oblation table cover in thirds: first from the top to bottom, then in thirds from left to right. The result will leave the embroidery on top, on the outside.



Credence Table Cover

The credence table cover should not be folded, but rolled on a cardboard tube wrapped



in tissue paper. A gift wrap paper tube is a good size for this.

Corporal

With the right or good side up and the embroidery emblem toward you, fold the embroidered third of the corporal up one third, and then fold the top third down. Now fold the right side over one third to the left, and then fold the left side over a third. You now have a linen square folded inside out, with the embroidery 'hidden' on the inside. When unfolded on the altar, the embroidery will be right side up.

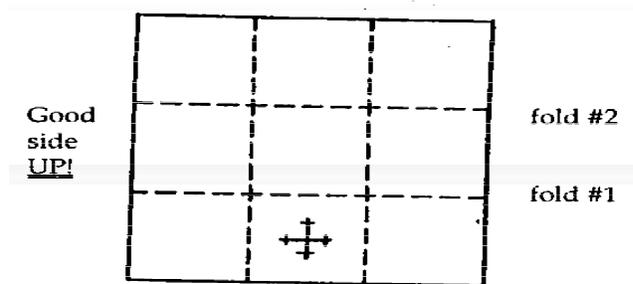
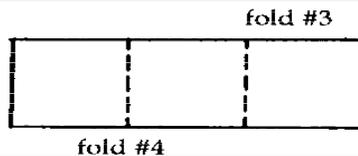


Diagram 2: Corporal



Lavabo Towel and Baptismal Towel

With the wrong side up, fold in cross lengthwise. Then fold in half, like a regular guest towel. The embroidery will be on the front, at the bottom.

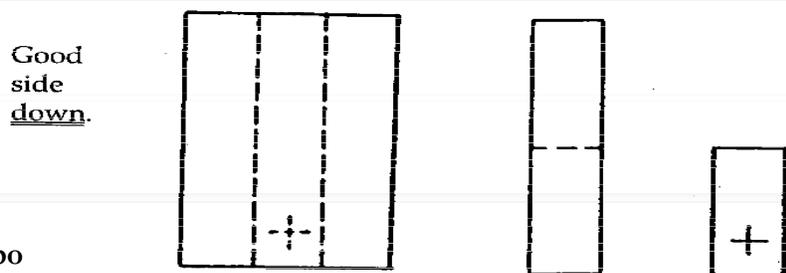
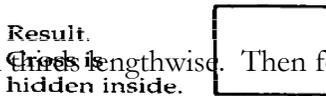
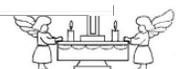


Diagram 3: Lavabo



The Sacristy

The word ‘sacristy’ is derived from the Latin word *sacra*, meaning holy things. The ‘holy things’ kept in the sacristy are the sacred vessels and the vestments for the priest and altar.

In most churches the sacristy is also the Altar Guild’s workroom. In temporary buildings it may be a corner set apart by a screen. Regardless of the building type, each sacristy should have:

1. A wardrobe or closet for the priest’s vestments.
2. A cabinet for storing the vessels and other articles used for the Eucharist.
3. A large chest of drawers for altar hangings and communion linens.
4. Sink with hot and cold running water.
5. A table, counter top, or other work surface.
6. A cabinet for cleaning supplies and supplies for flower arranging.
7. A piscina, a basin that drains directly to the ground.

When planning a new church, see that adequate space is allotted the sacristy. Almost all sacristies are too small. The plan should include a piscina for disposal of water in which the holy things have been rinsed.

The sacristy should be kept clean, neat, and in good working condition at all times.



Liturgical Colors and Symbols of the Church Year

White

Symbol of purity, joy, and the bright light of truth; used for seasons and days of the Church Year relating to our Lord, such as Christmas, Easter, The Epiphany, The Ascension, Trinity Sunday, and The Transfiguration. Also used for unmartyred saints, at the administration of Holy Baptism, the celebration of a Marriage, and the Burial of the Dead; Thanksgiving Day, and other certain special occasions.

The proper emblems of our Lord are: IHS, Chi Rho, the crown, lily, rose, Agnus Dei, and Alleluia. Gold and colors may be used for embroidery on white hangings. White, including white linen, is always an appropriate color for all services.

Purple

The color of penitence and expectation is traditionally used in the season of Lent, and in some churches also for Advent. Unbleached linen or similar material is an alternative usage for Lent. Emblems of the Passion of our Lord include the crown of thorns, three nails, passion flower, the cross, pelican, IHS, the Chalice and Host, and grapes and wheat.

Blue

The expectant color of Mary is being used in more and more churches during Advent. Advent is still a season of reflection and preparation, as soberly penitential as Lent. Appropriate symbols are the Tau Cross and symbols of Mary.

Red

The symbol of the Holy Spirit and the blood of martyrs, used for the Day of Pentecost and for the days of Martyrs.. Red is also used on Palm Sunday, and in many churches a deeper red (ox blood) is used during Holy Week. Appropriate symbols are the dove, rays of glory, Chalice and Host, IHS, Agnus Dei, lily, and rose.

Green

Symbolizes hope, life, growth, and nature; used for the more common seasons after Epiphany and after Pentecost, formerly the Trinity Season. Appropriate emblems show the Trinity, Holy Holy Holy or Sanctus Sanctus Sanctus, triangles and circles, trefoil, three circles, or the cross growing out of three circles.



Emergency Altar Communion Ware

In 2006, Hurricanes Katrina and Rita affected our churches in a major way. In light of that, and the realization that tragic events do occur, the following items were found to be a quick and inexpensive way to reestablish Eucharist wherever you meet. These items are easily available at discount and grocery stores, and can be acquired and 'kitted' in advance, so readily available if needed.

Chalices: Libby goblets, sold in packages of four.

Wine: Substitute a fortified wine, such as a cream sherry as it requires no refrigeration, in case no refrigeration or electricity is available.

Large paten: Small, clear crackle glass pie plate.

Small paten: Small, clear crackle glass pillar candle 'plate'.

Wine and water cruets: Salad dressing cruets from Anchor Hocking.

Bread Box/Ciborium: Rubbermaid storage container, with air tight lid. Keep bugs out of the wafers by placing a few bay leaves in the container.

Lavabo Bowl: Small or medium, clear crackle glass cereal bowl from Anchor Hocking.

Linens:

Corporals: Large white Vanity Fair napkins, opened out flat.

Purificator: Fold the large Vanity Fair napkins into thirds.

Lavabo Towel: Kleenex dinner napkin folded into thirds.

Disposal: Used paper communion "linens" may be held in a plastic bag with cotton balls from holy oil, and then all items burned about once a month.

Candles: Small, clear glass candle holders are readily available for less than \$1 each. White or ivory candles of various sizes are easily available.

Temporary Altar: 4 ft x 2 ft folding tables are suitable for a temporary, free-standing altar.

Used with permission from an article by Elinor Kornhauser, St. John's Episcopal Church, Mason City, Iowa, *The Epistle*, Winter 2006, Volume 40, Issue #138.

www.stjohnsepiscopalmcia.com/AltarGuild/index.htm - for further information and pictures.



Occasional Services

The priest usually gives his/her own instructions: Use this outline as a basis for planning.

Baptism

The **Font** is generally placed near the door of the church, signifying the entrance of the soul into the Christian life. Its placement should be where every one can see and participate in the Baptismal ceremony. In some churches the font is movable and can be placed in front of the church for Baptism. Remove the cover of the font and clean the interior.

The **Ewer**, a pitcher generally made of brass or silver, is filled with hot water just prior to the service, and set near the font. Hot water is used as it will cool slightly, but still be warm or at room temperature at the proper time of the service.

A **Baptismal Shell** is sometimes used to pour the water on the head of the candidate. It should be placed on the edge of the font to the right.

A **Baptismal Towel**, linen, with a shell embroidered design, or a Purificator, is placed on the edge of the font..

The **Paschal Candle** should be placed near the font.

The liturgical color is white.

Since the water in the font or baptismal bowl has been blessed it is **Holy Water**, and should be poured directly on the ground after the service using the piscina. Water remaining in the ewer is not consecrated, and can be poured down the sink.

Confirmation

Always ask instructions from the priest and Bishop well in advance of the rite. Always have an Altar Guild member serving at this service meet with the priest and Bishop for special instructions.

“Reserved” signs are usually required for seating candidates for confirmation. The Bishop’s Chair placement should be used, and its placement confirmed before the service.

The liturgical color is the color of the day unless there is also a baptism, in that case, the color used is white.



Weddings

Always meet with the priest and/or wedding chairman well in advance for specific instructions for each wedding.

The Altar Guild places flowers in vases and puts them in customary places. The florist may place pew flowers or bows on pews if that is your church's custom. Altar flowers used at a wedding do NOT go to the wedding reception.

If there is a **Wedding Kneeler**, it should be placed at the altar rail gates. Do not move any furniture or change the general appearance of the church.

The liturgical color is white.

After the Wedding

Remove the white hangings and return the church to the appropriate seasonal color.

Remove the decorations.

Remove the wedding flowers from the altar, unless they are intended to be used for worship services the following day. If not used for worship, the wedding flowers should be taken to the sick or home bound, just as any altar flowers. They do NOT go to the wedding reception.

Funerals

Always meet with the priest in advance of the service for specific instructions. Check the sanctuary to make sure it is extremely clean and in good order.

Spread the **Pall** and make sure it is folded correctly to place on and take off of the casket quickly and easily.

The **Paschal Candle** should be placed at the end of the coffin closest to the altar. Typically, the candle is at the feet if for a congregation member; or at the head if for a priest or Bishop. This is symbolic of our roles during the service: a parishioner faces the altar, a priest or Bishop faces the congregation. We do the same in death.

If there is an **Urn with ashes**, the Paschal Candle is behind the table that holds the remains. During a memorial service the Paschal Candle is placed in a prominent position before the congregation. It remains as a symbol of resurrection.

If flowers are sent for the altar, they should be placed in vases and placed in the usual



location by a serving member of the Altar Guild. During Lent flowers may be used on the Altar at Funerals. These are normally placed by the Altar Guild or others at the discretion of the priest.

The liturgical color is white.

Advent

If an **advent wreath** is used, the candles may be either three purple/blue and one pink. The white center candle, the Christ candle, may be placed in the center all during Advent or starting on Christmas Eve. All candles should be trimmed soon after use to be ready for easy lighting for the next service.

The pink Advent candle, if used, is not lit until the third Sunday in Advent. The Christ candle is not lit until Christmas Eve. During the season of Christmas, all five candles are lit until Epiphany, January 6.

If greens are used in the Advent wreath, be sure to keep them well watered, or replace them weekly with fresh greens.

Christmas

For Christmas, use white hangings. Churches are usually more elaborately decorated at this time and at Easter than on any other occasion.

A meeting with your Rector/Vicar several weeks before Christmas is the key to a reverent and smooth running season. Make a notebook of instructions during the meeting. Photographs from previous years are most helpful. Make sure all serving Altar Guild members are fully informed.

Avoid tinsel. Garlands of spruce or other live greens, including undecorated Christmas trees, and poinsettias are beautiful. If holly is available, it can be effectively arranged with red or white roses in the altar vases. The rose has always been associated with the Madonna. Leave evergreens through **Epiphany, January 6**. Candles are often used in the chancel and nave for Christmas Eve services.

Lent

Schedule a meeting with the Rector/Vicar well in advance of Holy Week. There will probably be detailed instructions for Maundy Thursday, Good Friday, and Holy Saturday that will



require intense work during some services. Make notes of all details and go over them with every serving Altar Guild member.

Flowers may be used at Sunday services, because Sundays are ‘little Easters’ and not a part of the 40 days of Lent. However, this will depend upon the priest’s wishes, and your church’s custom. Some churches use only greens during Lent. Others use dried foliage. There are several options that the priest may choose.

Ash Wednesday

If there is to be Eucharist, prepare the altar. Use purple hangings, no flowers. After Ash Wednesday there is great opportunity for symbolism and tradition to deepen the meaning of the Lenten season. The priest will state his/her preference concerning the use of appointments on the altar. For example, the cross may be veiled in purple for the entire Lenten season, or just during Holy Week. A black veil is often used on Good Friday and Holy Saturday until preparation is made for Easter.

Easter

For Easter, use white hangings. Churches are usually more elaborately decorated at this time and at Christmas than on any other occasion.

A meeting with your Rector/Vicar several weeks before Easter is the key to a reverent and smooth running season. Make a notebook of instructions during the meeting. Photographs from previous years are most helpful. Make sure all serving Altar Guild members are fully informed.

For Easter, Easter lilies are most often used, but other kinds of lilies, dogwood, or a touch of color can be very effective. There is no official regulation concerning the kind and color of the flowers. This should be discussed with the priest. God gave all flowers to us, and we should use whatever glorifies His house.



Flowers

Flowers are not necessary for a church service. They are a free offering of the people and are symbols of the Resurrection. They are arranged and placed by Altar Guild members only. A place for flowers near the altar is desirable. When there is a retable or a shelf back of the altar, vases are placed there. Wall baskets and flower stands are sometimes placed in the sanctuary for the flowers.

Flowers are given to the glory of God and should be taken to the sick or home bound after the service.

If there is a definite preference for brass vases, they should be selected with great care. Consider the overall space that flowers may take and still not overpower the cross. As a general rule the flowers and candles should not be taller than the cross-arm of the cross. Flowers should not extend over the altar, or interfere with the candles, and especially should not get in the priest's way.

Special caution is urged here, to assure the neck of the vase is wide enough and the vases not too tall, or some other difficulty that makes them unsuitable for your own sanctuary.

Guide for Arrangement of Flowers

1. Simple lines. Flowers should have a natural appearance.
2. Massed flowers and foliage. Only mass, form, and color will carry to the back of the church.
3. Prominence of the cross. Flowers should help focus attention on the cross.
4. The flowers should not be taller than the cross-arms of the cross.

Equipment and Tools

Have a supply of floral needs for arranging flowers: scissors, knife, green wire for stems, oasis, hammer for crushing woody stems, etc. Keep these articles clean and together in a box or drawer.

Have a container or some floral paper and ribbon with which to wrap the flowers from the altar, and a neat white card on which to write a message to whomever will receive them.



The priest usually gives the names of the parishioners who are sick to the Altar Guild for delivery unless the church has a visitation ministry.

Color and Variety of Flowers

There is no universally established rule for choice of flowers or greens to be used at the altar. It is wise, however, to keep in mind the liturgical colors that are to be used and choose flowers to harmonize with the hangings. Only live or dried flowers are to be used in the sanctuary. Do not use artificial flowers.

Parish tradition should be considered; however, new ideas may be better than those of years past. You may have new vases, etc, that give you an opportunity to learn newer and better ways of using God's gift of flowers.

Flowers and greens for Advent, Christmas, and Easter are discussed on page 24. Red gladioli are beautiful for Pentecost and Confirmation, as they remind us of the tongues of flame that descended on the Apostles. White flowers are often used for All Saints' Day. Thanksgiving Day can use gold chrysanthemums or symbolic fruit and grain. Be conservative. Avoid looking like a "fruit stand". Weddings have traditionally used white flowers, although this is changing.

Flowers for funerals are white and are only at the altar.

Palm Sunday in the Book of Common Prayer pg. 270 describes the use of palms for this feast day.

Flowers, berries, and green foliage from gardens, fields, or the woods can be used effectively. Proper precaution should be observed to see that the flowers are kept well watered and in moderate temperature. When the church is closed and the temperature is hot, wait until near the time of the service to put flowers in place.

Never allow a wilted flower to remain in the church. Cut the stem of the wilted flower, rather than pulling it from the arrangement to prevent the arrangement from falling apart.

If flowers come from a florist, it is very helpful for the florist to be familiar with the regulations of the Altar Guild as well as the size and shape of the flower containers.



Candles and their Care

Two Eucharistic candles are used on the altar. They are lit only when the Eucharist is being celebrated. These are the only candles on the altar during Eucharist.

Either office lights or candelabra may be used to adorn the sanctuary at all services.

Candles with a self-fitting base are convenient to use. Tapered candles are not used in the church.

There are three types of candles from which the guild may choose:

1. The traditional 100% beeswax candles are a dark cream color. They burn very slowly and stand up well under summer heat. They are expensive, but worth the extra cost.
2. 51% or 60% beeswax candles are cream color. They burn fairly slowly, and if not too tall, will sustain under the summer heat. They are less expensive than 100% beeswax.
3. Liquid wax candles have the appearance of natural beeswax candles. They are clean burning, easy to care for, and after the initial investment are very economical to use. If using this option, be sure to use liquid wax that is clear and non-staining.

If the candle flame is exposed to drafts, try to use a **'follower'**. These wax catchers are caps of brass or glass that fit over the top of the candle. They reduce the amount of wax that drips on the candle holder and linen. They also make the candle burn more slowly. Glass draft chimneys are also available for some size candles.

Short candlesticks of large diameter are suggested for a small altar. Tall slender candles balance better with a large altar.

Candles should always be trimmed as soon as possible after they are put out. Prepare candles for the next service by removing all drips, and trim the candles. To trim a candle means to cut the top of the candle around the wick making the top of the candle flat, without damaging the wick. When this is done with the tip of a knife there is less chance of breaking the wick. If candles, especially large ones, are hard to trim, light the candle until it softens enough to trim easily. It will take from thirty minutes to an hour for wide candles to soften sufficiently for easy trimming. Wicks should then be trimmed to a scant 1/4 inch height. This keeps the candle flame from being too large, and from smoking.



Proper trimming of candles should be performed after every use. Frequent trimming of candles reduces the time required and the mess created when performing the duty. Remember, acolytes depend on Altar Guild members to have the candles in good condition so that each candle wick will ignite quickly.

If you have liquid wax candles:

Follow the Manufacturer's Instructions for trimming the wicks. They are different than the care of beeswax candles. The most important thing to address is the correct height of the wick and the fact that it is rarely trimmed in liquid candles. Each manufacturer will send you instructions for correct placement of wicks for their product.

For the Eucharistic candles, there are available brass followers that fit over candles. The customary sizes fit candles 1 1/16 or 1 1/4 inch diameter. This brass cylinder, partitioned in the center, fits over the top of the candle in the candle holder. The short candle fits into the upper half of the cylinder. A shield with a sacred monogram is used for decoration. This permits the upper candle to burn down to 2 or 3 inches. Candles that are too short for use on the altar may be long enough to use for torch candles.



Care of Silver, Crystal, and Brass

Wearing soft cotton gloves will prevent smudges while handling polished metal and glass.

Silver

After the service remove silver vessels to the sacristy and rinse them with a little water, letting the water drain into the piscina or the bowl to be emptied on the earth. Using very hot water and liquid detergent wash the silver thoroughly and rinse with very hot water. Do not submerge the stem of the chalice in water. Unseen damage can occur from water seeping in around the bottom of the chalice. Rinse with the stem held in the hand upright. Generally, the regular buffing of silver vessels during wash and dry will keep your silver bright. If needed, polish with a good silver polish. Avoid using polish on a gold lining as the gold color will fade. After using silver polish wash again in soapy water and rinse with very hot water. Dry with a soft dish towel.

Store all silver in tarnish-proof Pacific Cloth® bags or in a cabinet lined in Pacific Cloth®. Handlers of polished silver or brass should use gloves or use a soft towel to put silver away. The oils from your hands will stain the silver or brass.

Crystal

To make crystal sparkle use a little ammonia and liquid detergent, not soap, in warm water. To remove any lime deposit in the bottom use vinegar and let stand for half an hour or more, then rinse in clear hot water. If deposits are really bad, use half of an effervescent denture tablet broken into small pieces; drop into the cruet and add cold water. Always be sure to rinse thoroughly with hot water, and dry the outside with a soft cloth. Place the cruet upside down on a dowel stand to finish drying the inside.

Brass

Remove candle wax by heating with a hair dryer or extremely hot water until soft. When the wax is soft, wipe with a paper towel, then buff with a soft dry cloth. Polish if necessary, and be sure that no water or fingerprints are left on the brass. An old remedy is to put a light film of oil on the brass candle sticks to make it easier to remove the drippings from beeswax candles. It also makes the brass less likely to water spot. This procedure works, but is messy.

If your candlesticks are lacquered use a slightly dampened soft cloth to buff and remove fingerprints. Do not use water or brass polish on lacquered items—they corrode the lacquer.



Commonly Used Terms

Ablutions: Ceremonial cleansing of the chalice and paten by the celebrant after the Eucharist.

Acolyte: One who assists the priest.

Advent Wreath: Four candles arranged in a circle, one of which is lighted on the first Sunday in Advent, and one more on each of the following Sundays in Advent. A white candle, the Christ Candle, is placed in the center of the circle and lighted on Christmas Eve, and thereafter during the Christmas season. See page 24.

Alb: The long white robe which the priest wears for services of Holy Eucharist.

Alms Basin: An offering plate.

Altar: The Holy Table upon which the Holy Eucharist is celebrated.

Altar Bread: The wafers or bread used at the Eucharist.

Altar Rail: A railing in front of the altar that separates the chancel from the rest of the church.

Amice: A large oblong white neck piece worn by some priests with some albs.

Ante-Communion: That part of the Eucharist service which precedes the oblations.

Aumbry: The ‘wall cabinet’ in the sanctuary that contains consecrated bread and wine. Also referred to as a ‘tabernacle’.

Baptistry or Baptistery: The place where the font is located, usually near the entrance of the church.

Baptismal Towel: The long, narrow towel which the celebrant uses to ‘dry off’ the newly baptized. For baptisms we put out one baptismal towel for each person to be baptized.

Bible Markers: The silk hangings which decorate the lectern.

Bishop: The highest order of the sacred ministry in the Episcopal Church; the head of the Diocese, elected by the Diocese.

Bishop Coadjutor: A bishop elected and given jurisdiction to assist and later to succeed the diocesan Bishop.

Bishop Missionary: A bishop elected by the House of Bishops to be the head of a Missionary District.



Bishop Suffragan: A bishop elected to assist the diocesan bishop, but without jurisdiction or right of succession.

Bishop's Chair: A special chair on the gospel side of the sanctuary, reserved for the diocesan bishop on his visitations.

Bread Boxes: the small, round, silver 'boxes' with lids which hold the wafers for the Eucharist.

Burse: A square flat case used to hold the corporal, the post communion veil, if used, and purificator. It is placed on the veiled chalice at the Eucharist.

Cassock: The long garment which the priest wears under a white surplice for services other than the Eucharist. On Good Friday black cassocks are worn without the surplice.

Celebration: The consecration and administration of the Holy Eucharist.

Censer: A vessel for burning incense; especially, a covered incense burner swung on chains in a religious ceremony. See also 'thurible'.

Cere Cloth: The protective cloth which goes on the altar between the frontal and the fair linen. Originally the cere cloth was a waxed cloth to protect the linen from damage when the stone altars would 'sweat'. Today ours protects the linen of the frontal and the altar from wine spills.

Chalice: The 'goblet' from which wine is served.

Chalice Veil: See Post-Communion Veil and Silk Chalice Veil.

Chancel: The area which contains the choir pews, the organ, the pulpit, the lectern, and the altar. Sometimes the chancel is separated from the nave by a rood screen. 'Rood' is another name for the cross.

Chasuble: The 'poncho-shaped' garment which the celebrant wears for the Eucharist. On Sundays the priest puts it on at the Offertory.

Chimere: A long garment with arm holes, but without sleeves. It is worn by a bishop over the rochet and may be either red or black.

Ciborium: A chalice like cup with a cover, used for the bread at the Eucharist. It may be used in place of the bread box.

Cincture: A wide flat cloth belt or girdle worn around the cassock.

Cope: A long, elaborate cloak of colored silk or brocade worn by a bishop or priest at festival



occasions. It has a clasp at the neck called a morse.

Cotta: A white garment similar to a surplice, but shorter and without a cross on the front. Worn by choir and acolytes over the cassock.

Credence Table or Shelf: The shelf on the Epistle (pulpit) side of the Altar. This table holds the wine and wafers to be consecrated, the lavabo bowl, and the lavabo towel.

Credence Table Cover or Credence Cloth: The linen cover which is placed on the credence table before the table is 'set'.

Crozier: A bishop's pastoral staff.

Crucifer: The cross-bearer in a procession.

Crucifix: The cross with the figure of our Lord upon it.

Cruets: The small pitchers which hold wine and water. The cruet containing wine is always kept to the right side of the water. When the cruets are placed on the credence table, the handles are toward the wall if there is an acolyte to serve the priest, or toward the nave when the priest is alone.

Deacon: One of three holy orders of the ministry.

Dean: The chief of the clergy on the staff of a cathedral; also the head of a seminary.

Diocese: The see or jurisdiction of a bishop.

Dossal: A tapestry or curtain which hangs behind the altar.

Dust Cover: The linen cloth which covers the altar fair linen after the worship service is over. A dust cover is often of a coarser weave of linen than the fair linen. It is simply a dust cover, even though it may be embroidered with crosses, etc.

Elements: The bread, wine, and water which are used at the Eucharist.

Epistle Side: The right side of the chancel as one faces the altar.

Eucharist: The service of Holy Communion.

Eucharistic Candlesticks: The pair of candlesticks which is on the altar. These candles are lit only and when the Eucharist is celebrated. These are the only candles that go on the altar.

Eucharistic Vessels: Any or all of the containers and 'dishes' used for the Eucharist.



Eucharistic Vestment: The special vestments often worn at a celebration of the Eucharist or Holy Communion: alb, amice, girdle, stole, chasuble, and maniple.

Ewer: The large pitcher which holds water for baptisms. When there is a baptism, the ewer is filled with hot water just before the service, and placed on the floor near or behind the font.

Fair Linen: The large white linen cloth which covers the altar, on top of the cere cloth. It is the altar's tablecloth.

Flagon: A vessel to hold wine for the Eucharist.

Followers: The brass 'collars' which fit the tops of the candles to protect against drafts.

Font: The basin where baptisms are performed.

Frontal: A full-length, colored hanging for the altar.

Girdle: A white cotton or linen rope worn about the waist over the alb. Black girdles are sometimes worn over the cassock.

Gospel Book: The book which contains all of the Gospel readings.

Gospel Side: The left side of the chancel as once faces the altar.

Hangings: All of the colored silk items that decorate the sanctuary and chancel.

Host Wafer or Priest's Host: The large wafer which is held up and broken by the celebrant at the Eucharist.

Hymn Board: The wooden board on the wall of a church which lists the day of the church season and the hymns for the day.

IHS: The first three letters of the name of Jesus in Greek. Also the initial letters of *Jesus hominem salvator*, Latin for "Jesus the Savior of mankind".

Lavabo Bowl: The small silver bowl which is used by the priest for the symbolic washing of hands before celebrating the Eucharist. It is placed on the credence table with the lavabo towel.

Lavabo Towel: The small linen towel on the credence table, next to the lavabo bowl, with which the priest dries his/her hands after the symbolic washing of hands before celebrating the Eucharist.

Lectern: The podium from which the lessons are read.



Lectionary or Text Book: The book which contains all the Sunday Bible readings for the year. Texts change from Year A to Year B to Year C beginning with the first Sunday in Advent.

Liturgical Colors: The appropriate color for the day according to the church calendar. It is the color of the hangings and the color of the priest's vestments. The calendar on the wall of the sacristy has the days printed in the appropriate color. The basic seasonal colors are:

Advent	Purple or Blue
Christmas	White
Epiphany	Green
Lent	Purple
Easter	White
Pentecost	Red
Trinity Sunday	White
Sundays After Pentecost	Green

Litany Desk: The portable kneeling bench or prayer desk.

Maniple: A short band or scarf worn on the left arm of the celebrant at Holy Communion as part of the Eucharistic Vestments. Most priests no longer use a maniple.

Mensa: The top of the altar or Holy Table.

Missal: Now known in many churches as the Service Book. The altar service book, containing the services of the Holy Eucharist, the collects, epistles, and gospels.

Missal Stand or Service Book Stand: The stand or desk upon which the altar service book rests.

Mitre: A liturgical headdress worn by bishops on formal occasions.

Oblations: The bread and wine brought to the altar at the offertory.

Oblation Table: A table which holds the bread and wine, the 'oblations', which are to be brought forward by members of the congregation during the offertory.

Offertory: The bringing of oblations and alms to the altar.

Office: A service of the church, other than Holy Eucharist, such as Morning or Evening Prayer.

Office Candles or Office Lights: The candles behind the altar on the retable next to the cross



in the sanctuary. These candles, which are lit for all services, are often on three unbranched candle holders on each side of the cross. Some churches use three or seven branched candelabra.

Ordination: The conferring of Holy Orders by a bishop.

Orphrey: An embroidered band on a chasuble or other vestment or hanging.

Pall: This word means ‘covering’. It refers to two quite different coverings:

1. A **pall** is the small, linen covered square of Plexiglas which we use to cover the paten and host wafer on a vested chalice.
2. The **funeral pall** is the large, embroidered silk covering which covers the casket for a funeral. A small Pall may be used to cover a container of ashes.

Paschal Candle: The large, decorated candle which is lit at the Easter Vigil and burns throughout the Easter season to Pentecost. The Paschal candle is also used at baptisms and funerals.

Paten: The plate/bowl from which the communion wafers are served.

Pectoral Cross: The large cross worn by ordained priests and bishops.

Piscina: A drain in the sacristy which goes directly to the ground instead of into the sewer system. It is used for the disposal of consecrated elements: wine in chalices, bread crumbs on paten, and wine rinsed from purificators. The word piscina means ‘fish pond’ in Latin.

Post-Communion Veil: A fine linen veil used to cover consecrated elements after the Eucharist.

Priest: The second of the three orders of the priesthood; one who has been ordained by a bishop to administer the Sacraments of the Church.

Protector: Another word for dust cover.

Pulpit Fall: The decorative silk rectangle which hangs from the pulpit.

Purificator: The small linen square which the priest or other minister uses to wipe the rim of the chalice; acts like a napkin.

Receiving Basin: An extra large alms basin.

Rector: A priest who is head of a parish.

Reredos: The panel of wood or stone behind the altar.



Reserved Sacrament: Consecrated bread and wine, the Body and Blood of Christ, that has not been distributed to communicants in a service of Holy Eucharist, and is kept in an aumbry or tabernacle. A small amount of consecrated bread and wine is often reserved for use by the priest and lay ministers in visitations, or for the sick, dying, or other similar circumstances.

Retable: A shelf behind the altar, also called a *gradine*.

Rochet: A long white linen vestment with wide sleeves tied at the wrists, worn by a bishop under a chimere.

Rood: A cross or crucifix.

Rood Beam: A beam between the nave and the chancel with the rood upon it.

Rood Screen: A screen separating the nave from the chancel, with the rood upon it.

Sacristy: A room where preparations are made for the worship service, the Lord's Kitchen. In addition to the Altar Guild sacristy where we work, there is often a priest's sacristy where the priest and acolytes vest.

Sanctuary: The space inside the altar rail.

Sanctuary Light: A light, usually a candle but not necessarily so, in the sanctuary that is constantly lit whenever there is reserve sacrament present in the aumbry or tabernacle.

Sedilia: The seats within the sanctuary, for the clergy and assisting laity. Singular is 'sedile'.

Service Book or Missal: The large 'prayer book' from which the priest reads the service at the altar.

Service Book Stand: See 'Missal Stand'. The stand which holds the service book on the altar.

Silk Chalice Veil: A square covering of silk or brocade used to cover the chalice and paten before and after the Eucharist.

Stole: A long narrow band of silk worn over the shoulders of the clergy at the Eucharist. It is worn over the alb, and usually matches the color of the hangings.

Superfrontal or Frontlet: A short hanging for the front of the altar. It may be used over a frontal or separately, and may be made of handsome lace or silk.

Surplice: A white vestment with full flowing sleeves. It is longer than a cotta and has a cross on the front. Worn with the stole, it is the standard clergy vesture for any of the church's offices.



Thurible: A censer. A vessel for burning incense; especially a covered incense burner swung on chains in a religious ceremony.

Tippet: A black scarf, wider than a stole, worn about the neck, with ends hanging down the front. It is worn by the clergy at choir offices. Usually the diocesan shield and the shield of the priest's seminary are on the ends of the tippet.

Vested Chalice: The chalice, covered by a purificator, paten and host wafer, ready to be used by the priest. A priest's host is not placed on the paten when the host is being presented from the oblation table.

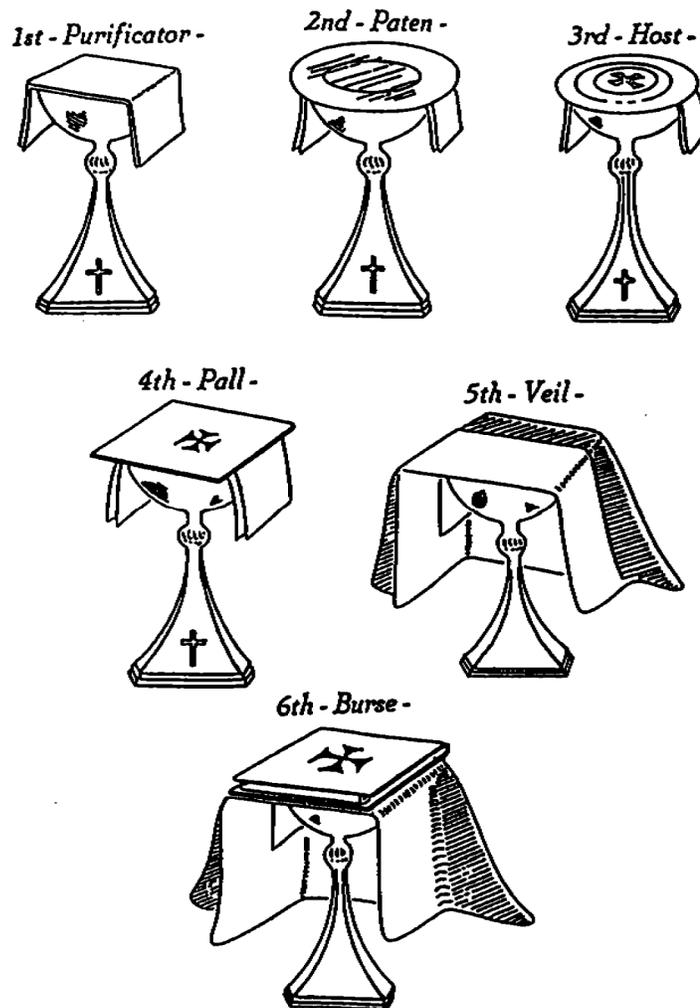
Vestments: The special garments worn by the priest and other ministers of the service.

Vicar: A priest in charge of a mission or chapel

Wafer: The unleavened bread used at the Eucharist.



Figure 1: Vested Chalice



1. Open purificator and place over chalice with embroidered cross facing up.
2. Place the paten on the chalice, over the purificator.
3. Place the Priest's Host on the paten.
4. Cover the Host with the pall.
5. Place the veil over the pall. The 'front' displays the embroidery. The veil's bottom edge should be even and just meet the altar. If the chalice is to be carried, fold the back of the veil up over the top over the pall. Otherwise allow the back to also drape over the pall.
6. Place the burse over the veil.
7. The vested chalice is placed in the center of the corporal on the altar.

Figure 2: Procedure for Making Palm Crosses

- a. Use neatly trimmed strips of palmetto, cut about 13 inches long, and a little less than 1/2 inch wide. Follow these written instructions using the illustrations in Figure 2 as a guide.
- b. Hold the strip vertically and fold the top 5 inches forward; the short end should be on top.
- c. With the short end, make a diagonal fold to the right, at the point of the first fold.
- d. Wrap the short end snugly around the back side and up and over the front.
- e. To make the arms of the cross, fold the same short end to the left across the top side, then turn the end under on the other side. The arms of the cross should be of equal length and of double thickness.
- f. Fold the arms of the cross down toward the long end.
- g. Bring the long end through the top fold and pull it tight.
- h. To make the top of the cross, bring the long end forward and back down through the same fold.
- i. Fold the long end up under the cross-arm fold so that the end of the long strip reaches just to the top of the arms of the cross. This completes the lower part of the cross.

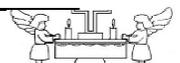
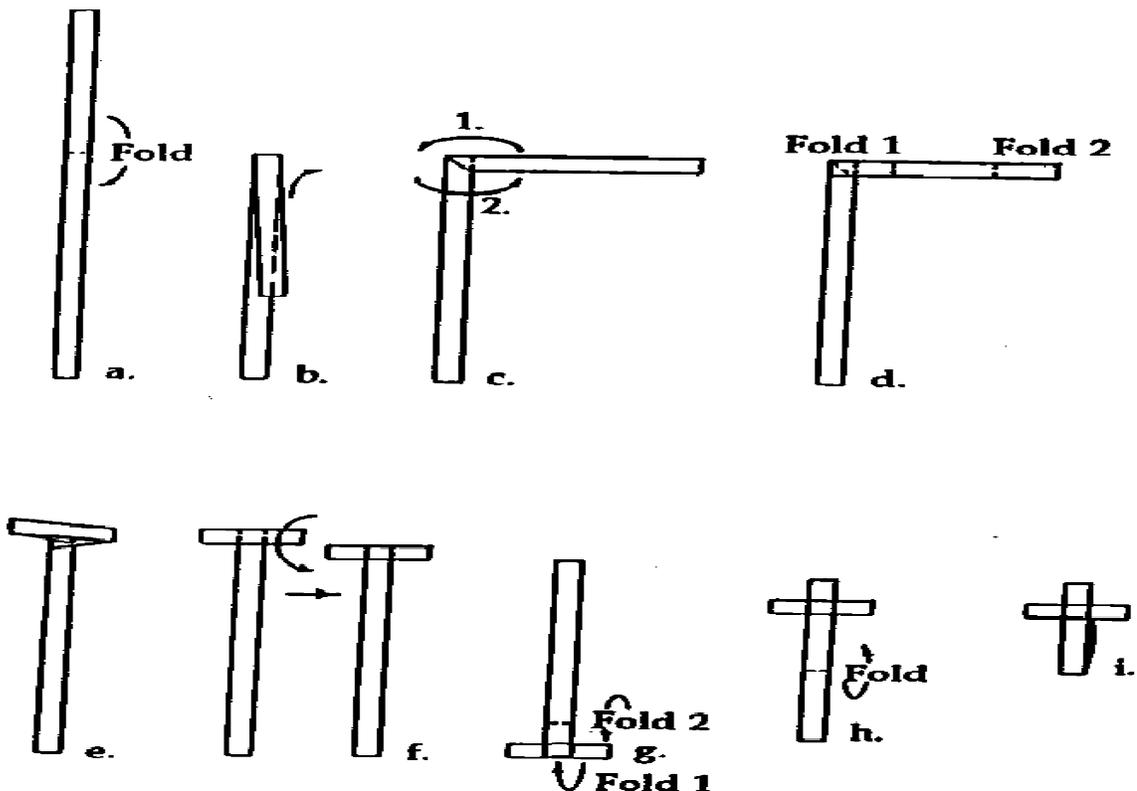


Figure 3: Credence Table or Shelf

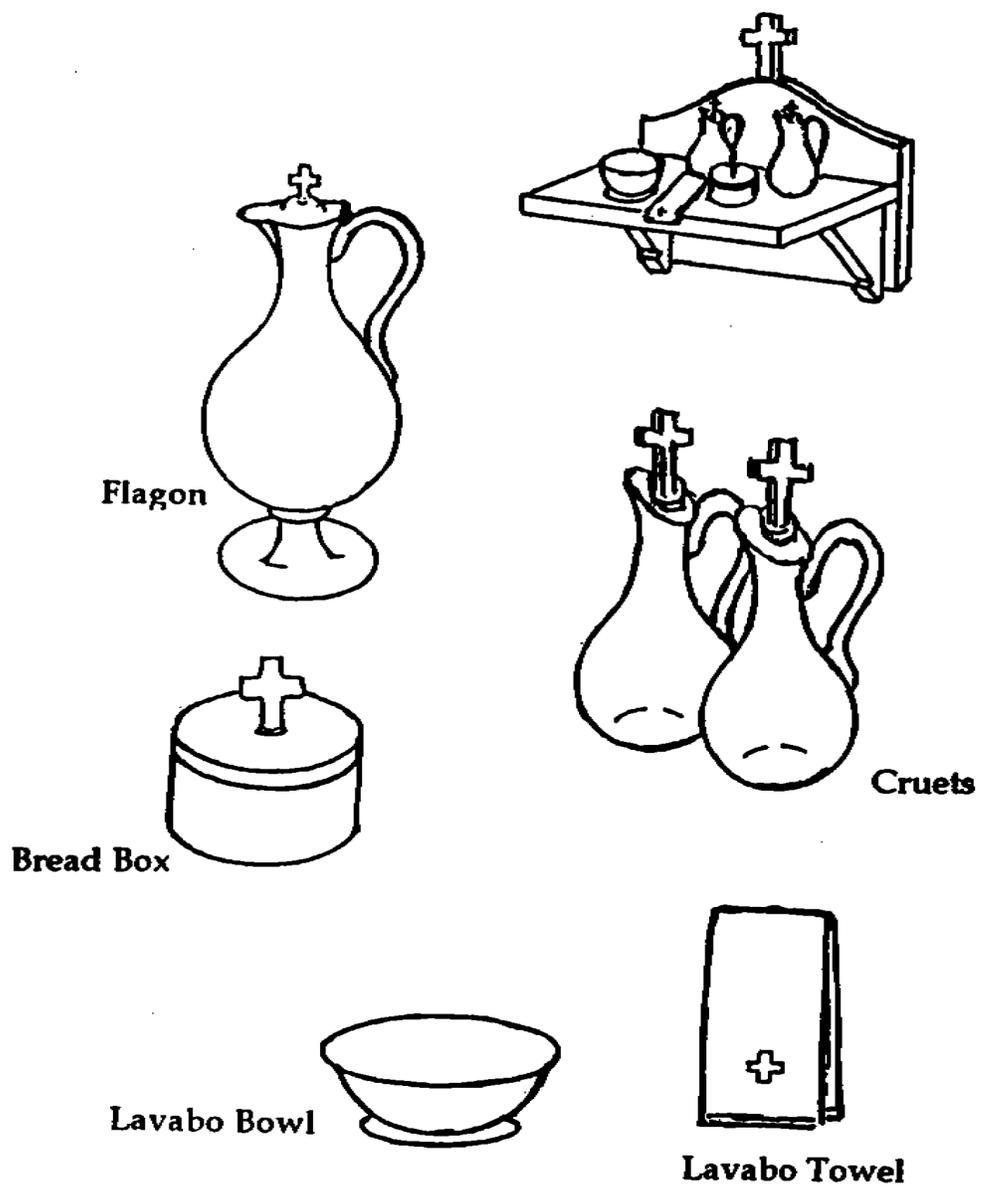


Figure 4: Items for Baptism

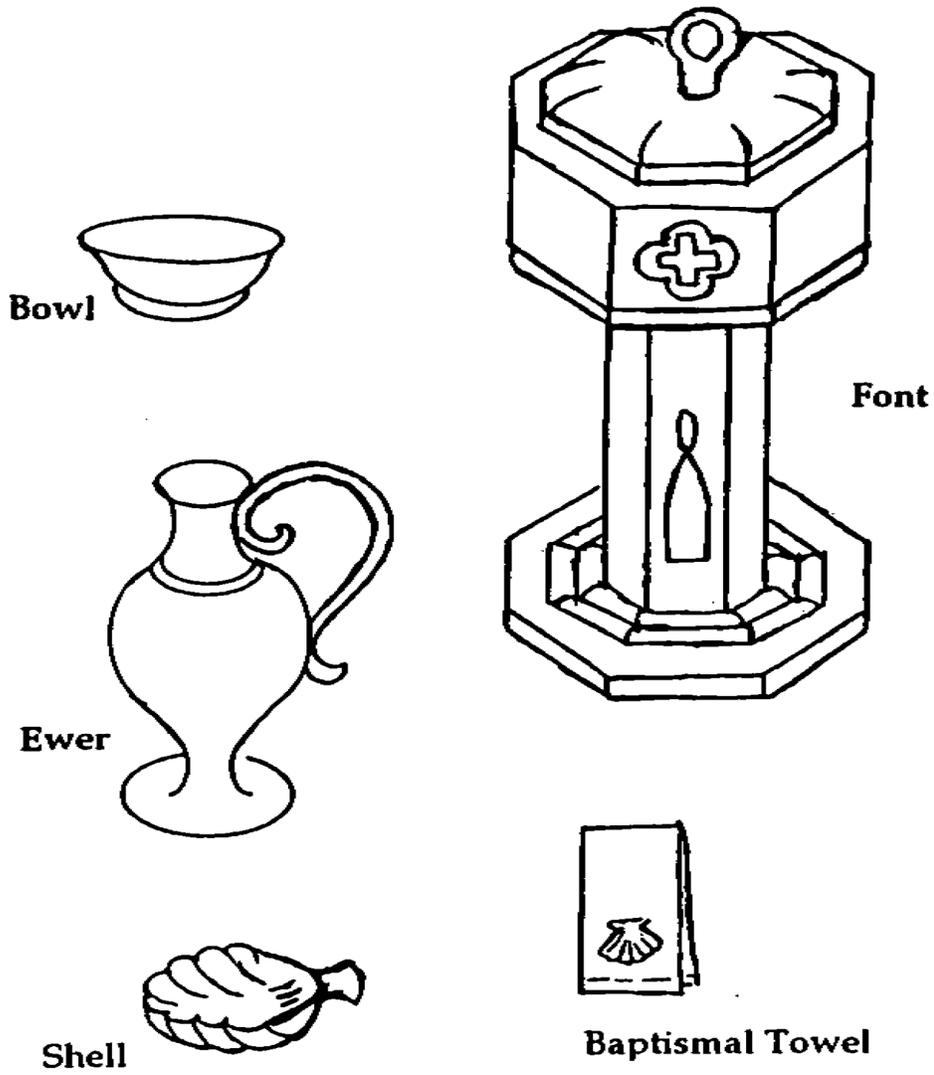


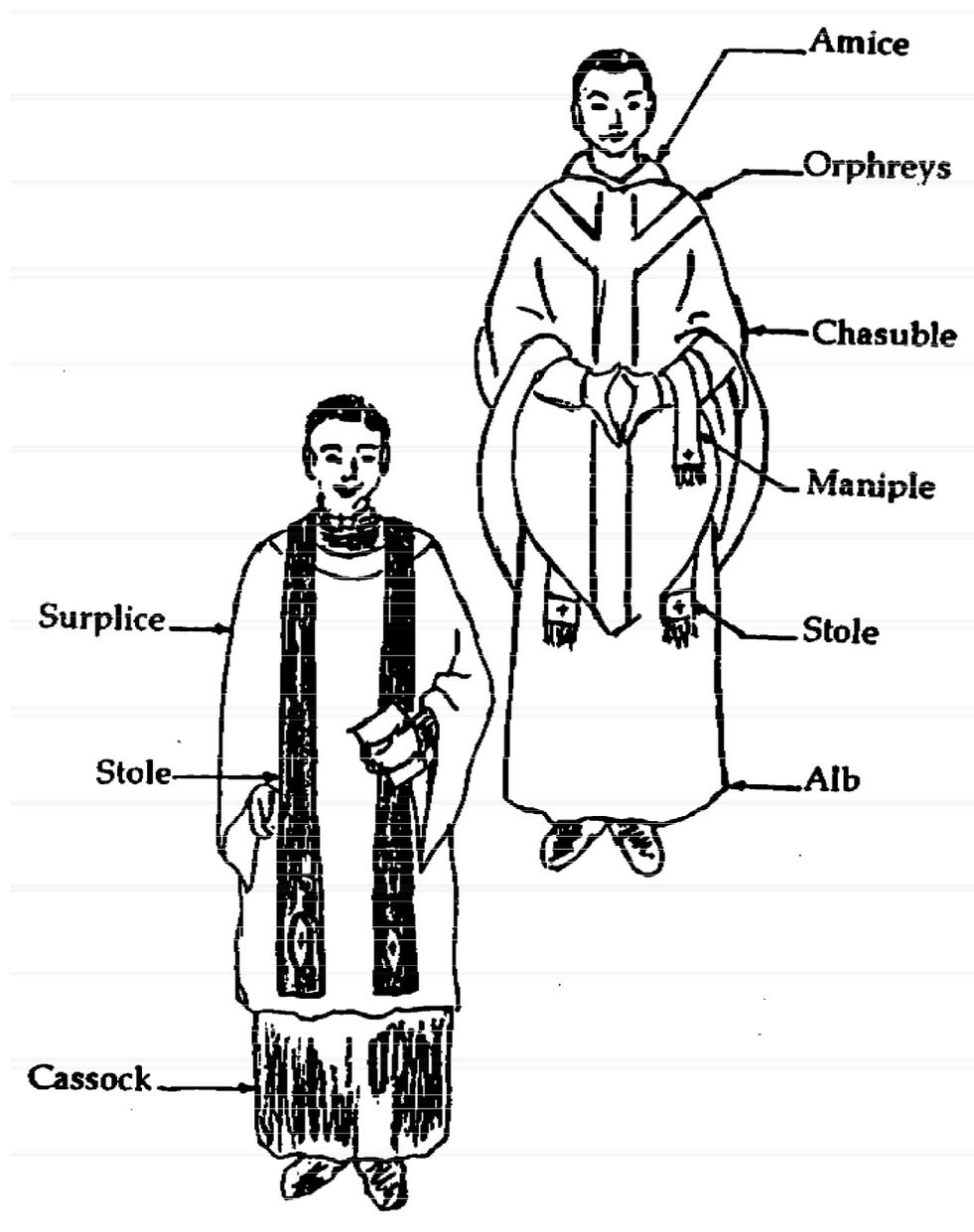
Figure 5: Priest's Vestments

Figure 6: Bishop's Vestments

