



# ST. PETER'S EPISCOPAL CHURCH

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ALTAR

GUILD



HANDBOOK

"Then I will go to the altar of God, to God my exceeding joy"

*Psalms 43:4*

*We gratefully acknowledge the contributions of former Altar Guild Coordinators  
Bobbie Wilhelm, Judy Hall, Jean Kuhns, Becky Harris, & Jane Thompson  
for sharing their invaluable knowledge*

*Note: In addition to this handbook, there are several books in the sacristy which may be useful in learning more about the special ministry of the Altar Guild:*

*A Working Manual for Altar Guilds by Dorothy C. Diggs*

*Flowers To The Glory of God by Sandra S. Hynson and the Washington Cathedral Altar Guild*

*Homage through Flowers by Sandra S. Hynson, and the Washington Cathedral Altar Guild*

*The Altar Guild Book by Barbara Gent and Betty Sturges*

*The Altar Guild Handbook based on the Book of Common Prayer and The Book of Occasional Services by Marion J. Hatchett and Anne K. LeCroy*

*The Altar Guild Manual by Edith Weir Perry*

*The Complete Training Course for Altar Guilds by B. Don Taylor*

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## ALTAR GUILD INTRODUCTION

As Altar Guild Members we are privileged to serve in a ministry that is vital to the worship of our Lord at St. Peter's. We must be faithful and dedicated to our duties. It is important that we take reverent care of the sacred vessels, fair linens and the seasonal hangings.

We are responsible to prepare the Sanctuary and the Chapel for all types of services: Sunday Worship, Saturday Worship, Baptisms, Weddings, Funerals, and other services, as required.

### **Our Duties:**

- preparing the Sanctuary and Chapel for all types of services
- cleaning and storing the sacred vessels and linens
- decorating for Advent, Christmas and Easter
- obtaining and arranging altar flowers each week. (*Unless flower arrangements have been purchased from an outside vendor by the donor, each team should designate someone responsible for purchasing and arranging flowers each week. Receipts should be turned in to the Financial Administrator for reimbursement.*)
- keeping the Sacristy neat, orderly and clean

### **Time Commitment:**

Our goal is to create a ministry for men and women which is compatible with our busy schedules. Our team structure helps us work together to prepare our church for worship and to grow in fellowship as well.

- Members are assigned to one of 4 teams of 4-5 people who share duties.
- A team is on duty for 3 weekends, then off for 9 weeks.
- On a duty weekend, the team is responsible for setup and flowers on Saturday (1-2 hours), and cleaning up and preparing for the 8am and 10:30am services.
- The team will coordinate internally to ensure all duties are covered while accommodating individual schedules as much as possible.
- During Advent, Christmas and Holy Week, volunteers will be sought to accommodate decorating and additional services.

Communication amongst Altar Guild members is aided by the St. Peter's email listserv: [altarguild@stpetes.net](mailto:altarguild@stpetes.net).

Time spent working with the Altar Guild Members is a wonderful opportunity to get to know one another and serve the Lord at St. Peter's and preparing for worship. Invite a friend to join the Altar Guild! We're always happy to have new members.

“When the master comes and finds the servant doing his work,  
the servant will be blessed.”

*Matthew 24:46*

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*Flower stands—shelves on either side of the Retable.  
We have two pairs of brass vases for altar flowers.*



## THE CHURCH CALENDAR

The church calendar is divided into six seasons: Advent, Christmas, Epiphany, Lent, Easter and Pentecost. The seasons and special days of the calendar represent the great Events in our Lord's life and the principal doctrines of the church. There are seasonal colors along with special liturgical colors for Holy Days. There is a church calendar for the year in the Sacristy which shows the appropriate liturgical color for each day.

Some of the Holy Days are "movable". The Scripture readings may be used on another day.

### SEASONAL LITURGICAL COLORS:

<b>Advent</b>	<b>Blue</b>
<b>Christmas</b>	<b>White</b>
<b>Epiphany</b>	<b>Green</b>
<b>Lent</b>	<b>Purple</b>
<i>Holy Week</i>	<b>Red</b>
<b>Easter Season</b>	<b>White</b>
<i>Day of Pentecost</i>	<b>Red</b>
<b>Pentecost Season</b>	<b>Green</b>

### SEASONAL LITURGICAL HANGINGS, LINENS, OBJECTS:

<b>Frontal</b>	The cover or hanging which vests the Altar in the seasonal color.
<b>Pulpit Hanging</b>	Silk hanging, in the seasonal color. Hangs from the Pulpit.
<b>Bible Markers</b>	Silk markers, in the seasonal color, place on the Lectern.
<b>Veil</b>	A heavy silk veil, in the seasonal color, which vests the large chalice.
<b>Burse</b>	A rigid square silk covered folder, in the seasonal color. It holds the corporal and Purificators (2) and it is placed on top of the Veil.

**Note: There are No Altar Flowers during the seasons of Advent and Lent.**

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## COMMUNION VESSELS AND LITURGICAL OBJECTS

(Also see **LINENS**)

<b>ALMS BASINS</b>	Large brass plates, used at the Offertory, by the ushers.
<b>ALTAR</b>	The structure also know as “ <b>the Lord’s Table</b> ” or “ <b>the Holy Table</b> ” where the offerings are presented and the elements of bread and wine are consecrated in the Eucharist.
<b>ALTAR BOOK</b>	The book containing prayers and music needed by the celebrant for the regular celebration of the Eucharist.
<b>AUMBRY</b>	A cupboard on the wall near the altar. Also called the “ <b>Tabernacle</b> ”.
<b>BAPTISMAL</b>	From the Latin word for “fountain”. It contains the water used in Holy Baptism.
<b>BREAD BOX</b>	Small sterling silver box with wafers or gluten-free bread used for Communion.
<b>BURSE</b>	A flat, stiff cloth case that holds the corporal and purificators (2) ,and placed on top of the veil which covers the chalice.
<b>CANDELABRA</b>	Large seven branch brass candlestick used for special occasions, such as Christmas, Epiphany, Easter and weddings. They are placed behind the altar on the retable.
<b>CANDLESTICKS</b>	Brass candlesticks (2) are placed on the altar for the celebration of the Eucharist.
<b>CHALICE</b>	This Vessel recalls the cup used at the Last Supper by our Lord. The cup is used at the altar to hold the elements of wine and water for consecration and communion. The chalice is oftentimes the most prized possession of a parish. We vest the large chalice. The smaller one is used as our second chalice.
<b>CREDENCE TABLE</b>	A small side table in the sanctuary for holding articles used in the celebration of the Eucharist.
<b>CRUETS</b>	Small glass pitchers. One is used to hold wine. The other is for water, which is added to the wine before the service of consecration. (Symbolic of the water which flowed from the side of our Lord when He hung upon the Cross.) The cruet filled with water is, also, used by the priest to wash his hands before consecrating the bread and wine.
<b>EWER</b> (Baptism Pitcher)	This is a vase-shaped pitcher, made of brass. It is used to hold the water for a baptism prior to being poured into the baptismal font.
<b>GOSPEL BOOK</b>	A bound volume containing the four Gospels.
<b>HYMN BOARD</b>	A board that lists the hymns that will be sung during the service.

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<b>FLAGON</b>	Silver pitcher which holds the wine.
<b>LAVABO</b>	Small glass bowl used to wash the hands of the priest before celebrating Eucharist. (See <i>Lavabo Towel</i> in <b>LINENS</b> .)
<b>LECTERN</b>	Where the Word is read during the liturgy of the word. Holds the Bible.
<b>MISSAL STAND</b>	Brass book stand which holds the Altar Book that contains the service of Holy Communion.
<b>OFFERTORY TABLE</b>	A small stand on which the items for the celebration of the Eucharist are kept.
<b>PASCHAL CANDLE</b>	Large candle used to symbolize Jesus Christ Risen from the dead, the light of the world. It is placed next to the Pulpit and remains there from Easter until Pentecost. It also used for all baptisms and funerals.
<b>PATEN</b>	From the Latin "patena", meaning 'pan or shallow dish', is a plate made of silver. It is used for two purposes: to hold the priest's wafer (bread) and to serve the wafer (bread) to the communicants.
<b>PISCINA</b>	Basin in the sacristy for washing the communion vessels. The <b>Sacrarium</b> is the drain itself, returning particles directly to the earth.
<b>PROCESSIONAL CROSS</b>	Cross affixed to a staff and carried high by an acolyte. It is usually, accompanied by torch-bearers as it leads the procession into and out of the church. It is also used to lead the Gospel procession.
<b>RETABLE</b>	A shelf behind the altar.
<b>SANCTUARY</b>	The area around the altar separated from the rest of the church by an altar rail.
<b>SANCTUARY LAMP</b>	A candle that is inside the red lamp which hangs near the aumbry or tabernacle. It is kept ever-burning to mark the presence of the reserved sacrament. If it should accidentally go out, don't panic. Just relight it or replace with new candle.
<b>SANCTUS BELL</b>	A bell rung by a server during the Eucharist to emphasize particular moments in the liturgy.
<b>THURIBLE</b>	A closed container in which incense is burned. Also called a <b>Censer</b> .
<b>TORCHES</b>	Candles mounted on polls for use in the liturgy. May be carried in procession or placed near the altar or lectern.

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## LINENS

(Also see *COMMUNION VESSELS AND LITURGICAL OBJECTS*)

**CORPORAL** A large square of linen (18x18 or 20x20 inches) acting as a placemat to catch any consecrated particles or drops of wine which might fall on it. It protects the fair linen. It is placed on the center of the Holy Table, with the bottom edge close to the edge where the priest stands and the embroidery facing the congregation. The word corporal comes from the Latin Corpus, for "body". It is folded in 9 squares.

**FAIR LINEN** The linen covers the entire top of the altar. It is covered by a dust cover (fair linen protector) when the altar is not being used. Remember to remove the protector when vesting the altar.

**FUNERAL PALL** A cloth that covers a casket, coffin or urn at funeral services. (In some cases, a national flag is used as the pall.)

**LAVABO TOWEL** Linen towel placed in lavabo bowl. Used when the celebrant washes his hands during the offertory.

**PALL** An 8x8 inch stiffened square, covered in linen, embroidered in the center. The Pall is placed over the Paten.

**PURIFICATOR** A fine linen napkin (12x12 inches) used to wipe the chalice as it is administered to the communicants. Purificators are folded in 9 squares, with right side out.

**VEIL** Used to cover the chalice and paten to keep dust and flying insects away from the bread and wine. Not only practical, but intended to show honor to vessels used for the sacrament. Usually the same color and material as the priest's vestments, though it may also be white.  
(Chalice Veil)

**VEIL** A black cloth draped over the Christus Rex at the end of the Maundy Thursday service and continued through Good Friday.

(Lenten Veil)

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## LAUNDERING & CARE OF FINE CHURCH LINENS

(See also *CLEANUP AFTER THE 10:30AM SERVICE*)

Always shake linens just removed from the communion table into the sacristy's piscina or outdoors over the ground. This is the proper way to dispose of any crumbs of consecrated bread that may remain on altar or communion linens.

Hand washing is generally recommended. Keep in mind that these linens are to be used for a holy purpose. **Do not starch any linens.**

**Removing Stains:** Always try to treat stains promptly. The longer they set, the more difficult they are to remove. As soon as possible after removing linens from the sanctuary, inspect them for stains that may not come out in normal washing. Common stains include:

**Candle wax:** Rub with ice cube and scrape off excess wax with a dull knife. Place between several layers of absorbent tissue and press with a warm iron. Pour boiling water through stained area from the wrong side. If wax dye still remains, sponge with alcohol.

**Wine:** Soak or sponge fresh stains immediately with cold water. If stain still remains, rinse with vinegar for an hour. If it still remains rub with mild detergent or soap. Wait for 15 minutes and rinse. Treat dry stains with club soda, vinegar or white wine, cover with salt, immerse in cold water and sponge.

**Lipstick:** A simple method is to soak in cold water for a few hours and wash with mild soap, rubbing spots between fingers. Rinse well. Another method is to sponge with Carbon tetrachloride (cleaning fluid). Rub stained area with glycerin to loosen grease. Apply liquid detergent or soap and let set for 10 minutes. If dye remains, pour boiling water through stained area from the wrong side. **All lipstick must be removed.**

**Soot:** Apply liquid detergent to stain, rub and rinse. Repeat as necessary, then wash.

**Scorch:** Rub cut onion into the mark, soak in cold water for an hour, then wash.

**Rust:** Apply Cream of Tartar to the stain and soak in hot water. Let water cool. Remove linen and wash

**Mildew:** Wash with soap and water, rinse and sun dry. If mildew persists, soak linen in 3% peroxide, then wash.

**Washing:** For linens without lace cut work and in good condition, hand wash or machine wash on gentle cycle with pure soap or mild detergent. Wash water can be hot (for medium to heavy weight linen) to warm (for light weights). If needed, use water softener to improve the cleaning performance of the soap. Rinse thoroughly in warm water; rinse water should be clear. For linens with lace cut work, hand washing in warm water is strongly recommended. Chalice palls

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with stiff plastic linings should be hand washed, using a soft clean vegetable brush when necessary. For linens that have yellowed through age or infrequent use, try washing as recommended and sun drying. Alternatively, boil yellowed linen for half an hour in a pot containing washing soda and soap. Finally, if a bleach seems necessary, use an oxygen-type bleach such as Clorox 2 ©, not chlorine. Chlorine bleach will damage pure linen.

**Drying:** Never dry linen “bone dry” - it harms the fiber and makes ironing very difficult. You may sun dry or machine dry till damp, or simply remove from the washer and prepare for ironing—this is especially recommended for linens with lace cut work as it makes stretching the linen back into shape much easier. Either way, ironing will be easier if you smooth and fold (or roll) linens into a clean dry towel and refrigerate the damp linen for several hours.

**Ironing:** Linen is a very “dynamic” fiber and ironing can be tricky, but these simple guidelines make the job very manageable.

- **Preparation:** Cover your ironing board and surrounding surfaces with clean cotton sheets. Also have a towel handy to lay beneath embroideries when pressing. Place the ironing near a large surface such as a bed or table on which you can place linens to dry after pressing. All surfaces around the ironing board should be clean. The iron should be hot and clean.
- **General:** Iron damp linens on the “wrong side” first, using a steam iron if you choose, keeping hems square. Gently press embroideries and cut work into a towel, do not force the tip of the iron into the embroidery. Set aside to dry. When dry, press again on the “right side” with a dry iron to smooth hems and to create a polished look. Set aside to roll or fold. Never use starch on linen.
- **Fair Linens and Credence Table Cloths:** For larger linens that will not fit on the ironing board, begin by arranging the damp linen on the floor next to the ironing board in an accordion fold. Then bring one end of the linen onto the ironing board, iron side to side keeping hems as square as possible, and draw the ironed linen off the board onto the adjoining table or bed to dry. When dry, arrange on the floor again and repeat the process, this time pressing on the “right side.” Roll the linen on to a cardboard roller right side up, keeping a slight tension to prevent wrinkles, and take care to keep hems straight. Wrap the roll in tissue paper to protect it.

*A special note* about linens with heavily embroidered ends, particularly with lace cut work. If allowed to dry before pressing these will often shrink and twist out of shape. Don't despair: with effort and help they can be put to rights. Assemble two or three helpers. Make sure linen is damp. Have helpers grasp linen at the hems and stretch while you press embroidery from the center of the linen toward the hems.

### **Folding Small Linens:**

- **Corporal:** Place corporal on the ironing board right side up, with cross near you. Fold in thirds, folding the bottom side up, then the top side down. Finger press creases at the folds. Now fold

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the right side in (toward the left), and, finally, the left side in (to the right). Again, finger press creases.

- Purificator: Place Purificator on the ironing board right side down. Fold in thirds, right to left, left to right, bottom up, and top down. Finger press creases.
- Lavabo Towel: Place lavabo on the ironing board right side down. Fold in thirds, right to left and left to right. Then fold in half, top down. Finger press creases.
- Chalice Veil: Do not fold veils. Store flat.

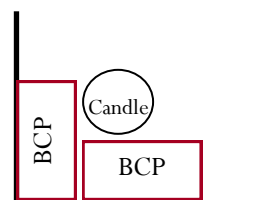
## **Storage**

Always be sure linens are clean before storing. Store Fair Linens, Credence Table Covers and other large linens on rolls, wrapped in tissue paper or muslin. Communion Linens should be stored folded or flat, wrapped in acid free tissue or muslin. Keep in a cool, dry, well ventilated area. If it is going to be some time before the linens are used, you may wrap them in plastic wrap or keep them in plastic bags. Do not store linens in cedar chests.

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## SATURDAY SETUP PROCEDURES



1. Start with a prayer.
2. Check the silver and brass and polish them if necessary.
3. Check the calendar for the proper color of hangings and change them if needed.
4. Fill the candles with oil:
  - a) acolyte candles
  - b) altar candles
  - c) candelabras (if being used)
  - d) Pascal candle (if being used)
5. Prepare the altar:
  - a) Remove the fair linen cover.
  - b) Place a clean corporal in the center of the altar.
  - c) Place the brass candlesticks on each side of the altar. (Use a prayer book's width to space the candles from the edge of the altar. *See diagram below.*)
  - d) Put altar book and missal stand on the altar (*see pictures following for details*).
  - e) Put the gospel book and the sanctus bells on the altar. Put today's bulletin scripture readings inside the gospel book at the current date.
6. Vest the large chalice (*see pictures following for details*)
  - a) Place purificator over the chalice.
  - b) Place pall squarely on top of purificator.
  - c) Place silk veil over the pall.
  - d) Place the burse (with 1 purificator inside) on top of the veil with the closed side facing the congregation.
7. Vest the small chalice by placing a purificator over it.
8. Set the two chalices aside in the sacristy to put out in the morning.
9. Put the two large silver patens next to the chalices to put out in the morning.
10. Get communion pita breads from the freezer: 6 loaves (3 for 8am and 3 for 10:30 am). Put them on the patens in a closed Ziploc bag with a paper towel inside to thaw.
11. Fill the silver flagon to the level for the 8am service (*see pictures on following pages for guidance*) and set it in the sacristy next to the patens and chalices.

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12. Put the needed items on the credence table (reference photos for assistance):
  - a) Put the lavabo bowl with a towel inside on the right-side front.
  - b) Put the small glass bowl with the slotted teaspoon inside on the left-side rear.
  - c) Fill the glass cruet about 2/3 full of water and place it on the right-side rear of the credence table.
  - d) Put the 3 nested alms basins on the shelf in the credence table.
13. Post the hymns on the board in order. (See photos on following pages for guidance.)
14. Place a glass of water on the pulpit and one in Fr. Tom's kneeler.
15. Arrange the flowers in the brass altar vases.
16. Replace the candle in the sanctuary lamp (if needed – otherwise replace on Sunday). If the lamp is out, replace the candle and relight it.
17. Refill container of gluten free communion bread in the Aumbry as needed. (More available in the cabinet in the sacristy.)
18. Clean up the sacristy.
19. Lock ALL DOORS and turn off the lights.

## **Altar Guild Set Up—High to Low**

1. Sanctuary Candle
2. Hymns in bulletin (5)
3. Water Glasses
4. Altar Table: Fill candles with oil; altar table, acolyte, paschal if needed, oil tea lights
5. Set Altar; Eucharist 1 large, 1 small (check diagrams), wine, bells, bread (3).  
Prepare Chapel for Saturday evening service—1 host wafer, 30 small wafers.

Set up Saturday and Set Out on Sunday. Clean after service and set up for 10:30.

10:30 crew cleans up.

## PHOTOGRAPHS OF SANCTUARY ALTAR SET UP



Large Chalice



Chalice with Purificator





Chalice, Purificator with Pall



The Veil



**Burse on top of Veil—Pall—Purificator—Chalice**



**Communion bread on Patens**

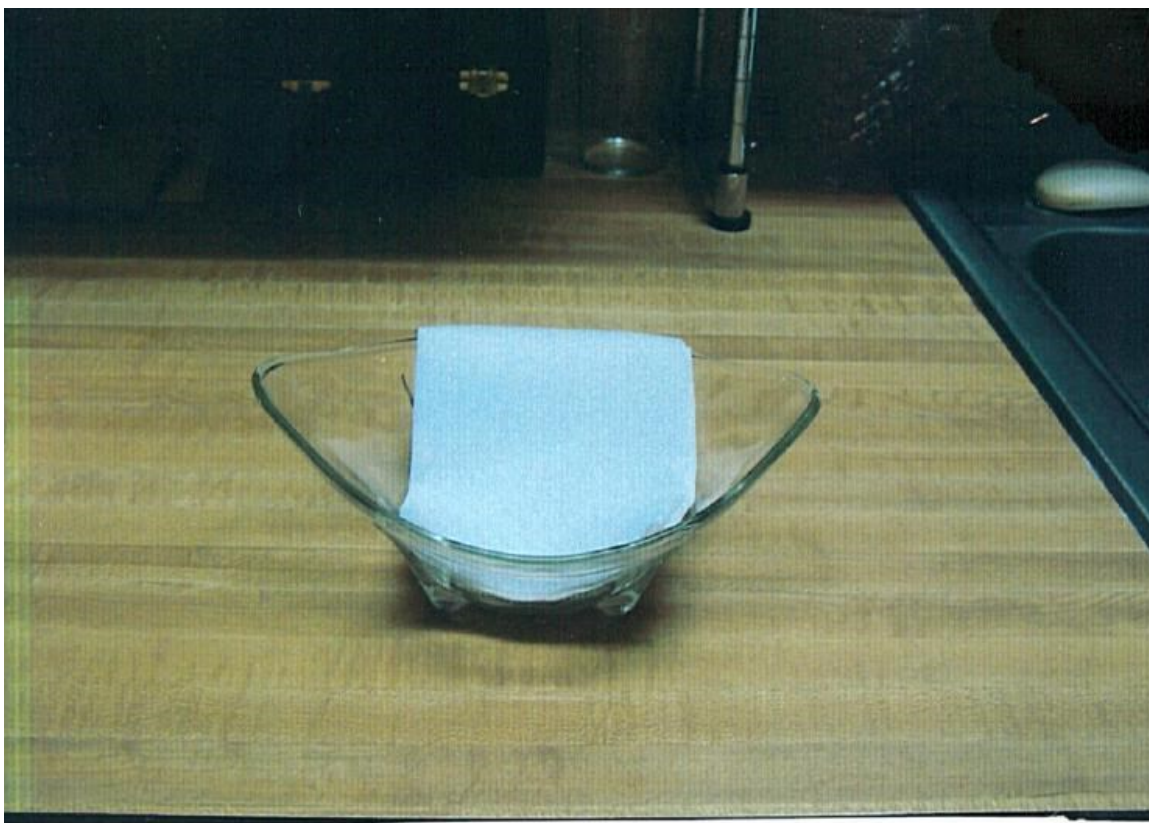




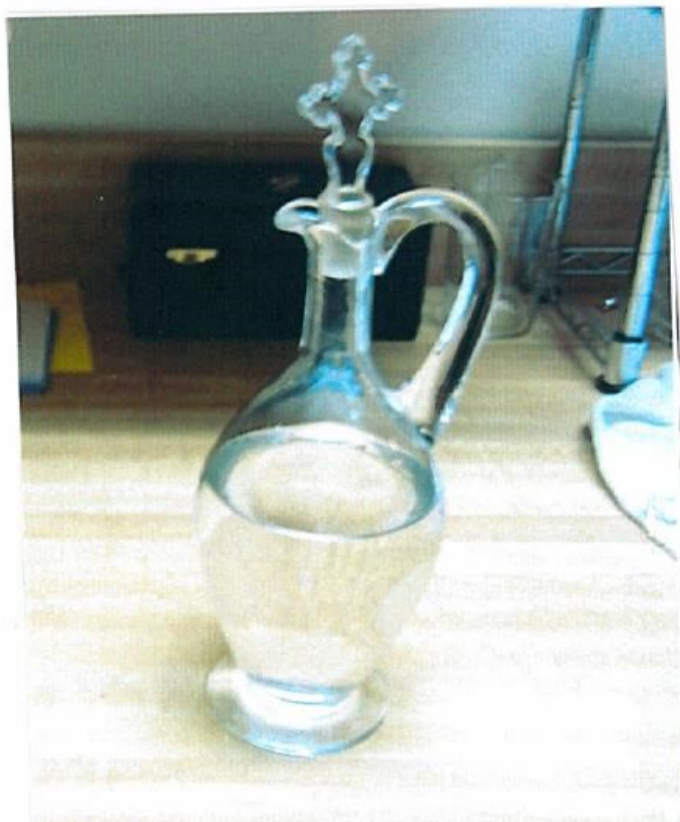
**Fill Line for 8:00AM Service**



**Fill Line for 10:30AM Service**



**Lavabo and Lavabo Towel**



**Water Cruet**

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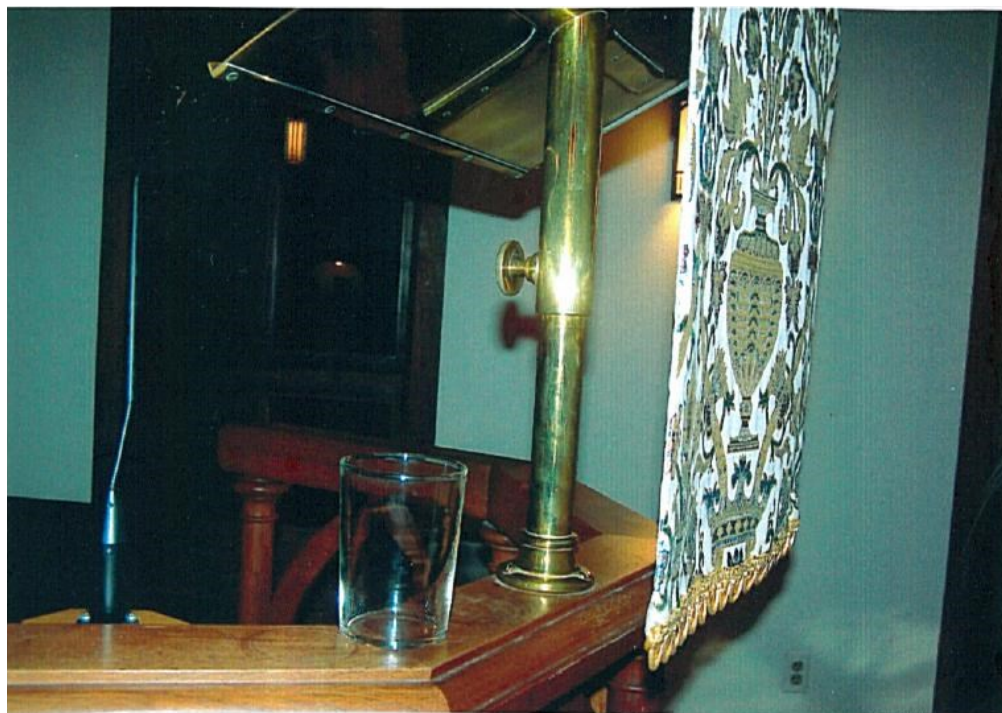




Alms Basins in Credence Table



Hymn Board



Glass of water on the Pulpit



Aumbry



**Sanctuary Lamp**



**Candelabra on Retable**



**Sanctus Bell**





Arrangement of the Credence Table



Arrangement of the Offertory Table



## CHECKLIST BEFORE THE 8AM SERVICE

1. Place the two vested chalices on the credence table.
  2. Make sure the credence table contains the following:
    - a) chalices – small and large
    - b) lavabo bowl and towel
    - c) water cruet
    - d) glass bowl with slotted spoon
    - e) 3 alms basins
  3. Remove 3 pitas from the ziploc, place them on the patens and cover them with a cloth. (The cover is a square linen cover found in the top drawer, or a purificator.)
  4. Bring the filled flagon and the covered pitas to the small offering table at the rear of the church.
  5. Turn out the overhead light in the sacristy, turning on the small lamp.
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## CHECKLIST FOR BETWEEN THE SERVICES

1. Clear the used items from the credence table to the sacristy.
  2. At the conclusion of the Sunday 8:00 AM services, bring the alms basins to the sacristy and place the contents of the plates (offerings and attendance slip) in the cash box provided in the sacristy. *This also applies to Saturday services and special services, such as Christmas Eve, or the Easter Vigil.*
  3. Return the alms basins to the credence table shelf.
  4. Pour any wine remaining in the flagon to the cruet inside the aumbry.
  5. Refill the flagon with wine to the line for the 10:30 service (see the pictures for guidance).
  6. Wash the chalices, patens, and lavabo bowl.
  7. Vest the large chalice (see pictures for details) with fresh linens.
    - a) Place purificator over the chalice.
    - b) Place pall squarely on top of purificator.
    - c) Place silk veil over the pall.
    - d) Place the burse (with 1 purificator inside) on top of the veil with the closed side facing the congregation.
  8. Vest the small chalice by placing a purificator over it.
  9. Get a fresh towel for the lavabo bowl.
  10. Put the following on the credence table:
    - a) vested chalices – small and large
    - b) lavabo bowl and towel
    - c) water cruet
    - d) glass bowl with slotted spoon
    - e) 3 alms basins
  11. Remove 3 pitas from the ziploc, place them on the patens and cover them with a cloth. (The cover is a square linen cover found in the top drawer, or a purificator.)
  12. Bring the filled flagon and the covered pitas to the small table at the rear of the church.
  13. Turn out the overhead light in the sacristy, turning on the small lamp.
-

## CHECKLIST BEFORE THE 10:30AM SERVICE

1. Place the two vested chalices on the credence table.
  2. Make sure the credence table contains the following:
    - a) chalices – small and large
    - b) lavabo bowl and towel
    - c) water cruet
    - d) glass bowl with slotted spoon
    - e) 3 alms basins
  3. Ensure the filled flagon and the covered pitas are on the small table at the rear of the church.
  4. Turn out the overhead light in the sacristy, turning on the small lamp.
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## CLEANUP AFTER THE 10:30AM SERVICE

(See also *LAUNDERING & CARE OF FINE CHURCH LINENS*)

1. Remove the brass candlesticks, altar book and stand, gospel book and bells, and put them away in the sacristy.
  2. Put the candles in the holder.
  3. Remove the alms basins from the altar and put the offering into the cash box for the tellers to count after the 10:30 service. (The tellers will put it into the safe in the sacristy after they count it.) ***If there are no tellers for some reason – put all of the offerings into a bank pouch and put it in the safe.***
  4. Remove the flower arrangements from the brass vases and put them in glass vases, plastic pitchers provided, or bags for delivery to sick/shut-ins, birthday or anniversary parishioners. Put the brass vases away into the cabinet.
  5. Clear the items from the credence table and the water glasses to the sacristy.
  6. Pour any consecrated wine remaining in the flagon into the cruet in the aumbry (tabernacle).
  7. Put the linens to soak in soapy water. Make sure to spray lipstick with stain remover and scrub off before getting the linen wet.
  8. Wash the flagon, patens, chalices, and other dirty dishes with soapy water. Dry them well and put them away. Be sure to put the silver into the protective bags.
  9. Wipe the counters clean, then rinse the soaked linens well and stretch them out tautly face down on the counter tops to dry. Minimize the wrinkles and bubbles in the wet linens to keep them from needing ironing.
  10. Put the cover for the fair linen on the altar. Put the cloth coverings on the altar rail and the pulpit to protect them from the sun.
  11. Make sure the sanctuary lamp is lit and full. If it is very low, replace it.
  12. Tidy the sanctuary and the sacristy, cleaning up any loose papers.
  13. Turn out all the lights, especially the light switch labeled “Altar Light” located between the cabinet and outside door of the sacristy.
  14. Lock all doors to the sacristy.
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## **WEDNESDAY & SATURDAY SERVICE SET UP IN CHAPEL OF THE INCARNATION**

The proper altar presentation for the  
Wednesday and Saturday  
HOLY EUCHARIST services  
In the Chapel of  
The Incarnation



\*Chapel candles—7/8"x 1 1/2" must be able to hold brass caps

## MORNING PRAYER SERVICE SET UP

1. Start with a prayer.
  2. Check the silver and brass and polish them if necessary.
  3. Check the calendar for the proper color of hangings and change them if needed.
  4. Fill the candles with oil:
    - a) acolyte candles
    - b) altar candles
  5. Prepare the altar:
    - a) Remove the fair linen cover.
    - b) Place a clean corporal in the center of the altar.
    - c) Place the brass candlesticks on each side of the altar. (Use a prayer book's width to space the candles from the edge of the altar.)
  6. Place a glass of water on the pulpit and one in Fr. Tom's kneeler.
  7. Arrange the flowers in the brass altar vases.
  8. Replace the candle in the sanctuary lamp (if needed – otherwise replace on Sunday). If the lamp is out, replace the candle and relight it.
  9. Place the 3 nested alms basins on the shelf in the credence table.
  10. Post the hymns on the board in order.
  11. Turn off the overhead lights in the sacristy, turning on the small lamp
  12. Follow normal clean up procedures after service(s).
-

## EVENING PRAYER OR EVENSONG SERVICE SET UP

1. Start with a prayer.
  2. Check the silver and brass and polish them if necessary.
  3. Check the calendar for the proper color of hangings and change them if needed.
  4. Fill the candles with oil:
    - a) acolyte candles (if needed, check with office)
    - b) altar candles
  5. Prepare the altar:
    - a) Remove the fair linen cover.
    - b) Place a clean corporal in the center of the altar.
    - c) Place the brass candlesticks on each side of the altar. (Use a prayer book's width to space the candles from the edge of the altar.)
  6. Place a glass of water on the pulpit and one in Fr. Tom's kneeler.
  7. No flowers arrangements required.
  8. Replace the candle in the sanctuary lamp (if needed – otherwise replace on Sunday). If the lamp is out, replace the candle and relight it.
  9. Place the 3 nested alms basins on the shelf in the credence table.
  10. Post the hymns on the board in order.
  11. Turn off the overhead lights in the sacristy, turning on the small lamp
  12. Follow normal clean up procedures after service.
-

## BAPTISM SETUP PROCEDURES

Baptisms may take place during Holy Eucharist on:

- ♦ **Baptism of the Lord** – early January
- ♦ **The Great Vigil of Easter** – March/April.
- ♦ **Pentecost Sunday** – late May/early June
- ♦ **A summer celebration**—dates vary (*rare*)
- ♦ **All Saints Sunday** – early November



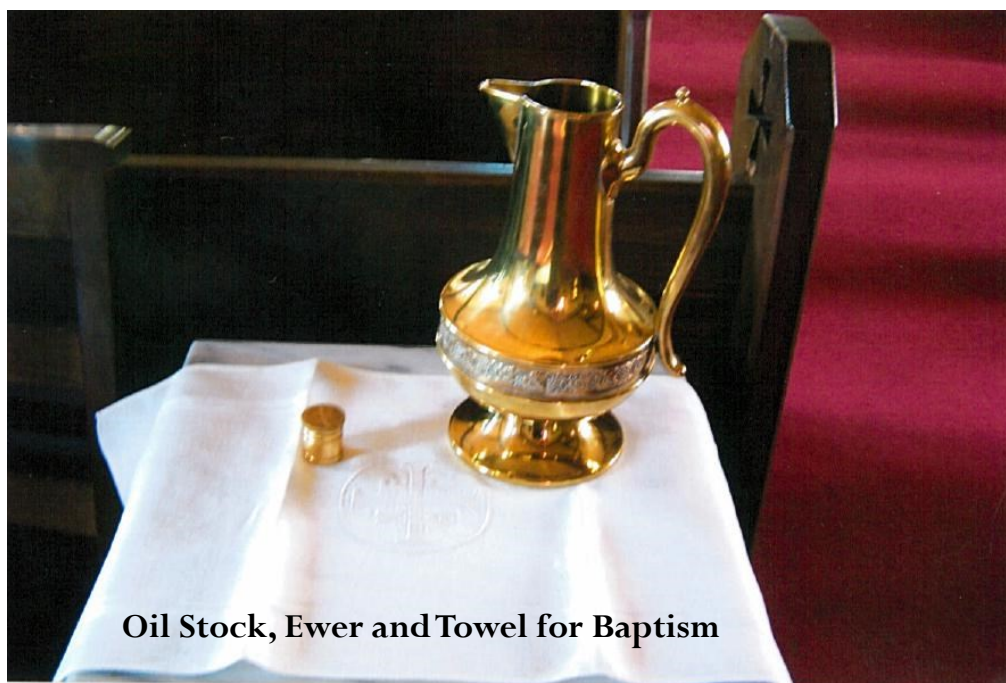
Baptismal Font

- Move the baptismal font to the front of the church, centered in front of the first pews.
- Set out the Paschal Candle.
- Set out candelabra
- Change the hangings to **WHITE** (**Except at Pentecost where RED takes precedence**)
- Place "Reserved" signs in front pews for baptismal candidates and families
- Fill the ewer with WARM water and set out on the marble-topped table in front of the first pew.
- Place a baptismal towel on the table.
- Take the oil stock from the aumbry and place on the front table.
- After the service, change the hangings to the proper seasonal color, put the Paschal candle away, and move the font back to the rear of the church.
- Put out lights and lock Sacristy.

*See Baptism Photos on next page*



*(see previous page)*



**Oil Stock, Ewer and Towel for Baptism**

## **Baptism Setup**

### **Photos**



**Paschal Candle** *(ready to be placed by the pulpit)*



**Paschal Candle** *(at Easter)*

## CONFIRMATION/BISHOP'S VISITS SETUP PROCEDURES

Change all **hangings** to **RED** (verify this with Rector).

**Bishop's Chair** set before the altar and between altar rails with kneeler in front

**Stand for Crosier** (hooked staff carried by Bishop) set to the Bishop's left beside the chair.



## FUNERAL SETUP PROCEDURES

*Generally, funerals occur suddenly without much advance notice. The Altar Guild members will receive email notification from the church office with date, time, name of the deceased, whether communion is needed, and if casket or cremains will be present. Contact the church office or rector if you have any questions.*

- Change the hangings to **WHITE**.
- Set out the **Paschal Candle**.
- **If casket will be present**, the **Funeral Pall** should be taken from the shelf in the bottom drawer of the chest of drawers in the vesting Sacristy and draped across the last pew, so it can be placed on the casket when it arrives at the church.
- **If there are cremains (ashes)**, set the marble topped table before the altar for the urn. (A small funeral pall is optional, check with rector.)
- **If there will be Holy Communion**, setup like for the 8am service.
- **Flowers** (traditionally white): There are no flowers on the casket. Flowers may be placed on the shelves behind the altar. All other flowers may be place in the entryway or in McCray Hall, if there is a reception following service. *[Advise against the transporting of altar arrangements because they are arranged taller, triangular, one sided with a walls visual & structural support. For these reasons they are precarious to move and not very sturdy or attractive otherwise.]*
- Place **“Reserved” signs** in the front pews for family
- Place tissue boxes in the first several pews. (Stored in supply closet in McCray Hall.)

### After the Service:

- Remove the flowers and give them to the family, unless it is a Saturday funeral, then they stay for Sunday.
  - Change the hangings back to the proper seasonal color.
  - Cleanup the Communion vessels and linens.
  - Replace the Funeral Pall to the bottom drawer.
  - Put away the Paschal Candle.
  - Put tissue boxes back in supply closet in McCray Hall.
  - Turn out the lights and lock up the Sacristy.
  - Remove funeral readings from Bible on lectern and attach Sunday's readings with a paperclip
  - Check pulpit for sermon, include looking under the cover.
-



*Continued from page 35*

## PLANNING A FUNERAL

**The service for The Burial of the Dead** is both a solemn moment reminding us of our mortality, and a celebration of the hope we have in Christ for the resurrection of the Body. Jesus rose from the dead, defeating death and giving us confidence that we will rise to new life as he did. In preparation for the funeral there are some important matters to keep in mind.

### BURIAL FROM THE CHURCH

Christians are baptized, confirmed, married, and should, except under extraordinary circumstances, have the burial service in the church which is the common home of the Christian fellowship to which they truly belong.

### DETAILS OF THE SERVICE

The selection of hymns, prayers, and scripture are done in consultation with the clergy. Music is appropriate for a burial service in the Church. Hymns may be sung by the congregation. Arrangements for soloists or instrumentalists, if any, will be made through Barbara Verdile, Director of Music, 540-338-7471.

### HOLY COMMUNION

A celebration of the Eucharist may be a part of the burial office. When used, all baptized Christians will be invited to receive. Let the clergy know if Holy Communion is desired.

### THE CASKET AND THE PALL

The casket will be closed before the burial service and not be opened again. When it arrives at the Church, it will be covered with a white pall, which symbolizes the sanctity of those who die in Christ. In a military funeral, the pall is replaced with the American flag as the casket leaves the church. Photographs or other memorabilia may be displayed in the Parish Hall or Entryway, but not within the Nave of the Church.

### FLOWERS

Flowers are not used on the coffin when it is in the Church. If the family wishes, they may send flowers to the Church for use behind the altar; this must be arranged through the Altar Guild. A modest use of flowers in the Church is in keeping with the simple tone of the burial office. Two arrangements of flowers, as are used on Sunday morning, are appropriate. White flowers are traditional. Contact Altar Guild Director: Judy Hall, 540-554-8462.

### FUNERAL RECEPTION

If it has not been previously scheduled, the Parish Hall may be used for a reception following the funeral. Please contact the Parish administrator. Please bear in mind that any arrangements regarding outside caterers, set up and clean up must first be coordinated through the Parish administrator, in order that St. Peter's policies may be made clear to all concerned.

### FEES

In the Episcopal Church, all the Sacraments are a free gift from God. There is no charge for a Funeral, nor do the Clergy charge for services. It is customary for the family to provide for Flowers. The Organist fee is \$200 payable to the organist in advance. Please bear in mind that any arrangements regarding outside musicians must first be coordinated through the Director of Music. Should the family prefer to make other arrangements for the provision of music, a Bench Fee of \$200 will apply. Any gift you would like to give to the officiating Clergy is at your discretion.

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## WEDDING SETUP PROCEDURES

(See *Wedding Coordinator Job Description*; *Guidelines for Episcopal Weddings*; *Guidelines for Wedding Rentals*)

The **Altar Guild Wedding Coordinator** assists the Rector or other officiant (in a rental situation) in preparation for the wedding service.

- Change all the hangings to **WHITE**
- Set out **Wedding Cushion** behind the altar rail.
- If there is **Holy Eucharist**, set-up as you would for the 8am service.
- The **large candelabras** may be used.  
(**NO WAX CANDLES!**)



### After the Service:

- Flowers should be left for the Sunday Service.
- Change the hangings to the proper seasonal color.
- Candelabras should be returned to the proper place and candles stored.
- If it was a communion service, clean up vessels and linens.
- Check to see that the ushers have cleaned up pews after the service.
- Turn off lights and lock up sacristy.



*Continued on next page*

## Wedding Coordinator

**Role Description:** Weddings are a celebration and blessing of marriage. A Wedding Coordinator assists the Rector (or other officiant) in preparation for the wedding service. She also assists the Bride and Groom in planning the details of the Wedding Ceremony and is present at the Rehearsal and Wedding service to ensure that everything runs according to plan.

**Role Contribution:** *(Times are approximate)*

Before the Wedding (soon after wedding is scheduled) *Time: ½ hr – 2hrs*

Meet with Bride and Groom (and/or parents) initially to discuss and answer questions regarding what St. Peter's has in the way of hangings, vases, etc., and what we can do to help. At this meeting, (1) review the church policies\* (2) verify if there will be communion (3) determine if the Bride will be dressing at the church (4) offer a tour of the church (particularly the areas they will be using: library, McCray Hall, bathrooms) (5) confirm that they have contacted St. Peter's Director of Music. [Note about vases: St. Peter's vases are to be used for all weddings and the bride is responsible for getting the vases to their florist. The flowers are considered a donation to the church to be used on Sunday.]

Be available by phone or email to answer questions as they arise.

Determine when the Bride will be arriving at the church on her wedding day and notify the Sexton, so the building will be open and prepared for her

Note: If the Reception is to be in McCray Hall, any Reception details should be referred to the Sexton or Parish Administrator.

B. Wedding Rehearsal (usually the evening before the Wedding) *Time: 1½ - 2 hrs*

Assist at Rehearsal with practice of Recessional and Processional

Ensure wedding license and Parish Record book are in Sacristy (parishioner weddings only)

Dressing of altar

**Set up of communion vessels and chairs for wedding party** (if communion)

Set out wedding pillow (ask other clergy)

Ask the officiant if he/she wants the candles lit before service or will he/she do it

Confirm when the Bride will be arriving for the wedding

Remind Groom and ushers that they should be here and dressed 45 minutes before the ceremony (or earlier)

Answer any questions from Bridal party

C. Wedding *Time: 3-4 hours*

Arrive 1 ½ -2 hours before wedding time

Check with Bride to see if she needs anything, then check with rest of bridal party

Confirm that everything is prepared for the ceremony

30 minutes before: usher groom to the Sacristy

15 minutes before: Light candles (unless directed otherwise)

*(Continued on page 39)*

(Continued from page 38)

After guests are seated:

- Grandmothers seated
- Mother of Groom seated
- Mother of Bride seated (always the last one seated)

Bridesmaids line up in entryway, in the order the clergy assigned them at the rehearsal (usually tallest to shortest). When one is halfway down the aisle, start the next.

When Maid of Honor is down the aisle and turned, turn on the music light to notify the organist that the Bride is ready to enter.

Carry the Bride's train as she walks behind the pews, till she stops and turns to proceed down the aisle and fluff out the train before she begins.

Close Sanctuary doors.

Just before Recessional, open the Sanctuary doors.

### Role Competencies

- Trained member of the Altar Guild or willingness to be trained
- Ability to work with a wide variety of people
- Ability to politely, but firmly remind wedding party to adhere to church policies\*
- Friendly, outgoing, reliable, positive, calm
- Given St. Peter's is a church, representing the body of Christ on earth, and by extension, the Gospel of Jesus Christ, the Wedding Coordinator, clergy, and other employees will, with God's help, seek to serve God in all persons, loving their neighbors as themselves. This means that mutual respect, honesty, diligence, support, encouragement and compassion will guide the conduct of all the clergy and staff. Confidential or personal information about parishioners, clergy or staff will be kept confidential. Matters of conflict will be dealt with quickly on a one-to-one basis, then involving others if needed.

The Wedding Coordinator reports directly to the Rector or Parish Administrator

For church policies, please see

- [\*Wedding Guidelines for Episcopal Weddings\*](#) and
- [\*Guidelines for Wedding Rentals\*](#)



## **GUIDELINES FOR EPISCOPAL WEDDINGS**

**(Updated April 2018—check for more recent update)**

### **I. GENERAL INFORMATION**

- 1) The Rector officiates at all weddings of members of St. Peter's.
- 2) All scheduling of weddings must be approved by the Rector. Please wait to announce your wedding date until after the first meeting with the Rector. There are no weddings scheduled during Lent.
- 3) Weddings should be scheduled and confirmed as far in advance as possible. Please call Wanda Juraschek, the Parish Administrator at 540-338-7307, to check on availability of a proposed date and to obtain all necessary forms: (1) Facility Rental Agreement (2) Declaration of Intention and (3) Holy Matrimony Information forms to be returned to the Parish Administrator as soon as possible.
- 4) Return the Facility Rental Agreement Form and deposit to confirm your reservation. Please complete a separate form for each event (i.e., wedding, reception, rehearsal dinner, etc.)
- 5) Premarital counseling with the Rector and mentoring by one of our Marriage Mentor couples is required. You will learn more about this at your first appointment with the Rector.
- 6) If you wish to use St. Peter's parish hall (i.e., McCray Hall) for your reception, please request the Guidelines for the Use of Facilities from the parish office.
- 7) It is the wedding couple's responsibility to prepare, print and distribute the Wedding Bulletin, if one is desired. Please send a copy of your bulletin to the Rector for his approval at least two weeks before the wedding date.
- 8) Your Marriage License must be turned in to the Parish Administrator at least one week before the wedding date.
- 9) We ask you to remember that this is a "working church," not a stage setting. Note: Nothing may be moved in the Sanctuary. Please ask permission before moving anything in the rest of the building.
- 10) You will need to discuss photography with the Rector. No flash pictures may be taken during the service. (This needs to be printed in your bulletin.) Video cameras may be used if they are kept in a stationary position in the balcony, and non-flash photographs may be taken in the same manner. Please advise your photographer to respect these guidelines, which are in effect to maintain an atmosphere of both worship and decorum during your wedding.
- 11) Under no circumstances can rice, bird seed, flower petals, or anything else be thrown or dropped on the premises of St. Peter's Church.
- 12) Questions pertaining to church policy should be asked of the Rector, directly, or through the Parish Administrator.

### **ALTAR GUILD**

- 1) **Contact the Wedding Coordinator for the Altar Guild, Chris Lafferty at 703-727-0149, as soon as the wedding date is confirmed. You will need to schedule an appointment to meet with her to discuss wedding details: flowers, decorations, what St. Peter's has available for use, and what we can do to assist you.**
- 2) **The Wedding Coordinator (or member of the Altar Guild) will be present to assist at the rehearsal and the wedding.**
- 3) **Artificial flowers are not permitted.**
- 4) **Flowers may not be placed on the altar itself, as the use of the altar should be in keeping with the sanctity associated with the Eucharist. Flowers are placed behind the Altar (on the wall brackets).**
- 5) **If you are using a local florist, the Altar Guild will loan St. Peter's vases for the bride to take to the florist to arrange the flowers, otherwise the florist may arrange them in the church.**
- 6) **Note: Flowers placed behind the Altar (on the wall brackets) are considered a gift to the church and will remain there for services the following Sunday with an acknowledgement of your wedding in the church bulletin.**
- 7) **Candle usage is limited to liquid candles that are provided by St. Peter's Altar Guild.**

### **III. WEDDING MUSIC GUIDELINES**

- 1) St. Peter's Episcopal Church enjoys a tradition of excellence in music, which it wishes to maintain in all liturgical events that involve music, including weddings. The Director of Music is responsible for the music at all church services. Weddings are regarded as worship services, and the selected music must be in keeping with a service of worship.
  - 2) Contact the Organist, Alan Ogden, 703-401-7022, as soon as the wedding date is confirmed and schedule an appointment to discuss the music details for your wedding.
  - 3) The Organist, in consultation with the clergy, approves all musical selections used in any service or wedding.
  - 4) Secular music and recorded music are not appropriate in a worship service, including weddings.
  - 5) The Organist shall have the right of first refusal in the provision of music for all marriage services.
-



## **GUIDELINES FOR WEDDING RENTALS**

**(Updated April 2018—check for more recent update)**

### **I. GENERAL INFORMATION**

- 1) All scheduling of weddings must be approved by the Clergy. There are no weddings scheduled during Lent.
- 2) Weddings should be scheduled and confirmed as far in advance as possible. Please call Wanda Juraschek, Parish Administrator, to check on availability of a proposed date, to obtain all necessary forms, and arrange an appointment.
- 3) Return the Facility Rental Agreement Form and deposit to confirm your reservation.
- 4) If you wish to use St. Peter's parish hall (McCray Hall) for your wedding reception or rehearsal dinner, please request the Guidelines for the Use of Facilities from the parish office and complete a Facility Rental Agreement Form for each event.
- 5) We ask you to remember that this is a "working church," not a stage setting. Note: Nothing may be moved in the Sanctuary. Please ask for permission before moving anything in the rest of the building.
- 6) Under no circumstances can rice, bird seed, flower petals, or anything else be thrown or dropped on the premises of St. Peter's Church.
- 7) Questions pertaining to church policy should be asked of the Parish Administrator.
- 8) Recommendations of musicians, florists, caterers, etc, is available from the Parish Administrator upon request.

### **ALTAR GUILD – WEDDING COORDINATOR**

- 1) **The Wedding Coordinator (or member of the Altar Guild) will be present to assist at the rehearsal and the wedding.**
- 2) **Contact the Wedding Coordinator for the Altar Guild, Chris Lafferty, 703-727-0149, cblafferty@earthlink.net, as soon as the wedding date is confirmed to schedule an appointment to meet with her to discuss wedding details: flowers, decorations, what St. Peter's has available for use and what we can do to assist you.**
- 3) **Artificial flowers are not permitted on the Altar.**
- 4) **Flowers may not be placed on the altar itself, as the use of the altar should be in keeping with the sanctity associated with the Eucharist. Flowers are placed behind the Altar (on the wall brackets).**
- 5) **If you are using a local florist, the Altar Guild will loan St. Peter's vases for the bride to take to the florist to arrange the flowers, otherwise the florist may arrange them in the church.**
- 6) **Note: Flowers placed behind the Altar (on the wall brackets) are considered a gift to the church and will remain there for services the following Sunday with an acknowledgement of your wedding in the church bulletin.**
- 7) **Candle usage is limited to liquid candles that are provided by St. Peter's Altar Guild.**

### **III. WEDDING MUSIC GUIDELINES**

St. Peter's Episcopal Church enjoys a tradition of excellence in music, which it wishes to maintain in all liturgical events that involve music, including weddings.

- 1) Contact the organist, Alan Ogden, 703-401-7022, as soon as the wedding date is confirmed to schedule an appointment to meet with him to discuss the music details for your wedding.
  - 2) The Organist shall have the right of first refusal in the provision of music for all marriage services.
  - 3) The Organist, in consultation with the clergy, approves all musical selections used in any service or wedding.
  - 4) Secular music and recorded music are not appropriate in a worship service, including weddings
-



## ADVENT SETUP PROCEDURES

### "Greening of the Church"

**Date:** Usually the Saturday before the first Sunday in Advent

**Needed:** 6-8 volunteers  
Supplies ordered in advance from Ellmore's\*

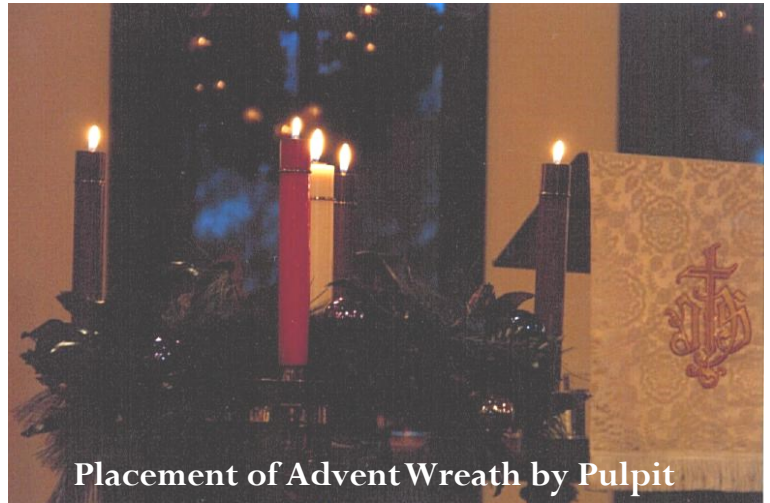
- mini trees or mini boxwoods trimmed in tree shape (instead of flowers)
- mantel runner
- 3 x 48" wreaths
- 2 x 32" wreaths
- glue gun – *bring one if you have one (one in sacristy, one in office supply closet)*

### Supplies from Attic:

- 16 x small artificial wreaths with **blue** trimmings (*inside windows*)
- 16 x small artificial wreaths with **red** bows (*outside windows*)
- small artificial wreath as base for Advent wreath arrangement
- clear box of gold bows and balls for the Advent wreath trimming

### What to Do:

- Normal setup for Sunday, using **BLUE** hangings
- Hang small wreaths with gold trimmings on all windows inside the church
- Hang small wreaths with red bows on the same windows, outside the church, using green floral wire to wire the wreaths securely onto the two nails on each window
- Setup the Advent wreath holder next to the pulpit and use the plain artificial wreath to create a wreath arrangement using available greens from the property or elsewhere (i.e. white pine, boxwood, magnolia) and trim with balls and bows from the attic
- Place the mantel runner on the shelf under the cross
- Setup cut trees in stands on shelves by the cross or pot live boxwoods in brass pots and place by the cross instead of flowers during the Advent season
- Hang two 48" wreaths above the glass entrance doors outside the narthex
- Hang third 48" wreath below the stained glass windows outside on the brick wall
- Hang one 32" wreath on the door outside leading to the choir area
- Hang one 32" wreath on the door outside leading to the sacristy



Placement of Advent Wreath by Pulpit

**Ellmore's Garden Center, 86 N. Reid St., Hamilton, VA, 20158**  
**540-338-7760, [www.ellmoresgardencenter.com](http://www.ellmoresgardencenter.com)**

Usual Poinsettia order = 12 8" pots and 12 6 –1/2" pots. [Recommended for 2018 to cut order in half.]



## BLUE CHRISTMAS SET UP PROCEDURE

An evening prayer service scheduled near the longest night of the year.

Materials Needed: Tea Light Candles (25-30 usually), Lighter, Table (see photo for placement)





## CHRISTMAS SETUP PROCEDURES

(Updated 1/5/2016)

**Date:** Christmas Eve Day or earlier if possible  
(check with Rector)

**Needed:** 6-8 volunteers  
supplies ordered in advance from Ellmore's  
Garden Center in Hamilton

- poinsettias
- glue gun – *bring if you have one*

### Supplies from Attic:

- 3 x large trimmed artificial Christmas wreaths
- 4 lighted artificial garlands
- artificial garland for narthex
- crèche figurines
- 8 artificial poinsettias and artificial ivy for bell tower

### What to Do:

- Normal setup for Sunday, using **WHITE** hangings
- Nothing needed on Hymn Board—the Christmas Eve bulletins contain all the hymns.
- Setup candelabras on shelf below the cross (they are on top of the closet where the priests vest) and fill the candles
- Setup the cast iron candlesticks behind the altar, taping the glass globes on each one – use tea lights inside and replace the tea lights for each service
- Hang two of the trimmed Christmas wreaths in front of the church under the speakers
- Hang the lighted garland from the balcony, wiring it to the rail and plug in
- Create a poinsettia arrangement in front of the altar and above the cross using the poinsettias from Ellmore's (see pictures)
- Arrange poinsettias as flowers or choose nice plants for the flowers
- Decorate the narthex using the artificial garland and the bell tower using the artificial poinsettias and ivy. Set up large Christmas Tree in center of narthex (stored in furnace room)
- Setup the crèche in the narthex

### Note:

After the Christmas day services, remove the cast iron candlesticks and replace them in the sacristy. The candelabras and other decorations remain until after Epiphany.



*See photos on next pages*

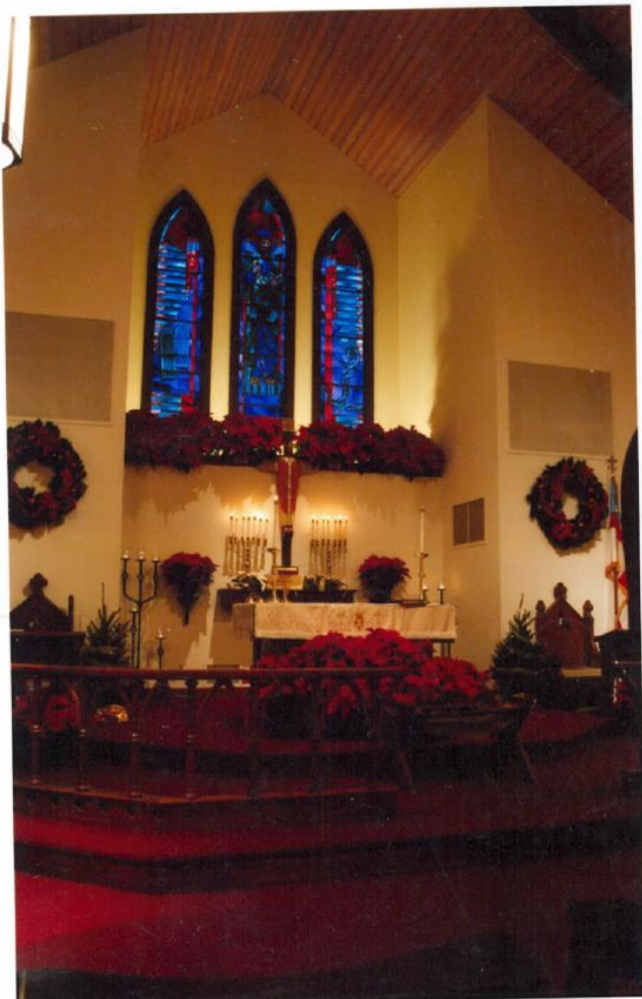
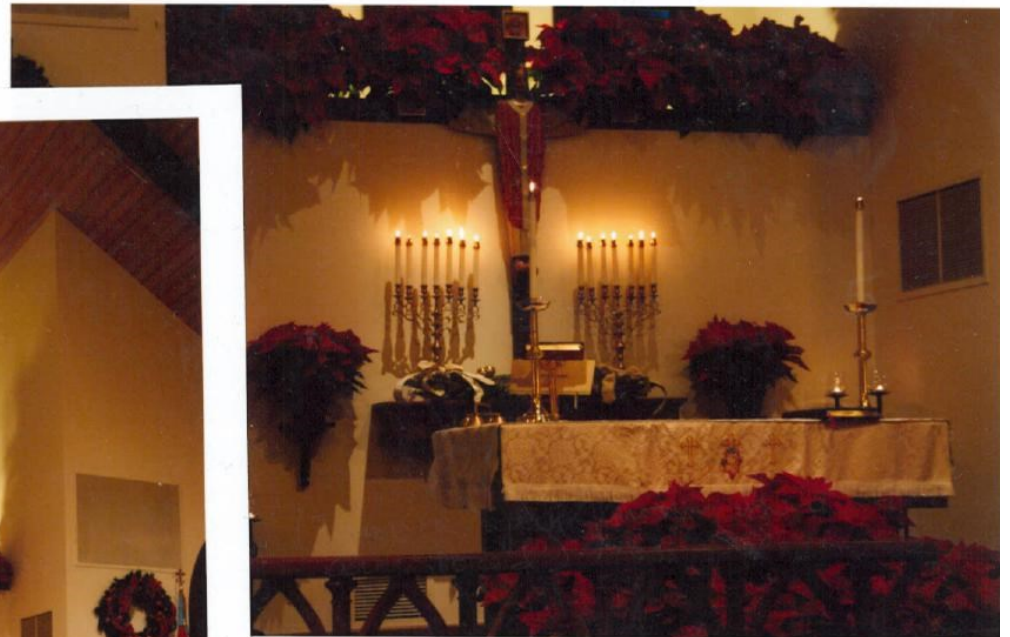
***CLEAN UP PROCEDURES on page 49***



Photos of Christmas Past

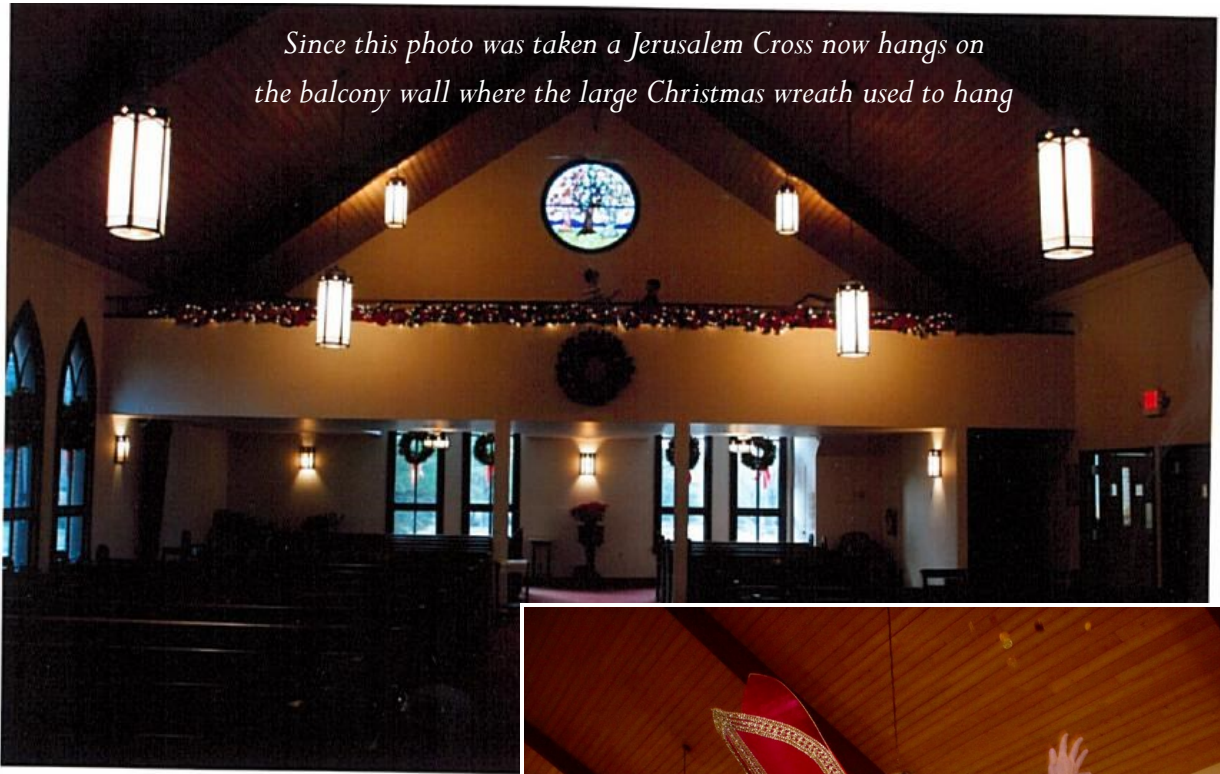






Photos of Christmas Past





*Since this photo was taken a Jerusalem Cross now hangs on the balcony wall where the large Christmas wreath used to hang*

*Note the draped garland on the balcony in the photo to the right* →



Photos of Christmas Past



Continued from page 44

## CHRISTMAS CLEANUP PROCEDURES

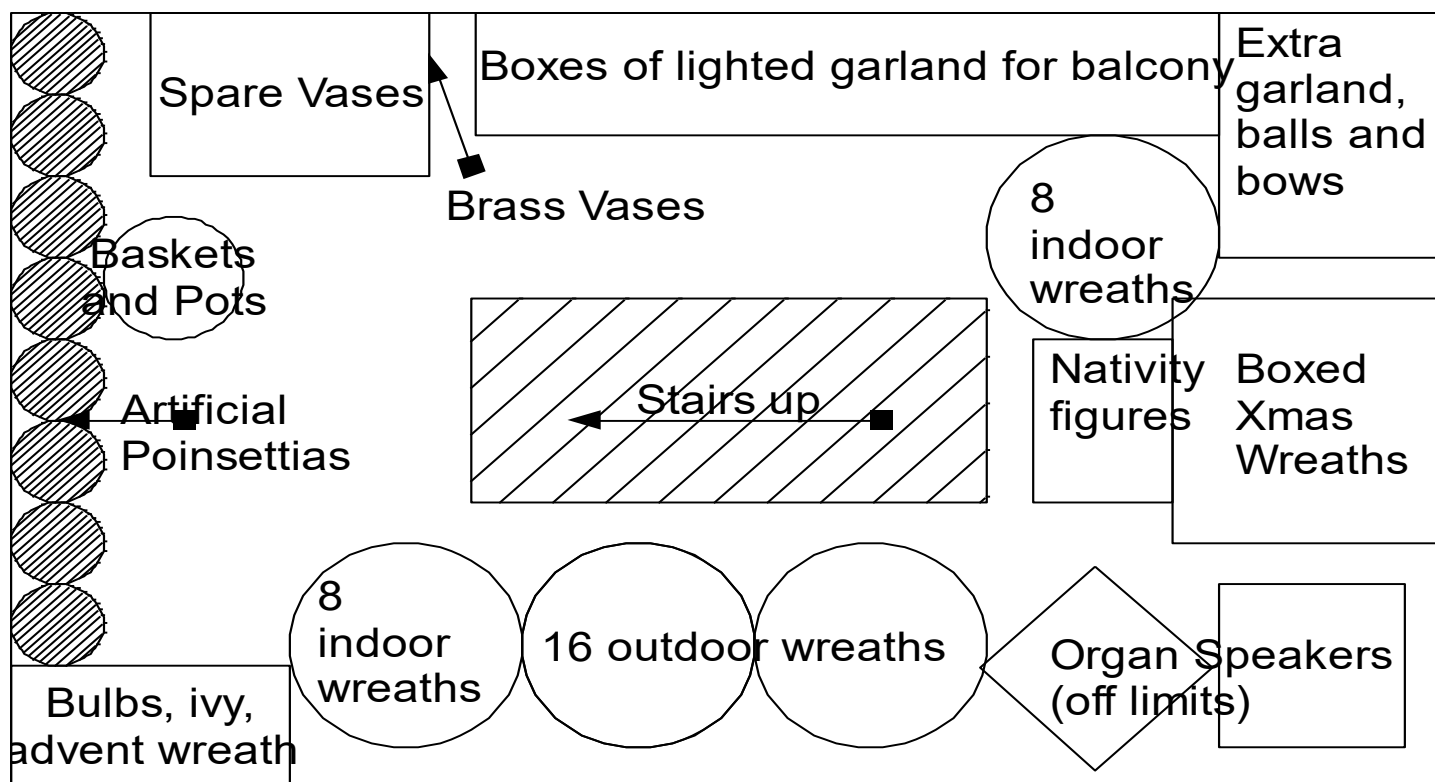
(Updated 6/8/2018)

**Date:** After Epiphany (or 2 Christmas) and before First Epiphany

**Needed:** 2-4 (or more) volunteers

### What to Do:

- take down and store all the Christmas items in the attic over the Altar Guild side of the sacristy as shown in the diagram below



**NOTE:** Please keep a free "buffer" zone around the organ speakers in the attic (on both sides) when hanging wreaths. Please keep the speakers free to avoid muffling the sound.

## BAPTISM OF OUR LORD

**Date:** The First Sunday after the Epiphany (*May coincide with our celebration of the Epiphany. Background: The coming of the Magi is celebrated on **the Feast of the Epiphany, Jan. 6,** in the BCP. The Baptism of our Lord is celebrated on the First Sunday after the Epiphany.*)

**Check** to see if any are being baptized today. If so, follow BAPTISM PROCEDURES.

### Before the service:

- Set out the Paschal Candle.
- Set out candelabras and cast iron torches
- Change the hangings to **WHITE**
- Follow procedures for Sunday Holy Eucharist set up

### After the service:

- change the hangings to the proper seasonal color, put the Paschal candle and cast iron torches away
- Follow procedures for Clean Up

## LENT & HOLY WEEK PLANNING PROCEDURES

**Date:** Start planning shortly before the start of Lent. (*Easter planning needs to start soon after the start of Lent.*)

**Needed:** Volunteers (detailed by day)

Supplies ordered in advance from Purcellville Florist 540-338-4161 (enough palms for both St Peter's and Good Shepherd Church—Bluemont)

- 5 Palm crowns
- 4 emerald bunches
- **branches for forcing** in lieu of flowers for Lent (see pictures on right)

### Supplies from Attic:

- Dried palms saved from the previous year to burn on **Shrove Tuesday/Mardi Gras** for ashes for Ash Wednesday services
- Basins, pitchers, and towels for **Maundy Thursday** foot washing
- Black draping for preparing for **Maundy Thursday & Good Friday** (in the sacristy drawers)
- Dutch oven for the New Fire at the **Great Vigil of Easter**

## Ash Wednesday Preparations

**Date:** Shrove Tuesday (Set Up for Ash Wed.)

[*Note: Shrove Tuesday is just Pancake dinner & Burning of Palms outdoors*]

- Bring down the **dried palms** to burn on Mardi Gras/Shrove Tuesday & notify Rector of their location. (Use Dutch oven.)
- Arrange **cut branches** before Ash Wednesday services instead of flowers
- Change hangings to **PURPLE** for Lent
- Get 1-2 volunteers to setup and cleanup the **Ash Wednesday Holy Eucharist services** (7am, Noon, 7pm)



## PALM SUNDAY PREPARATIONS

- After the start of Lent, place orders for palms for Palm Sunday and lilies for Easter (coordinate with the Altar Guild director for Good Shepherd)
- Arrange for pickup of the palms on the Friday or Saturday before Palm Sunday
- Coordinate with Good Shepherd EC so they can get their palms as well
- Emerald bunches should be divided up and used for altar arrangements
- Palm crowns should be stripped for distributing to the congregation on Palm Sunday by the ushers
- Leave the palm arrangements after the service for Holy Week

### Palm Sunday Setup

- Use **RED** hangings
- Set Palms out in entryway for ushers to distribute
- Set out a box or basket to collect palms afterwards

### Palm Sunday Cleanup

- After 10:30 service, collect the palms from the narthex and store them in attic to burn at next year's Shrove Tuesday/Mardi Gras for ashes on Ash Wednesday

## AT-A-GLANCE SET UP FOR THE REST OF HOLY WEEK

**Wednesday** **TENEBRAE (7:00PM)** - *set up like Evensong, NO Eucharist*

**Thursday** **MAUNDY THURSDAY (7:00PM)** - *set up like Sunday Eucharist and either:  
Footwashing OR Christ in the Passover Sedar (special instructions will be provided)*

**Friday** **GOOD FRIDAY STATIONS OF THE CROSS (7:00AM, 12:00PM, 7:00PM)** - *No Set Up*

**Saturday** **THE GREAT VIGIL OF EASTER (8:00PM usually)** - *Set up like Sunday Eucharist,  
All candelabras, & iron candle sticks. Possibly baptisms—check.*

**Sunday** **EASTER Morning (8am & 10:30am)** - *normal Sunday set up, with candelabras.  
(Note: No Altar Guild requirements with outdoor Easter Sunrise Prayer Service.)*

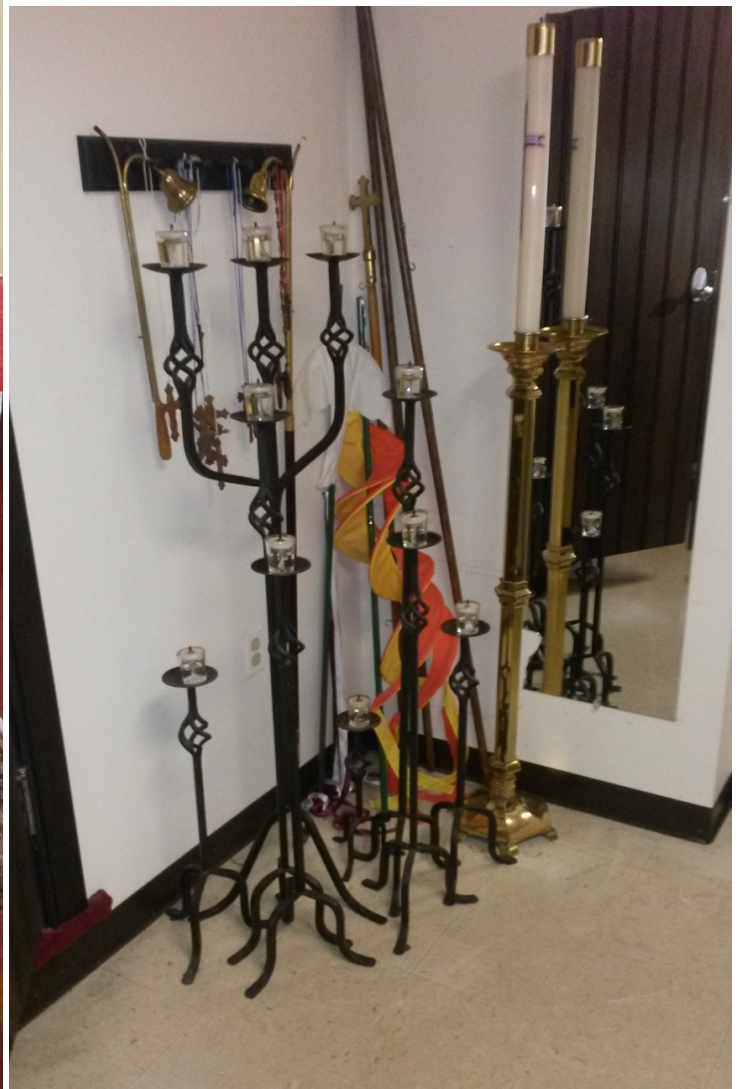


## HOLY WEEK PREPARATIONS

**Tenebrae (Wednesday—7pm)** - *"A Service of Shadows" - Prayers, songs & readings.*

Set up like Evening Prayer/Evensong; no Eucharist

- Set cast iron candlesticks in front of altar, as pictured below left.
- After service, put cast iron candlesticks in Vesting side of Sacristy until set out for The Great Vigil of Easter on Saturday, as pictured below right.



## HOLY WEEK PREPARATIONS CONTINUED

**Maundy Thursday (Thursday—7pm)** - Eucharist and either Footwashing OR Passover Seder.

Set up like 8:00am Sunday Eucharist service.

**NOTE:** This service requires several Altar Guild volunteers before, during and after the service

- 1) Set up before the service
- 2) Stripping the altar during service
- 3) Clean up after the service

### Materials Needed:

- \* Black Veil
  - \* For Footwashing: Basins, Pitchers, white towels, 2 baskets (*Stored in attic over Vesting side of Sacristy. Acolytes will set them up.*)
  - \* For Passover Seder: Instruction & materials sheet will be provided by church office.
- 1-2 volunteers to setup
  - Volunteers need to attend Maundy Thursday service and **strip the altar** during the end of service:
    - ⇒ (*Acolytes will help clear the sanctuary area, but the altar itself and other linens should be stripped by guild members only to better care for the linens and hangings.*)
    - ⇒ *Acolytes dry & take basins & pitchers back up to attic.*
    - ⇒ 1-2 guild members should work in the sacristy to put away items as they are removed from the sanctuary
    - ⇒ Put Black Veil on Christus Rex—use step ladder (*Fr Tom usually puts veil on cross*)
  - 3-4 volunteers to cleanup after Maundy Thursday service:
    - 1) Store Paschal Candle.
    - 2) Arrange cast iron candlesticks in the entryway for the Labyrinth Walk during the All Night Vigil. (*Note: Tape the glass globes onto the iron candlesticks and fill the globes with tea lights from the sacristy. Taping and placement of candlesticks can be done before the service.*)

**Good Friday (Friday—7am, Noon, 7pm)** - Stations of the Cross

No Eucharist. No set up for Good Friday (since we strip the altar and everything on Maundy Thursday night no volunteers are needed on Good Friday.)

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## EASTER SETUP PROCEDURES

**The Great Vigil of Easter (Saturday—8pm)** *This is the first official service of Easter, which begins in darkness, and consists of four parts: The Service of Light ; The Service of Lessons; Holy Baptism or the Renewal of Baptismal Vows; and the Eucharist*

**All Altar Guild members report to church Saturday morning (at the time designated by Altar Guild Leader) to set up for this service. (See all Easter photos on following pages.)**

**Needed:** 4-6 Volunteers

**Supplies ordered in advance from Abernethy and Spencer's\* in Lincoln**

- 24 Easter lilies (traditional) OR potted flowers (ex: geraniums, daffodils, “purple tall”, ivy, hydrangea, tulips, 2 flowering Almond or other tall bush type. Colors: yellow, purple, pink, red, white.)
- glue gun (*bring one if you have one. One in sacristy, one in office supply closet.*)

**Supplies from Attic:**

- 2 x trimmed vine wreaths
- artificial floral garlands (*opt.*)
- artificial flowers for bell tower (lots)
- other floral supplies in attic

**What to Do:**

Set up like Sunday 10:30am Eucharist

- Use **WHITE** hangings
- Set up candelabras on shelf below the cross and fill the candles
- Set up the cast iron candlesticks behind the altar, taping the glass globes on each one – use tea lights inside and replace the tea lights for each service
- Hang the trimmed Easter wreaths on front wall of the sanctuary under the speakers
- Place the Paschal candle (trimmed) next to the pulpit and fill it
- Create an Easter floral arrangement in front of the altar and above the cross using the Easter lilies and/or other flowers from Abernethy and Spencer's (*see pictures*)
- Use the other floral supplies to create arrangements in the narthex, as desired
- The two torch stands are placed on either side of the Lectern
- Baptismal Font (See *Baptism Procedures*) (Symbolism - whether there are baptisms or not)
- Brazier (A small Dutch oven) for the “New Fire” is set out at the back of the church on the stone-topped table, in front of the table with the Bread/Wine. (*Stored in Sacristy or Attic. Make sure it is cleaned out from the burning of ashes on Shrove Tuesday.*)
- Hang the floral garland from the balcony, wiring it to the rail (*optional*)
- Decorate the bell tower using the artificial flowers from the attic (*optional*)

Continued on next page





*Picture on left:*  
Placement of torches by lectern for  
The Great Vigil of Easter

*Picture below:*  
Placement of Pascal Candle by pulpit for  
The Great Vigil of Easter





For set up for Great Vigil of Easter – make sure the **brazier (Dutch oven)** has been cleaned out (from the burning of the ashes on Shrove Tuesday) before setting it out for the New Fire at the Great Vigil of Easter.



*Placement of Brazier for the New Fire*



## Clean Up After The Great Vigil of Easter Service

- Move baptismal font back (if it was used for baptism up front)
- Move torches to their regular location
- Clean brazier and return to attic

***If Flowering the Cross tomorrow morning:*** After the Easter Vigil service on Saturday night, the “Old Wooden Cross” is placed in front of the altar and affixed with rubber bands by the Altar Guild for the Flowering of the Cross on Easter morning.

## Set Up for Easter Sunday

Follow normal Sunday Eucharist set up procedures.

**After the Easter day services**, remove the cast iron candlesticks and replace them in the sacristy. Leave the candelabras, Paschal candle, and other Easter decorations in place until after Pentecost. Keep the Easter flowers as long as they are looking nice. Once they have faded, offer them to the congregation to take home to plant in their gardens.

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## PHOTOS OF EASTER PAST



Placement of Paschal candle by pulpit for Easter





PHOTOS OF  
EASTER PAST





PHOTOS OF  
EASTER PAST



PHOTOS OF  
EASTER PAST



Easter Flower Arrangement  
Sketch by Jean Kuhns 2014



## INDEPENDENCE DAY SERVICE SETUP PROCEDURES

**Date:** July 4th

**Needed:** 1-2 Volunteers

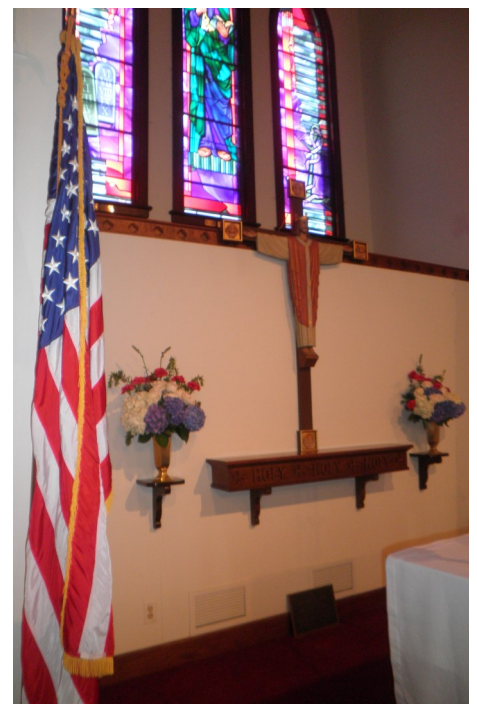
- Red, White & Blue Flowers (check with office & see if anyone is donating flowers)

**What to Do:**

- Set up like Evening Prayer service
- Arrange red, white & blue flowers in vases (may have to replace for Sunday—check for freshness.)

*\*Also may have to do Red-White-Blue flower arrangements for*

- *Memorial Day*
- *Labor Day*
- *Veteran's Day*





## BLESSING OF THE ANIMALS SETUP PROCEDURES

**Date:** The Sunday closest to Francis of Assisi Day – usually the first Sunday of October.

\*\*\*The team on duty should coordinate with the Rector or his designee to change over between the services – 8am service is in the nave and the 10:30am service will be outside (unless inclement weather—then in McCray Hall.) \*\*\*



### What to Do:

- On Saturday, the normal setup for Sunday, using **GREEN** hangings
- On Sunday, between the services, assist the Rector or his designee to coordinate the setup outdoors
- See photos and diagrams on following pages
- Strip the altar and transfer the hangings to the Chapel altar once it is moved outdoors
- Setup the altar outdoors as usual for a 10:30am service
- Bring the flower arrangements outdoors and place them on the ground in front of the altar
- The Credence Table should be brought outside and setup normally for the service
- The round end table in the library should be brought outside to be used for the small table to hold the bread and wine at the start of the service
- Place the Readings and Prayers on the Chapel lectern once it is moved outdoors
- Get BIG clips from office supply closet to hold papers in wind on altar and lectern
- After the service, assist in returning everything back to normal
- Cleanup as usual

*\*In 2014 Fr. Tom borrowed a neighbor's St. Francis statue which was placed in front of the altar.*

*See photos on next pages*

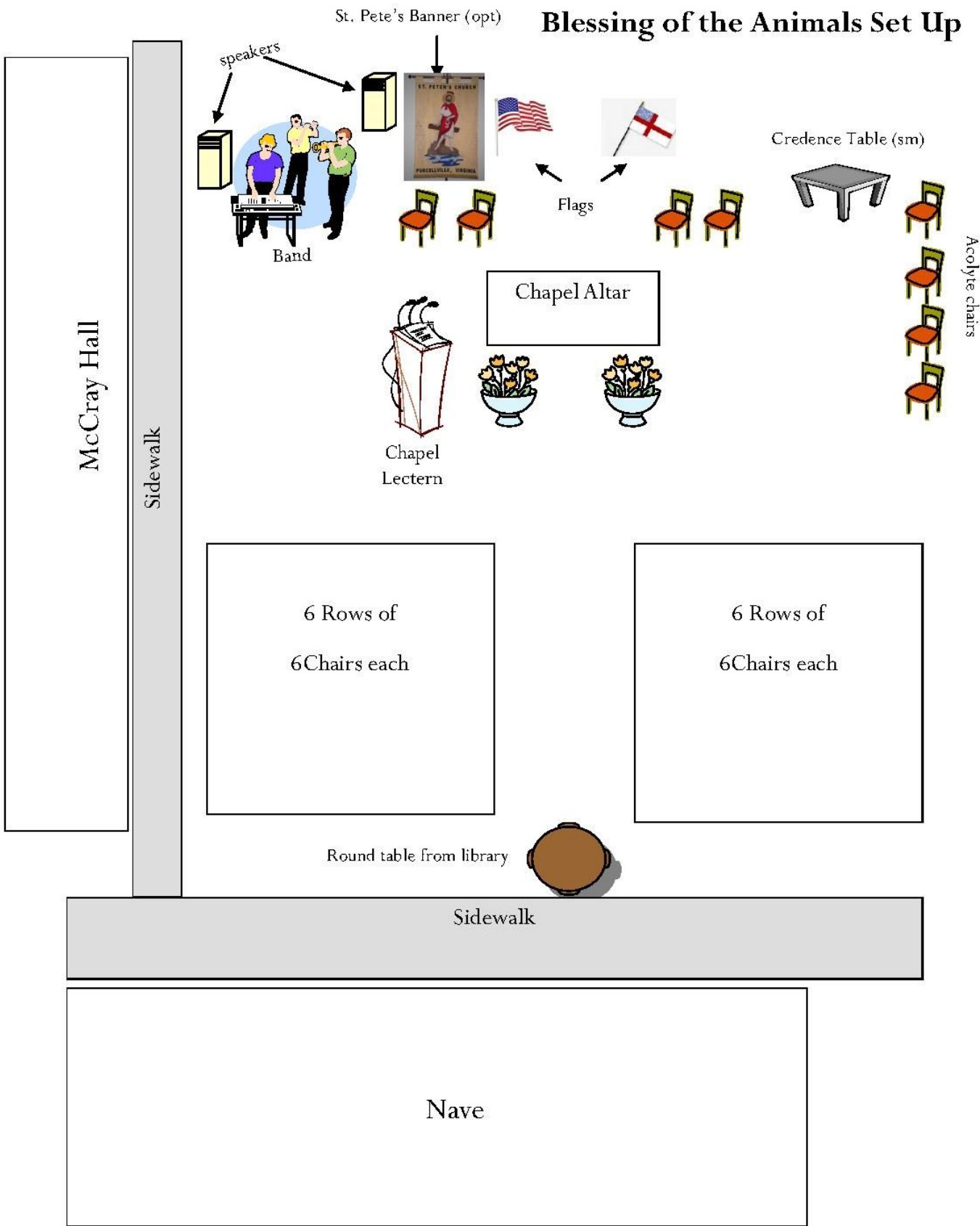




**Blessing of the Animals Outdoor Service**











**Set Up for Blessing of the Animals  
Inside McCray Hall  
If weather does not permit an  
outdoor service**







## HARVEST SETUP PROCEDURES

### *For Sunday prior to Thanksgiving*

**Date:** Friday or Saturday before Thanksgiving

**Needed:** 2 volunteers

- antique tools, *if desired & available*
- flowers, greens and/or vegetables for arrangement

#### **Supplies from Attic:**

- 2 x large fall wreaths
- 2 x small matching wreaths for altar candles
- 2 x small fall wreaths for acolyte candles
- hollow plastic pumpkins for arrangements
- artificial vegetables and leaves
- dried wheat
- wicker cornucopias

#### **What to Do:**

- Normal setup for Sunday, using **GREEN** hangings



- Hang large fall wreaths in the front of the church below the speakers
- Put the matching small wreaths on the altar candles
- Put the other small wreaths on the acolyte candles
- Create a harvest arrangement using any of the available supplies, and additional flowers, greens, cornstalks, or fruit within the budget

*See photos on next pages*





Harvest arrangements for Thanksgiving



