

2018 Diocesan Altar Guild Conference

Saturday, June 2



Church of the Holy Comforter

222 Kenilworth Avenue
Kenilworth, Illinois
www.holycomforter.org

Today's Schedule

8:00

Doors Open

8:30

East Foyer

Pre-Eucharist Registration

9:00

Sanctuary

Saturday Morning Celebration of the Holy Eucharist

Celebrant: Rev. Dr. Jason L. Parkin, Rector, Church of the Holy Comforter

9:45

Great Hall

Registration continues.

Coffee and breakfast offerings.

10:00—10:40

Great Hall

Keynote Speaker: Barbara Kreski

Director of Horticultural Therapies, Chicago Botanic Gardens

10:45—11:30

Great Hall

In the interests of keeping within our half-day schedule, the Flower Ministry & Altar Guild Sessions are presented concurrently. Please choose to attend one session.

10:45—11:30

Sacristy

Session 1

Altar Guild Presentation

Church of the Holy Comforter's Altar Guild Speaker is Sue Murphy. Sue brings her years of experience, administrative expertise, mentoring and teaching skills to the prayerful service of managing the needs of our Altar Guild. With other dedicated members, Sue created an Altar Guild Manual using step-by-step directions to complete the Altar Guild responsibilities that arise out of a Tradition of offering a daily Celebration of the Holy Eucharist. This ready Reference Manual ensures we are all on the same page, regardless of any dilemma that may suddenly present itself.

10:45—11:30

Great Hall

Session 2

Flower Ministry: Where Do All the Flowers Go?

Creative floral demonstrations with Ginny Noyes, a Senior Flower Ministry member of Holy Comforter and Liz Crowe, of Christ Church, Winnetka. Together they promise an upbeat session on flower arranging for all sized parishes.

11:30—11:45

Great Hall

Question and Answer Session

Flower Ministry and Altar Guild Service are unified in many parishes. Liz Crowe and Ginny Noyes will remain in the Great Hall to answer questions from participants in the previous Altar Guild Session. Altar Guild and Flower Ministry Guidelines cover the information referenced by session leaders.

11:45—12:15

Great Hall

Session 3

The Rev. Dr. Jason L. Parkin: *Interpreting Thin Spaces* within the context of today's conference.

12:20—1:00

Great Hall

Grace and Lunch

Thank you for your presence with us today.

The Conference Planning Committee included the Diocese of Chicago ECW Board, members and volunteers, and the Clergy and Staff of Church of the Holy Comforter, Kenilworth. Special thanks to the women of Church of the Holy Comforter Altar Guild and Flower Ministry. Thank you all for your work.

We ask that you take a minute to complete our 2018 Diocesan Altar Guild Conference evaluation in your Green Folder.



Beth Petti, Trinity Church, Wheaton
Episcopal Church Women, Diocesan President

Jane Forrest McCarron, Church of the Holy Comforter, Kenilworth
Chair, 2018 ECW Diocesan Altar Guild Conference

Flower Ministry General Guidelines 2018

Team Leader and Flower Buying Tips:

- Team Leader is responsible for ordering and purchasing flowers, usually on Tuesday or Wednesday
- Scheduler telephones or emails the other team members to remind them a week in advance and the team leader connects with the team to clarify the time on Saturday morning to meet to arrange flowers
- Please notify the Scheduler if you are not able to serve on a particular date
- Flower donation list: Check the list of special floral requests on the bulletin board
- Remember that parishioners have donated money each week for the flowers. It is very important that we make a real effort to have the arrangements appear relatively equal in size and quality from week to week
- Choose flowers and colors appropriate for the season and note if there is a special event: All Saints Day, Epiphany, Easter, Pentecost, or Baptism
- In the Episcopal tradition, the only time for "abundant" floral displays are the major holidays: Christmas, Easter, Pentecost, and Baptism
- Expect to spend about \$150 per week; additional on special holidays
- Invoices are to be given to Jeff Wiszowaty
- For Baptisms, purchase extra flowers for the Baptismal Ring and centerpiece for the reception
- Wedding flowers may be used for Sunday services; if so, no flowers will be purchased that week
- Funeral flowers may occasionally be used, depending upon the date of the funeral; you will be notified

Buying Tips:

- Roses: do not buy a rose with a tight point, it will never open
- Purple, blue or lavender do not show up on our altar
- Camellia and lemon leaves are good greens
- Shake berries to see if they are fresh
- Yellow flowers act like little light bulbs to brighten the arrangement
- Dahlias will not live in oasis and zinnias do not last

Flower and Greens Conditioning:

- Remove unsightly leaves from all the stems and the stamen from the lilies
- Using shears, cut off the end of each flower stem on an angle under water
- Place in disinfected container, always using warm water
- Place three squirts of conditioning fluid in container and place flowers in container in the refrigerator; this will help open lilies and roses

General Arranging Tips:

- Place the oasis in the sink filled with water with the DOTS up
- When the oasis floats by itself, it is ready; do not push it down
- Use one large piece of oasis per container: wedge one or two pieces of oasis next to the large piece to center and secure it
- Avoid stuffing multiple small pieces into a container
- Always have oasis 3" above the lip of the container
- Put one squirt of conditioning fluid in each container; do not totally fill with water, it is not necessary
- For tall vases: do not overstuff vase with oasis, allow room at the bottom for stems and for water
- Never re-use oasis! Once oasis has dried out, it is useless
- Wiring roses and other flowers:
 - Wiring is very important for roses; if you do not wire roses, their heads will droop over quickly
 - Place the end of a piece of wire straight up into the head of the flower
 - Wind the rest of the wire around the stem

Altar Flowers:

- Remember scale and mass: arrangements must be visible from the back pew!
- Bear in mind that worshippers are looking upwards at the flowers
 - Have the flowers face outward, and down, angling flowers over the front and sides of containers
- Remember the back of arrangement has to be flat
- Re-cut the stem of the flower if you must remove/replace it in oasis
- Always cover the oasis with greens
- For ideas, refer to the following:
 - *How to Arrange Flowers*: Step by step directions of how to create triangular, asymmetrical ~~triangle~~, crescent, “S” shape, “L” shape, geometric and others
 - *Flowers to the Glory of God*: Examples from The Washington National Cathedral Altar Guild
 - *Fresh: Fresh Flowers and Arrangements* by Sybil Brooke Sylvester
 - Photo album of CHC seasonal arrangements of the Flower Ministry on the bookshelf
 - Photo album of arrangements from 2011 in the drawer

Mary Statue Flowers:

- Make a simple arrangement for the Mary Statue: in a small, Japanese style

Narthex Flowers:

- Keep your arrangement low and wide, not straight up
- Usually centered under the Dove, but you can use a tall vase and position it to one side
- The back of the arrangement must be flat
- Some flowers should come forward
- Pay attention to the sides; oasis must not show
- You can be creative in the Narthex: use darker flowers as the background is light

Children's Chapel Flowers:

- Make 2 small containers with simple arrangements during school year only

After all the Flowers are Installed:

- Please close the Sanctuary Gate
- Re-place kneeling cushions, and lock the Sacristy door
- Remember the church is open to the public 24/7

Watering and Taking Down Arrangements:

- Each team member should choose a day to be responsible for watering. Sunday, Monday and Tuesday are critical, especially in the summer
- Insert your finger into the edge of the container
- Add water only until you feel the water level touch your finger
- Use caution to prevent overflows; however, do not allow the flowers to become dry
- Remove or replace dead flowers
- No need to water after Wednesday; the flowers have absorbed all the water they can
- Children's Chapel flowers should be taken down by watering person on Tuesday
- Remove all flowers by Thursday
- Disinfect all brass containers before putting away in the reredos cabinet
- Remember to lock the cabinet and close the Sanctuary doors
- Please reposition the candles, using the colored dots as guidelines
- Reposition the guest book in the center of the Narthex ledge
- Check the planter in the hall to see if those plants need water

Building Handheld Arrangements for Tall, Narrow Containers without Oasis

Technique for Farmer's Market bunches and Baptismal reception vase arrangements

- Build the arrangement with flowers and leaves in your hand by crossing the stems and angling them back and forth
- Place the flower heads at different heights
- Use a wire or a rubber band to hold the stems in place
- Cut all the stems to an equal length at the bottom
- Place in the container, adding more leaves and flowers to fill it out
- Keep turning the bouquet as you add flowers and secure it low
- These bouquets will last twice as long as flowers in oasis

Flower Ministry Roles and Responsibilities

Chairperson: Lissa Anderson

- Leads, organizes and supports the team's efforts
- Serves as liaison to the Rector
- Serves as contact person to florist for weddings and funerals
- Monitors the budget
- Maintains supplies
- Re-order oasis, Floralite, baptismal rings and other supplies, as needed
- Prepares report for the Annual Meeting in late January
- Supervises members decorating the church for Christmas and Easter
- Supervises the take down of plants and decorations
- Provides information about the Flower Ministry for Church bulletins, *The Dove*, and website
- Facilitates new members joining the Flower Ministry
- Mother's Day: Purchase 225 long-stemmed pink carnations at LD for mothers to receive

Backup and Scheduling: Genny Wert

- Serves in charge during Chairperson's absence
- Develops and maintains schedule for Flower Ministry members to buy and arrange altar and narthex arrangements on a weekly basis
- Reminds members of their scheduled time to serve
- Assists in getting subs when needed

Plant Coordinator: Pam Wilson

- Purchases and maintains plants for hall planter and office door
- Orders plants for Advent/Christmas and Holy Week/Easter displays along with Plant Decorator
- Orders plants for staff offices and the homebound for Christmas and Easter
- Landscaper will plant window boxes with summer flowering plants, and remove all fall flowers from window boxes, cloister & office door urns in mid-November
- Purchase, design, planting, and maintenance of urns and window boxes:
 SPRING: pansies (one week before Easter) ADVENT: boxwood

Holiday Altars and Narthex Designers:

- Develop designs, order flowers and arranges major holiday floral arrangements including Baptism ring, Mary and lectern arrangements and Christmas, Easter, Pentecost, Advent, Palm Sunday, Thanksgiving
- Includes 2 vases of flowers for the Children's Chapel
- Writes report to place in binder titled *Special Altars* on bookshelf

Summer

- During summer, there are no Children's Chapel flowers
- Altar/narthex arrangements should be watered more frequently; there is NO A/C
- Remove flowers by Tuesday
- Sexton will water the boxes
- Summer arrangements may be designed simpler, unless there is a specific donation or request

Fall

- The fall schedule begins after school starts
- In early October, landscaper to remove summer flowers from the window boxes, cloister and office doors
- With the coordination of Barbara Haljun and Cary Johnson, Flower Ministry replants with large mums

Thanksgiving

- Purchase items for Thanksgiving at either Chalet, Kennicott, or LD Trading by the end of July/Early August to augment our supply of artificial items. Any holiday items need be ordered well in advance for best selection
- Make a harvest display for the Sunday before Thanksgiving
- Keep refreshed through Thanksgiving, remove flowers the Friday after Thanksgiving if Advent begins that Sunday, as church offices will be closed the weekend after Thanksgiving

Baptisms

- Use pastel colors and remember to purchase small flowers for the baptismal ring
- Also make one or two smaller arrangements for the Baptismal Reception in the Great Hall

History of the Flower Ministry

One of Holy Comforter's glorious traditions started with simple questions, "Can we do this ourselves? And, can we do it better?" Marilyn Murray founded the Floral Guild, as it was then called, in the 1970's when she became very disappointed with the quality of floral arrangements provided by area florists. She began to purchase the flowers for the church herself and arrange them each week for the Sunday services. Soon other women of the parish volunteered to help, and the Floral Guild was born. In the early 1990's while Fr. Parkin was an associate, Nancy Liedecker and Joan Dodson attended a workshop led by Missy McLain, wife of the former rector of Christ Church. Missy had been trained at the National Cathedral and further encouraged the women of Holy Comforter to continue this ministry. Barbara Devlin, a professional arranger, happily agreed to help Nancy and did much of the arranging herself. The Guild gained more members and flourished as the women's confidence grew.

The Flower Ministry has had many talented and creative directors and members over the years. Some members came with a lot of previous skill, honed through work in the garden clubs, while others learned "on-the-job" as they were mentored by seasoned members with greater experience. Barbara Devlin, who took the major role at Christmas and Easter until 2009, gave several workshops along with other Ministry Directors and members alike. She said, "The work of the women is now fabulous." Fr. Myers, who encouraged this ministry, always reminded the women that "the flowers were given to the glory of God." They came to learn that through this ministry they not only served the church, but also gained knowledge and friendships.

**On behalf of Church of the Holy Comforter, thank you for volunteering
for this ministry of service to the church, for fellowship and to the Glory of God.**

Altar Guide Manual

Oh God, Bless and accept the work of my hands and all those who minister to
Thee in the care and adornment of Thy Sanctuary.

Bless and Hallow them who love the beauty of Thy House that
Thy Holy Name may be glorified, through Jesus Christ, our Lord. Amen.

“What are we really? The answer lies at the altar. We are the providers and custodians of things used in the sacramental life of the Church. In this thought, we turn our eyes from ourselves to God. It is not our altar- it is God’s throne on earth, His ~~alt~~His altar. The things we provide, buy, and make for the worship of the Church are not ours. They are gifts offered to God that, as they are used, God Himself, Lord of all creation, becomes present to His people. It is true. Christ said so.

Looked at it in this way, only the best we have and the best we can do is acceptable. We aim at perfection, not because we are good housekeepers, but because the things we handle and work with are dedicated to God and used by Him to reach out and touch the hearts and souls of His people. This is our common bond, our standard for our work. Have I offered my best for God’s use? Reflecting with love upon His presence, our work, becomes an act of worship and a high privilege.”

Phillis Hayden 1925-2013
Former President,
National Association of Diocesan Altar Guilds

What is Altar Guild?

Who? Altar Guild is one of the “Rector’s Ministries,” we report directly to Father Parkin. There is a Director and 24 members.

What? We prepare the altar and sanctuary for the Eucharist with appropriate altar linens and frontals, vessels for the bread, water and wine, vestments for the priests, candles, etc. We clean and store all these items.

When? At least one Altar Guild member serves at every Eucharist of the year: 9:00am everyday (except Thursday); 7:00am Thursday; and 8:00am, 9:00am and 11:15am on Sunday; and all special Eucharists such as funerals and weddings. Members choose the days they would like to work.

Where? We set up for communion in the sanctuary as well as the Children’s Chapel. We prepare and “keep sacred” the church’s linens, silver, and vestments in the sacristy.

Why? It is a service done directly for God’s people.

It is very contemplative when it is just you and God, preparing the altar for the service.

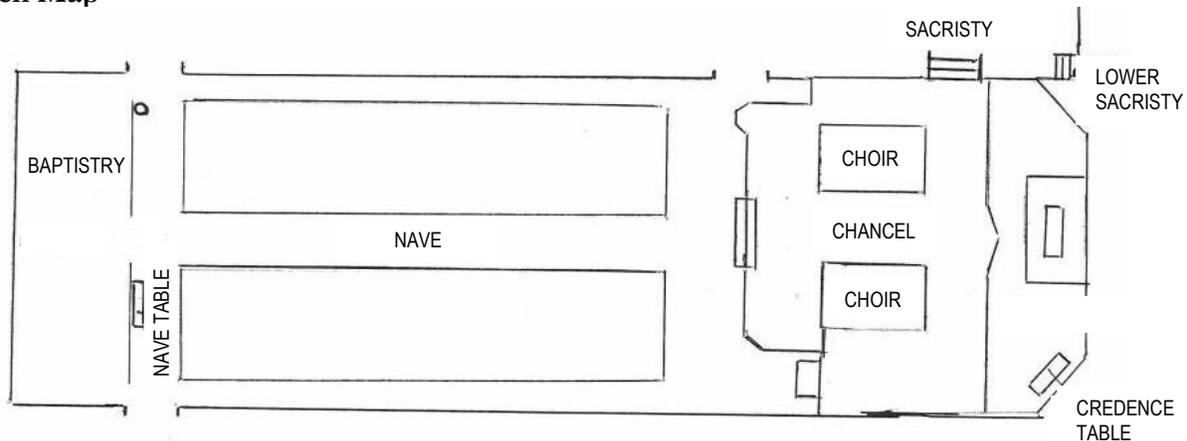
It’s fun. As with all work, it strengthens bonds between fellow workers.

It’s easy. Members serve as few as one to two days a month.

It is traditional. The linens, silver, crystal and vestments are beautiful and there is a sense of obligation to preserve them for the next generations.

It takes concentration. What job doesn’t? That’s why we have good training! (Our refrain is that ultimately God doesn’t mind what objects are present, as long as there are people willing to serve and to worship.)

Church Map



Glossary

Hand Linens:

Corporal: 16 or 17-inch square of fine linen, embroidered at one end with a cross or another symbol. The **corporal** is laid flat on the altar with the embroidery at the east edge of the altar and centered on the tabernacle. Place the **corporal** so that the square ironed into the center of the corporal will catch any blessed bread that may fall. This linen symbolizes one of the cloths wrapped around the Lord's body in the tomb.

Lavabo Towel: A rectangular linen towel used by the priest after washing hands during the Eucharist. Place to the right of the **lavabo**. This linen represents the linen used at the washing of the feet before the last supper.

Purificator: 12 or 13-inch square of fine linen, embroidered in the center with a cross or another symbol. The **purificator** is used to clean the chalice during the Eucharist. Drape the **purificator** over the chalice, under the paten.

Altar Linens, Coverings and Hangings

Burse: 9-inch square board, covered in brocade to match the veil and the liturgical season. The **burse** is like a little folder and holds purificators for use during the Eucharist. It is used to dress the Sunday chalice and goes on top of the veil.

Cere Cloth: Used for protection under the fair linen.

Dust Cover: Ivory-colored muslin cloth that covers the fair linen and altar between services.

Fair Linen: From the rubric in the *Book of Common Prayer*: "At communion time the Holy Table shall have upon it a fair white linen cloth." The **fair linen** covers the top of the altar and hangs down on the narrow sides. Holy Comforter has **fair linens** that correspond to the liturgical seasons as well as ones suitable for all seasons.

Frontal: The **frontal** hangs down the front of the altar. The color of the **frontal** changes with each liturgical season.

Pall: 7-inch square board, covered with linen. The **pall** is used to dress the Sunday chalice.

CRESCENCE
TABLE

Piscina: The drain next to the sink, into which goes any remaining consecrated wine and water. The drain goes directly into the earth.

Veil: 18-inch square of brocade and satin. The **veil** matches the color of the liturgical season. It is used to dress the Sunday chalice and is draped over the pall.

Sacred Vessels:

Chalice: The most sacred instrument of the Church's worship; the cup used at Holy Communion the night of the last supper and continuing to the present time. Holy Comforter has several **chalices** for use at different services.

Cruets: For every day, 2 glass **cruets**: one for water and one for wine. For Sunday, 1 silver **cruet** for water.

Decanter: Large, cut-glass **decanter** used on Sundays for wine carried to the altar.

"Edward's" Cruet: A silver **cruet** used on Sundays for reserving consecrated wine.

Paten: The small (6-inch) plate on which the bread is placed and from which the Eucharistic minister serves the bread during communion. We also have a large **paten** (12 inch) on which the bread is placed on Sundays and carried to the altar.

Candles

Altar Candles: The two brass altar candlesticks represent the human and divine nature of Christ. As you face the altar, the candle on the left (the Gospel side) represents the divine and the one on the right (the Epistle side) represents the human. These **altar candles** are kept on the credence table between services.

Pascal Candles: White, four-foot candle in a brass candleholder. Used at Easter, baptisms, and funerals.

Reredos Candles: Six brass candlesticks behind the altar, on the reredos. (Extra candles are kept in the kitchen refrigerator).

Tabernacle Candle: Held in a sconce on the wall behind and to the left of the altar. This burns continuously, signifying the presence of Christ.

Vestments

Alb: Long, white robe with straight sleeves. It is the oldest Christian vestment and represents the white robes worn by the Lord.

Amice: The hood attached to the alb, signifying the helmet of salvation.

Cassock: Long, black garment worn by clergy under either the alb or the surplice.

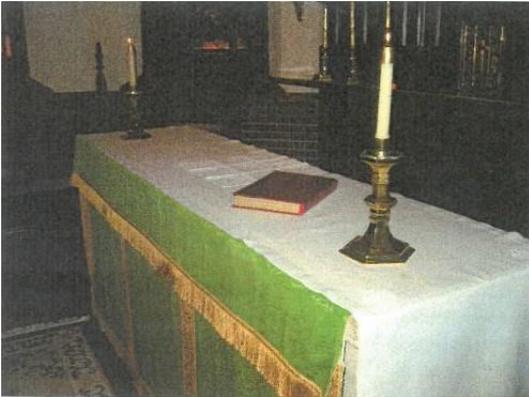
Chasuble: The outer-most vestment worn by the celebrating priest. The color follows the color of the liturgical season.

Cincture or Girdle: White rope tied around the priest's waist, signifying self-discipline.

Stole: A long, narrow cloth which matches the chasuble. The essential insignia of Holy Orders, the **yoke** of obedience to Christ. The **stole** crosses over the chest and is tucked into the cincture. The Deacon's **stole** is worn over the left shoulder, crossed under the right arm and has a slender cord sewn on the underside to hold it in place.

Surplice: Full white vestment worn over the cassock when not celebrating.

Weekday Eucharists



Altar with corporal, altar book and candles



Credence Table with 2 cruets (wine and water), lavabo and lavabo towel, chalice and purificator, paten and bread.

Vesting Table



Vesting Table with chasuble, stole and cincture. Weekday Eucharists

Before Eucharist Set-up

1. Turn lights to **Weekday #1**.
2. Open altar rail and move center kneeler.
3. Take dust cover off the altar.

Altar (see photo)

1. Move candles from credence table to altar.
2. Place corporal with embroidered symbol at east edge of altar, centered with the tabernacle.
3. Place altar book to the left of the corporal, at an angle.

Credence Table (see photo)

1. Fill a glass cruet 1/3 full of sherry and a matching cruet 1/3 full of water.
2. Place the cruets (handles to the front) on the back-left corner of the credence table, the wine on the right and the water on the left.
3. Place the lavabo in front of the cruets, with the lavabo towel to the right.
4. Place the chalice with purificator on the back right corner of the table.
5. Remove a small (“daily”) loaf of bread from the refrigerator.
6. Place the bread on the paten (6 inch) and put it in front of the chalice.

Other Duties

1. Take the cover off the vesting table and straighten the chasuble. (Check calendar to see that the correct color has been laid out.)
2. Replace and light the Mary candle. (Put a little water in votive first.)
3. Light the altar candles. (Always light the **right** one first.)
4. Place 6 or so service booklets in the choir pews.

Post Eucharist Clean-up

Remove all Eucharistic vessels from the sanctuary and bring them to the sacristy.

Linens

1. Wash the purificator and lavabo towel in the smallest stainless-steel bowl. If there are wine stains on the purificator, soak in a small amount of *OxiClean* and hot water. If there are lipstick ~~stains~~, gently wash with FelsNaptha soap. (No need to wash the corporal unless it is soiled. Use for the next day’s service, if clean.)
2. Hang the wet purificator and lavabo towel to dry.

Vessels and Blessed Sacraments

1. Rinse the chalice with the blessed water from the cruet. Pour this into the piscina.
2. Pour the remaining blessed water from the cruet and from the lavabo into the piscina.
3. Pour any unused wine from the cruet back into the bottle.
4. Consume any leftover bread or bread crumbs – quietly and with reverence.
5. Wash the chalice, paten, lavabo and cruets with dish soap and water, using the largest stainless-steel bowl. Dry.
6. Set up the chalice for the next day’s service – chalice, purificator, paten, corporal – and place in the tabernacle above the vesting table.
7. Put the cruets back in the cupboard, inverted so they will drain.
8. Put the lavabo (with clean towel) back into the corner closet.

Vestments

1. Check the sacristy calendar to determine the color for the next day’s service.
2. **If the color remains the same**, lay out the chasuble, stole and cincture on the vesting table. Cover with dust cloth.
If the color changes, hang the chasuble in its garment bag in the Everyday Vestments closet and put stole in its drawer in the vesting table. Then choose the appropriate color chasuble and stole and lay them out on the vesting table with the cincture. Cover with dust cloth.

Other Duties

1. Put altar candles on the credence table.
2. Cover the altar with the dust cloth.
3. Close the altar rail and return kneeler to center position.
4. Return the service booklets to the table by the baptismal font.
5. Turn lights to **OFF**.
6. Take used terry towels home to launder.
7. Close all sacristy doors.

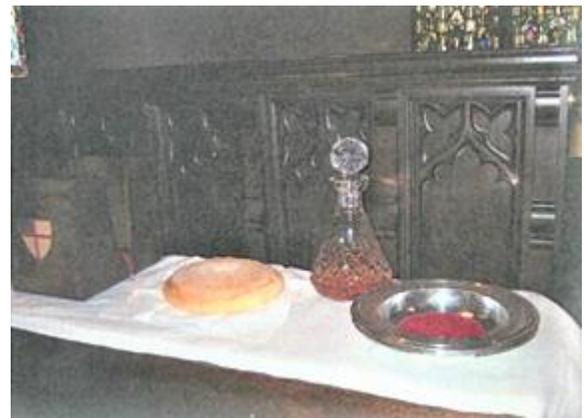
Sunday Eucharist 8:00 a.m.



Altar with corporal, dressed chalice, altar book and candles



Credence table with two cruetes (silver cruet: water, Edward's cruet: wine) **lavabo and lavabo towel, chalice, purificator and paten** (12 inch)



Nave table with large paten, purificator and bread, crystal decanter and wine, and two alms basins and service leaflet box.

Saturday Duties

Arrive at 8:15 a.m. and begin the duties for the day. Duties include setting up for the Saturday 9am service, preparing for the three Sunday services, and preparing for the week ahead. Please be out of the sacristy by 8:50am so the clergy can prepare themselves for the service. Resume duties after service is completed.

Saturday 9 a.m. Eucharist

Set-up and clean-up are the same as for a weekday service. (See **Weekday Eucharist**.)

After the service, prepare the weekday chalice and paten with a purificator and place in the safe for Monday.

Vestments

1. Hang chasuble from Saturday Eucharist in the weekday closet. Return stole to vesting table drawer.
2. Check calendar for color of vestments for Sunday. Select proper Sunday chasuble from lower sacristy closet; select three stoles from vesting table drawer to match the chasuble.
3. Lay out the chasuble, stoles and a cincture on the vesting table. Cover with dust cover.

Vessels

The clergy will have the safe open early.

1. Remove the two Sunday chalices and their patens from the safe.
2. Get the appropriate color veil and burse from the vesting table drawer.
3. Get the proper pall (and special corporal, if indicated) from the cabinet to the right of the vesting table.
4. Dress the jeweled chalice: chalice-purificator-paten-pall-veil-burse. Put a corporal and two purificators in the burse. Place the dressed chalice in the tabernacle above the vesting table.
5. Prepare the second chalice with a purificator and paten; place in the safe.
6. Remove the large paten from the safe. Put a purificator on it and return it to the safe.
7. Take the two silver cruets out of their bags. Leave them in the safe.

Every Saturday

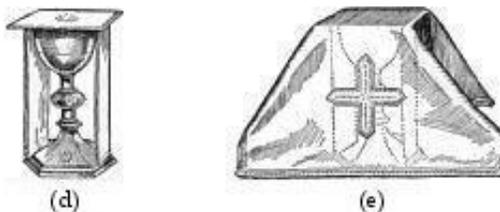
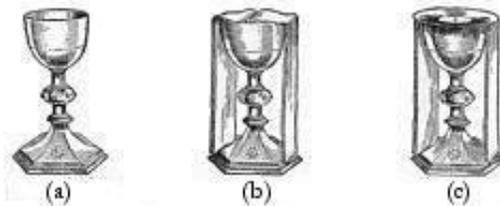
1. Sign up to serve at either the 8:00 a.m., 9:00 a.m., or 11:15 a.m. service on Sunday. Note this on the sacristy calendar.
2. Get bread for the week from the kitchen freezer (3 Sunday loaves, 6 daily loaves). Keep the Sunday loaves in the Ziploc bag and leave them on the sacristy counter until Sunday morning. Keep all daily loaves in Ziploc bag and place them in the sacristy refrigerator.
3. Get 2 bottles of Sunday wine from the lower sacristy and leave them on the sacristy counter.
4. Clean glass chimneys on torches for acolytes.
5. Check wicks in brass lighters and replace if necessary.
6. Clean brass snuffers, if waxy.
7. Check candle lengths for altar candles (minimum 6 inches) and reredos candles (minimum 10 inches). Change, if necessary, cleaning the brass followers at the same time. (Burn the candles down a bit so they will be easy to light.)
8. Check the children's chapel: are the altar and credence cloths clean? Are the altar candles between 3 and 5 inches tall?
9. Retrieve the bowl from the baptismal font. Bring the small baptismal bowl down from the children's chapel. Empty the water from both bowls into the piscina. Wash, dry and refill the bowls with water. Ask one of the clergy to bless the water (you are welcome to participate in the blessing) then return the bowls to the baptismal font and the children's chapel, respectively.
10. Place fresh towels in rings under the sink for clergy and Altar Guild members.
11. Check with Flower Guild. If they are finished with flowers on the altar, please close the altar rail, replace center kneeler, **lock the safe**, turn lights to OFF, close and lock all sacristy doors.

During the school year, Children's Chapel Schedules change frequently. Confirm weekly with clergy. See "Children's Chapel Eucharist."

Veiling of Chalice

(Sunday Eucharists Only)

- a. Chalice (jeweled)
- b. Purificator
- c. Paten
- d. Pall
- e. Veil
- f. Burse with 2 purificators
- g. Burse on top



Sunday Duties

8:00 a.m. Eucharist

Before Eucharist Set-up

1. Turn lights on to "SUNDAY".
2. Open altar rail and move center kneeler.
3. Take dust cover off the altar.
4. Remove the dressed chalice from the sacristy tabernacle.

Altar (see photo)

1. Move candles from credence table to altar.
2. Place corporal with embroidered symbol at east edge of altar, centered with the tabernacle.
3. Place altar book to the left of the corporal, at an angle.
4. Place dressed chalice on top of the corporal so the edge of the veil lines up with the west edge of the corporal.
5. **Light the altar candles (not the reredos candles) about 15 minutes before the service. Light right candle first.**

Credence Table (see photo)

1. Fill the silver cruet 1/2 full of water.
2. Place this cruet (handle to the front) on the back-left corner of the credence table.
3. Place the Edward's cruet (EMPTY and with handle to the front) centered at the back of the table.
4. Place the lavabo in front of the cruet, with the lavabo towel to the right. Place the second chalice, with purificator and paten, on the back right corner of the credence table.

Nave Table (see photo)

1. **Place the medium-sized loaf of bread on top of the purificator on the large silver paten.** Place this on the nave table.
2. **Fill the large crystal decanter with wine 4” high, measuring from the bottom of the decanter.** Place this on the nave table.
3. (The ushers are responsible for placing two alms basins and the service bulletin box on the nave table. Just check that these are in place.)

Vestments

1. Remove the dust cover from the vesting table and straighten the chasuble.

Post 8:00 a.m. Eucharist and Set-up for the 9:00 a.m.

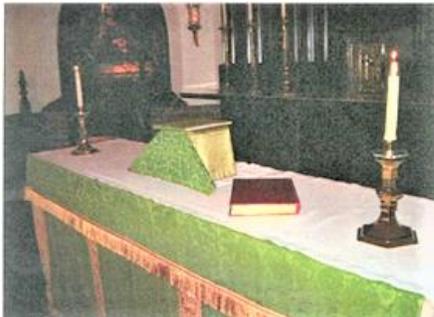
Vessels, Linens & Vestments

1. Extinguish the altar candles.
2. Remove all vessels and dressing to the sacristy, except the silver cruet.
3. Rinse the chalices with water and pour the water into the piscina.
4. Pour unused wine from the crystal decanter (if there is any) into the piscine. Rinse with water.
5. Consume any leftover blessed bread – quietly and with reverence. Or if there is too much to consume, leave it on the counter, wrapped in a purificator – the clergy will take care of it.
6. Wash and dry all vessels, as usual.
7. Re-dress the jeweled chalice: chalice – purificator- paten – pall – veil – burse.
8. Arrange the chasuble, stoles and cincture on the vesting table.
9. Wash the purificators and lavabo towel. Hang to dry. (No need to wash the corporal unless it is soiled. Use for the next service, if clean.)

Altar, Credence Table, Nave Table

1. Set up for the 9:00am service in the same way as for the 8:00am service.
2. **DO NOT** light the altar or reredos candles (the acolytes will do this).
3. Use the **largest loaf of bread** for the 9:00am service.
4. Use **an entire bottle of wine** in the crystal decanter for the 9:00am service.

Sunday Eucharist 9:00 a.m.



Altar with corporal, dressed chalice, altar book and candles



**Credence table with water cruet, lavabo
And towel, chalice, purificator and paten.**

**Nave Table with large paten,
purificator and largest of the loaves of bread,
crystal decanter with wine, two alms basins
and service leaflet box.**



Sunday Duties

9:00 a.m. Eucharist

The 8:00 and 9:00 Altar Guild members work together to prepare for the 9:00 Eucharist.

Vessels, Linens & Vestments

1. Extinguish altar candles.
2. Remove all vessels to the sacristy – **EXCEPT** the silver cruet.
3. Rinse the chalices with water and pour the water into the piscine.
4. Pour unused wine from the crystal decanter (if any) into the piscina. Rinse with water.
5. Consume any leftover bread – quietly and with reverence. Or if there is too much to consume, leave it on the counter, wrapped in a purificator – the clergy will take care of it.
6. Wash and dry all vessels, as usual.
7. Re-dress the jeweled chalice: Chalice – purificator- paten – pall – veil – burse.
8. Arrange the chasuble, stoles and cincture on the vesting table.
9. Wash the purificators and lavabo towel. Hang to dry. (No need to wash the corporal unless it is soiled. Use for the next service, if clean.)

Altar (see photo)

1. Place corporal with embroidered symbol at east edge of altar, centered with tabernacle.
2. Place the altar book to the left of the corporal, at an angle
3. Place dressed chalice on top of the corporal so the edge of the veil lines up with the west edge of the corporal.
4. **DO NOT** light the altar or reredos candles - the acolytes will do this.

Credence Table (see photo)

1. (Silver cruet is still on the credence table, ½ full of water).
2. Place the lavabo in front of the cruet, with the lavabo towel to the right.
3. Place the second chalice, with purificator and paten, on the back right corner of the credence table.

Nave Table (see photo)

1. Place **the largest loaf of bread** on top of the purificator on the large silver paten. Place this on the nave table.
2. Fill the crystal decanter **with an entire bottle of wine**. Place this on the nave table.
3. (The ushers are responsible for placing two alms basins and the service bulletin box on the nave table.)

Post Eucharist Clean-Up

1. Clean up and set-up for the 11:15 a.m. service in the same way as for the 9:00am service.
2. Bring down the tray and all its contents from the Children's Chapel. Wash and put away, as usual. (See Children's Eucharist).
3. Use **the smallest loaf of bread** for the 11:15 a.m. Eucharist.
4. Pour all remaining wine **into the largest of the glass cruets** (NOT the crystal decanter. This will be whatever is left over from the 8:00 a.m. bottle).
5. Leave the bread and wine on the counter in the sacristy. (The 11:15am Altar Guild member will put these on the nave table before the service.)

Sunday Eucharist: 11:15 a.m.

Altar



Credence
Table



Nave Table



Before Eucharist Set-up

1. Take the elements from the sacristy and put them on the nave table. (See photo)
2. The service bulletin box and two alms basins are the responsibility of the ushers and should be on the nave table. Ushers are also responsible for finding two people to carry the elements to the altar. You may be enlisted.
3. At 11:05, light altar candles only.

Post Eucharist Clean-Up

Vessels & Linens

1. Remove all vessels and dressings to the sacristy.
2. Rinse the chalices with water. Pour this water into the piscine.
3. Pour any unused wine or water from the cruets into the piscine.
4. Consume any leftover blessed bread – quietly and with reverence. If there is too much to consume, leave it on the counter, wrapped in a purificator. The clergy will take care of it.
5. Wash and dry all vessels, as usual.
6. Return all silver vessels to their respective bags and place in the safe. Return the large glass cruet to the cruet cupboard, inverted so it can drain.
7. Return the lavabo – with clean towel – to the corner closet.
8. Move the weekday chalice and paten from the safe to the tabernacle above the vesting table.
9. Wash all purificators and the lavabo towel and hang to dry. (No need to wash the corporal unless it is soiled. Put it with the weekday chalice in the tabernacle for use the following day.)

Vestments

1. Hang the chasuble in its garment bag and return it to the Sunday vestment closet in the lower sacristy. Return the stoles to the appropriate drawer in the vesting table.
2. Check the sacristy calendar for the color for the next day's service. Take the appropriate chasuble from the weekday vestment closet and the appropriate stole from the vesting table drawer. Lay the chasuble, stole and a cincture on the vesting table. Cover with the dust cover.

Other Duties

1. Put altar candles on the credence table.
2. Cover the altar with the dust cover.
3. Close altar rail and return kneeler to the center position.
4. **LOCK THE SAFE.**
5. Turn lights to **OFF.**
6. Close all sacristy doors.

Children's Chapel Eucharist

Set up Saturday for use on Sunday at 9:00 a.m.

Saturday Set-up

1. Remove the children's chalice and paten from the safe. Drape the chalice with a purificator.
2. Remove, from the freezer, two daily loaves of bread. Place loaves in a plastic zip-lock bag.
3. Find the children's chapel tray in the cupboard to the right of the boxes of palls. (There should be a corporal on it.)
4. Get the two small, glass cruets. Fill one cruet $\frac{1}{2}$ full of cream sherry, the other cruet $\frac{1}{2}$ full of water.
5. Assemble these items on the tray: **the chalice-draped with a purificator, a corporal, the paten-with the wrapped bread on it, the cruets- with the water and wine.**
6. Take this tray to the Children's Chapel and put all its contents on the credence table, just as you would place them in the main sanctuary. (Leave the bread wrapped and in the baggie.) Place the corporal on the altar, as you would in the main sanctuary.
7. Bring the weekday chasuble and matching stole in the appropriate color for the day – as well as a cincture – up to the acolyte vesting room. (**Note:** When the color for the day is **Green**, use the Everyday Green Linen chasuble.) Lay out the chasuble, stole and cincture on top of the cabinet/vesting table. Cover the vestments with the dust cover.

Sunday Clean-up

1. After the 9 a.m. Chapel service on Sunday, return the vestments and tray (with all the items listed above) to the sacristy.
2. Wash the chalice and paten and place them back on the tray.
3. Wash the cruets and put them in the cruet cupboard, inverted so they can drain.
4. Wash the linens, as usual. If the corporal is still clean, put it back on the tray.
5. Return the tray to the cupboard in the sacristy
6. Return the vestments to the weekday vestment closet.

Seasonal Vestments will be on display in the Great Hall throughout the day. We would like to thank the churches for loaning us these beautiful items.

Sunday Blue:

Church Holy Comforter, Kenilworth, Evanston Deanery
Chasuble, stole and cincture; burse and veil.

Red:

Church Holy Comforter, Kenilworth, Evanston Deanery
Chasuble and stole; burse and veil.

Sunday White:

St. David's, Glenview, Evanston Deanery
Chasuble and stole; burse and veil; lectern and pulpit paraments.

Black:

St. Paul's by-the-Lake, Chicago, North Deanery
Chasuble; stole and maniple- second set

Cathedral Gold:

St. Paul's by-the-Lake: Chicago, North Deanery
Fiddleback chasuble; stole and maniple

Purple:

St. Paul's by-the-Lake: Chicago, North Deanery
Diocesan Altar Guild (1970's)
Chasuble, stole and maniple

Green: St. Augustine's, Wilmette, Evanston Deanery
Chasuble and stole