

# **St John's Episcopal Cathedral Sanctuary Guild Manual**

**256 East Church Street  
Jacksonville, FL 32202  
(904) 356-5507**

**Revised September 2013**

**ST JOHN'S CATHEDRAL SANCTUARY GUILD  
2013**

Co-Chairs:	Lynda Erwin, Faye Wisner
Secretary:	Carrie Bachara
Treasurer;	Charles Winney

**CHAIRPERSONS**

Conservatory Chair:	Aversia Campbell
Flower Chair:	Peggy Cobb
Flower Fund Chair:	Lorraine Corey
Food Chair:	Carrie Bachara
Funeral Chair:	Mary Helen Mashour
Linen/Vestments/Hangings:	
Wedding Chair:	Megan Cochran
Resource:	Mary May

## **OFFICERS AND DUTIES**

### **Chairman (When there are Co-Chairs, the duties may be divided as needed.)**

- Executes the wishes of the Dean, Cannon Vicar and informs the Guild of all changes in procedures, and amends the Guild Manual as needed.
- Presides at all meetings.
- Appoints all chairpersons.
  - Conservator Chair
  - Flower Chair.
  - Flower Fund Chair.
  - Food Chair.
  - Funeral Chair.
  - Linen/Vestments/Hangings Chair.
  - Wedding Chair.
  - Other Chairs as needed.
- Responsible for veiling crosses during Lent, preparing ashes for Ash Wednesday, and preparing oil, if needed, for Bishop's blessing on Maundy Thursday.
- Training.
- Scheduling.
- Maintaining a current roster of Guild members and contact information.
- E-mails/Newsletters to the Sanctuary Guild.
- Ordering of supplies.
- Recruiting.
- Budget.

### **Secretary**

- Records attendance and takes minutes at all meetings.
- Handles guild correspondence.
- Notify Guild Chair of any needs.

### **Treasurer**

- Keeps the Guild accounts and gives a financial report at each meeting.
- Pays bills when submitted.
- Notify Guild Chair of any needs.

### **Conservator Chair**

- See Conservatory duties.
- Coordinates the cleaning of The Cathedral with the Building/Properties Supervisor.
- Works closely with volunteers for the cleaning and conservation of Cathedral hardware and maintenance of the Sanctuary and Chapels.
- Notify Guild Chair of any needs.

**Flower Chair**

- Consults flower calendar and orders flowers on a weekly basis.
- Appoints those who are responsible for the adornment of the Cathedral on Holy Days (Palm Sunday, Easter, Thanksgiving and Christmas).
- Orders greens, flowers, etc. for the special Holy Days.
- Replenishes flower-arranging supplies such as Oasis as needed.
- Arranges for flower gift letter to be mailed out twice a year (December and June).
- Works closely with church bookkeeper and Parish Life Coordinator for special services (weddings, funerals).
- Coordinates with Flower Fund Chair to make sure that flower donations are fulfilled according to a donor's wish.
- Ensures that flower envelopes are put in pews one month before Thanksgiving, Christmas, and Easter.
- Notify Guild Chair of any needs.

**Flower Fund Chair**

- Works with the Flower Chair and the Parish Life Coordinator to identify past flower donations.
- Contacts individuals who have previously donated to the flower fund and encourages them to donate.
- Coordinates with the Flower Chair to make sure that flower donations are fulfilled according to the donor's wish.
- Writes thank you notes to donors for flower donations.
- Notify Guild Chair of any needs.

**Food Chair**

- Coordinates Sanctuary Guild involvement in providing food, refreshments, and volunteers for Cathedral and Sanctuary Guild functions.
- Examples: Summer Breakfasts, Coffee hour, Sanctuary Guild meetings.
- Notify Guild Chair of any needs.

**Funeral Chair**

- Coordinates and attends funerals held in The Cathedral or The Chapels in conjunction with the Dean, Sanctuary Guild Chair and the Parish Life Coordinator.
- Changes the hangings to White for a funeral and returns to the season color hangings after the funeral.
- Make sure that the oil candles are filled before and after the funeral.
- Notify Guild Chair of any needs.

**Linen/Vestments/Hangings Chair**

- Coordinates and participates in the cleaning and care of fair linen.
- Coordinates the care and replacement of vestments.
- Coordinates care and replacement of hangings.
- Notify Guild Chair of any needs.

**Wedding Chair**

- Coordinates planning and implementation of weddings with the Parish Life Coordinator.
- Coordinates wedding flowers with the Flower Chair.
- Orders candles as needed for candelabras.
- Make sure that oil candles are filled before and after the wedding.
- Change the hangings to White for wedding and return to the season color after the wedding.
- Notifies Guild Chair of any needs.

## **RESPONSIBILITIES OF SANCTUARY GUILD MEMBERS**

### **To remain active:**

#### **Sanctuary Guild Members are asked to:**

1. Attend Sanctuary Guild meetings (when at all possible).
2. Take at least two (2) services every month (including cleaning and/or linens if possible)
3. Help decorate for special days – Palm Sunday, Easter, Thanksgiving and Christmas.
4. Attend periodic refresher classes – to be advised for any changes made (generally to be scheduled after regular meeting).

#### **New Sanctuary Guild Members are asked to:**

1. Attend training sessions offered at times arranged by Chair.
2. Serve with experienced members at least twice, for any service, before taking that service alone. A minimum of 2 Guild members is assigned to most services.

## **GENERAL DIRECTIONS – ALTAR DUTY**

1. Be quiet, reverent, and work harmoniously with others. It is suggested that members begin their duties with prayers at the Altar.
2. Allow ample time for sanctuary duties before and after each service. (Arrive 1 hour before the service time)
3. Always check calendar for liturgical color for the day and/or season.
4. Check to make sure that the Reserve Candle is lit.
5. Check bulletin board for special instructions.
6. Place nothing on any Altar except what belongs there. (The Altar is not a worktable.)
7. If you are at the Cathedral, check the flowers in the High Altar and Cummings Chapel. Please remove withered flowers, greens, or stale water in altar vases. Add water if needed or remove and wash the container. Leave the container in Lane Sacristy. It takes all of us to make sure that the Cathedral is beautiful.
8. Each guild member is responsible to find a replacement for his/her duty if for some reason you cannot make your commitment.

**12:10 P.M. WEEKDAY SERVICE**  
**GENERAL INSTRUCTION OF THE PREPARATION OF**  
**CUMMINGS CHAPEL**

**Updated August 2013**

- Pick up prayer list, key, and celebrant's name card from receptionist. (Judy). There will also be handouts with the healing service on Wednesdays.
- Keys to all cabinets are in vesting room closet where stoles are kept.
- Put out vestments, check calendar or season color. Albs for visitors are in the closet labeled "12:10 priests". Chasubles are in closet marked "Cummings Chapel".

**Do not put out albs for The Cathedral Clergy.**

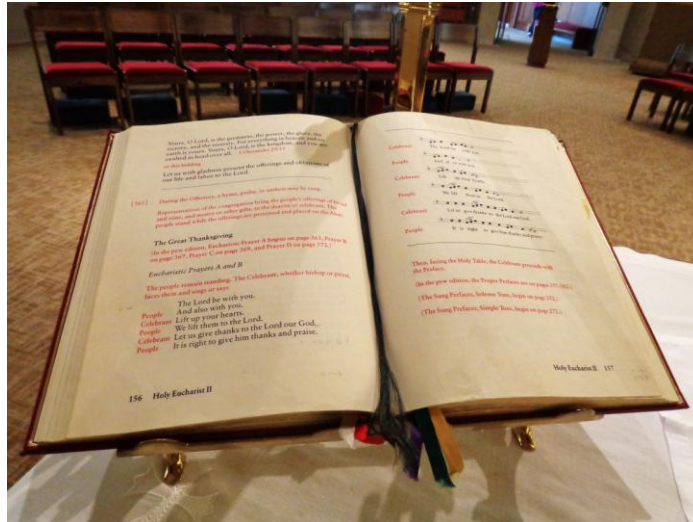
- Leave 8 ½ x 11 "Prayer of the People" in vesting room on vesting table. On Minor feast day, place Lesser Feasts book on vesting table. These days are marked on the schedule with an asterisk. Also make sure that copies of the Lesser Feasts book are on the small table under the Cummings altar along with copies of the Book of Common Prayer and hymnals.
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- Turn on lights in Cummings Chapel by pushing up the 2 rows of levers. They are on the side of the wall by the organ.
- Place card with name of celebrant in the stand outside Cummings Chapel doors.



- Rite II Eucharist is the authorized service unless otherwise specified. Place missal stand and missal (altar book) on the Gospel side. (Left when facing congregation.) (Father Towson prefers it on the right.) Open to page 156.



- **Credence Set Up:** Prepare credence table (see chart in Cummings Chapel Sacristy). The credence table is the right shelf on the wall when facing the altar.
  - ½ cruet of wine,
  - ½ cruet of water
  - at least 20 wafers in the bread box (first Wednesday in the month may have 30 to 40)
  - No lavabo and towel is set out for Wednesday 12:10 or Cathedral clergy.



- **Altar Set Up Traditional:** Match color to chasuble/stole. See diagram on bulletin board inside Cummings Chapel Sacristy.

1. 1 pad and corporal,
2. chalice and purificator,
3. paten,
4. priest host
5. pall,
6. veil
7. Burse with 1 purificator inside
8. Burse and veiled.



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- Use the traditional Set Up for Tuesdays and Thursdays 12:10
- No burse and veil for Wednesday services with Cathedral clergy.
- On Wednesday for healing service, 2 oil stocks and towels go on the left shelf on the wall when facing the altar. One for the Dean and one for the person assisting her.



- Place alms basin on the stand in the aisle between the rows. Put checks and cash in an envelope and take to the office after service.



- Fill candles with liquid wax. Liquid wax is located on shelf in pantry. Be careful not to let wick fly out of candle – holder provided in Cummings Sacristy. Light candles at 11:50 and extinguish candles following the service.
- Notify office if scheduled priest has not arrived by 11:55 a.m. Phone is located in Lane Sacristy – Press “intercom and 10.”
- Unlock the Duval Street door.

## **12:10 – CUMMINGS CHAPEL – AFTER THE SERVICE**

### **After the service:**

- Return the Gospel book and altar book to the middle shelf of the cupboard. The missal stand remains on the altar.
- Replace the corporal and under-pad in the top drawer unless it has stains on it.
- Replace the cruets on the bottom shelf – water cruet empty (with paper wick) and wine cruet full.
- Clean and return the chalices, large paten, bread box, lavabo bowl, if used, and ciborium to the bottom shelf. Set up one chalice with a purificator, small paten, priest's host and pall for the 12:10. Return the small water pitcher (with paper wick) to the middle shelf and the water glasses to the top shelf of the cupboard.
- Put checks and cash in an envelope and take to the office after service.
- Return the alms basins to the top shelf of the cupboard.
- Lock up oil stocks in Cummings Sacristy storage cabinet.
- Check the Reserve Sacrament candle; refill with liquid wax and light if needed.
- After the service lock all doors – Outside door, Cummings Sacristy, Lane Sacristy, EXCEPT vesting room door closest to the restroom.
- All soiled linens should be placed in basket in the closet to the right of the prep area in Lane Sacristy.

## **7:00 AM SERVICE IN ASCENSION/HOLY COMMUNION CHAPEL**

There is a 7:00 am service on Wednesdays in either Holy Communion Chapel or Ascension Chapel.

- The service is held in Ascension during the Great 50 Days (Easter through Ascension Day)
- The rest of the year services are held in Holy Communion Chapel unless otherwise noted.

Set up is Wednesday morning before service depending on the clergy member celebrating.

- Prepare communion vessels: Use small silver set stored in Lane Sacristy vault. Fill vessels ½ full with wine and water. Cruets are marked “A” for Aqua and “V” for Vino. Leave tray on counter in Lane Sacristy. Place pottery chalice and pottery paten on the silver tray as well. Place a purificator over pottery chalice.
- Place small priest host and 13 wafers on the pottery paten.
- Lay out blue chasuble and stole in vesting room.
- Set the Holy Communion or Ascension Chapel altar with a corporal. No burse or veil.
- After the service, clean up by washing and putting away all vessels in the Lane Sacristy
- Vessels will be placed on the altar by the celebrant before the 7:00 am Wednesday service.

**GERONTOLOGY**  
**2:00 p.m. Wednesdays**

**Gerontology:**

- 1:30 set up in the recreation room of Gerontology.
- The Altar is similar to a high table; it has to be pulled out from the wall. There is fine linen for it along with a corporal, pad and purificator.
- The supplies and holy hardware are kept in an unused office in the administrative area. (Check in the at the reception desk.)
- There are approximately 15 at the service, both residents and staff.
- Intinction is used so the chalice does not need more than half the cup. Check with Father Lou.
- The wafers are easy dissolve to assist those residents who have trouble swallowing.
- Father Lou delivers a homily. One of the staff plays the piano for the songs. There are copies of the songs and services to hand out.
- There is a cart to put everything on to take out to the room and return to storage.



## **8:00 AM SUNDAY – PREPARATION OF CUMMINGS CHAPEL**

### **The Holy Eucharist: Rite 2**

1. Begin setting up at 7:00 A.M.
2. Lay out the chasuble and stole on the vesting table after checking the calendar for the season color.
  - Place three (3) bulletins on the table in the vesting room.
  - Check in Lane Sacristy to see if any Eucharistic kits are scheduled (a kit with 20 to 25 wafers is routinely scheduled on the second Sunday of the month).
  - Pick up the corncob key ring from the vesting room.
3. Set up Altar with Corporal and under-pad.
4. Place the red altar book on the missal stand on the left facing the congregation. Check the bulletin to see which Eucharistic Prayer is scheduled.  
Set altar book as follows:
  - Black Ribbon: (Prayers A and B only) Page 156;
  - Green Ribbon: (Prayers A and B only): Page 159 to 165 - check the bulletin for the correct preface;
  - Yellow Ribbon: Yellow ribbon - Prayer A - page 167, Prayer B - page 172, Prayer C - page 177, Prayer D - page 183;
  - Purple ribbon: Page 194;
  - A white loose-leaf altar book may be substituted for special occasions.
5. Place the Gospel book forward and centered on the altar with the correct reading marked with a ribbon.
6. Prepare right credence shelf (facing altar from entrance) with:
  - two (2) chalices with a purificator on each chalice in the center of the shelf, one in front of the other;
  - water cruet (one-third full) placed on left side;
  - the wine cruet (full) to the right.
7. Prepare left (facing altar from entrance) credence shelf with:
  - the large paten containing 100 people's wafers and a priest's host;
  - breadbox containing consecrated wafers;
  - the ciborium ( empty);
  - the lavabo bowl, towel, and a small water pitcher (half full);
  - the Eucharistic kit if necessary
  - Place two (2) gluten-free wafers on a purificator at the side of the altar.
8. Fill the liquid candles. Be sure matches are available in the drawer of the left credence shelf.
9. Place two (2) alms basins on the stand at the back of the chapel on the stand.
10. Have available the portable wooden lectern for all clergy who are preaching (except Kate) – check the bulletin.
11. Place glasses of water on the floor beside the clergy chairs to the right and left of the altar.
12. Check to see that the processional cross is available.
13. Lock the Sacristy and keep the keys available.



## **8:00 AM SUNDAY – PREPARATION OF CUMMINGS CHAPEL**

### **After the Service**

1. Return the Gospel book and altar book to the middle shelf of the cupboard. The missal stand remains on the altar.
2. Replace the corporal and under-pad in the top drawer unless it has stains on it.
3. Replace the cruets on the bottom shelf – water cruet empty (with paper wick) and wine cruet full.
4. Clean and return the chalices, large paten, bread box, lavabo bowl and ciborium to the bottom shelf. Set up one chalice with a purificator, small paten, priest's host and pall for the 12:10 Monday service. Return the small water pitcher (with paper wick) to the middle shelf and the water glasses to the top shelf of the cupboard.
5. Prepare the offering for deposit as follows: Along with one other person, carry the two alms basins from the altar to the Sacristy. While one observes, the other person transfers the money from the alms basins to the deposit bag. The observer closes the bag and retains the key. Both people, one with the bag and one with the key, proceed to the Lane Sacristy where one deposits the bag and the other the key in the safe.
6. Return the alms basins to the top shelf of the cupboard.
7. Leave two (2) bulletins on the counter.
8. Lock the Sacristy door
  - take the used linens to the Lane Sacristy,
  - return the keys to the vesting room
  - check that the chasuble and stole are hung up.

## **NEW SET UP FOR 9AM HIGH ALTAR SERVICE**

### **September 2013**

PLEASE FOLLOW REGULAR SANCTUARY GUILD 10:30/11:00 INSTRUCTIONS POSTED EXCEPT FOR THE FOLLOWING:

#### **High Altar Set Up:**

Place Corporal and underpad in normal location

- Place uncovered Gospel Book on Bell Cupboard outside vesting room door for Verger to mark and place open and centered on the front (facing congregation) of Altar.
- Missal Stand will be immediately to the left of the corporal (like it is during the Eucharist) with the white notebook marked "9am Service" sitting on it.

On the Corporal, place:

- Paten with 100 wafers and 1 priest host
- Jeweled chalice no more than 2/3s full with wine and a splash of water with a purificator on top
- Small paten with 3 gluten-free wafers
- 2 extra purificators

#### **Credence Table Set Up:**

One the top of table covered with credence cloth, place in their usual location:

- 3 Chalices with purificators
- 1 empty ciborium with top

Inside the Table, please place the following in their usual place:

- Reserve wine and wafers (MAKE SURE THERE ARE PLENTY AS THIS IS WHAT THEY WILL USE TO REFILL CHALICES AND PATENS)
- Extra Paten/Chalice
- Non-consecrated wine & wafers
- 4 extra purificators
- Shell with spoon
- LEM Kits: Prepare LEM kits as requested (refer to the clipboard on counter – place name of person requesting on a post-it and attach to kit.) Place the labeled kits, plus one extra, unlabeled kit on the bottom left side (the consecrated side) of the Credence Table. Record the person's name and kit number in the 3 ring binder. The Verger will give them to the priests at the appropriate time.

#### **Back of The Church Set Up:**

- Place cruet and ciborium on "oblations" cloth on the on left side of Great West Doors. The wine goes on the left side; wafers on the right.
- Place 6 Alms Basins on a cloth on the right table

## **PREPARATION OF THE HIGH ALTAR FOR SUNDAY SERVICES**

### **The Sanctuary (High Altar)**

1. Place uncovered Gospel Book on Bell Cupboard outside vesting room door.
2. Stand the Processional Cross (jeweled) in brass holder next to the vault.
3. Check that Reserve Sacrament candle is burning.
4. Check the calendar to ascertain the proper season color.
5. Check bulletin to see if there is a Baptism and set up according to the instructions
6. Check the High Altar candles. These candles will only burn through one service so they must be changed to full candles between services or refilled.
7. Place chasuble and Stole on top of cloth on vesting table. Check chart on wall for instructions on placement.

OR

If the Dean is celebrating, drape the chasuble on the altar rail on the pulpit side, tag in the back facing up, collar opening toward transept.

8. Center Missal Stand on forward front top of Altar.
9. Center the Corporal and under-pad on back top of Altar.
10. Place six (6) Alms basins and "Alms" linen cloth on table to the right of the Great West doors.
11. Put out one (1) oil stock and one (1) towel on each of the side altars. Place a box of Kleenex on each rail.
12. Check candle lighters in the hall by the Lane Sacristy to make sure the wicks are long enough.
13. Prepare LEM kits as requested (refer to the clipboard on counter – place name of person requesting on a post-it and attach to kit.) Place the labeled kits, plus one extra, unlabeled kit on the bottom left side (the consecrated side) of the Credence Table. Record the person's name and kit number in the 3 ring binder. The Verger will give them to the priests at the appropriate time.
14. Bring the consecrated wine and wafers from the Tabernacle in Holy Communion Chapel. If consecrated ciborium is full, use some of the wafers for the service. Always leave at least 75 wafers for weekday use.
15. Oblations
  - Fill jeweled cruet  $\frac{3}{4}$  full
  - Fill jeweled ciborium with wafers (9 am-50; 10:30 am-100)
  - Place cruet and ciborium on "oblations" cloth on left side of Great West Doors. The wine goes on the left side; wafers on the right.

16. Credence Table

- Place credence cloth on table and prepare credence as per diagram on the credence door. Include:
  - Large paten with large priest host and wafers:
    - 9:am am-100; 10:30 or 11:00 am – 200
  - Four (4) chalices with purificators on top of each chalice. Jeweled chalice goes on right front
  - Empty silver ciborium on the right behind the jeweled chalice.
  - Three gluten-free wafers on a small paten (Wafers are in small jar in vault.) Place the small paten to the left of the large paten and slightly behind water flagon
  - Water cruet filled to bottom of silver band
  - Wine cruet filled  $\frac{3}{4}$  full
  - Lavabo with towel over it
  - Small silver shell and spoon placed in front on left top shelf of credence table with consecrated wine.
  - Extra Paten/Chalice on left top shelf of
  - 100 wafers in bread box placed on right top shelf of credence table
  - Extra wine in decanter place on the top right shelf of credence table
  - Consecrated wine and wafers from tabernacle placed on left side of credence table
  - Four extra purificators on top right shelf of credence table

17. Make sure that everything is locked before leaving Sacristy for services.

18. After the service and organist has finished, clean up by washing and putting away all vessels in the Lane Sacristy

19. Place soiled linens in basket in Linens closet

20. If you notice that supplies are low or something is needed, write a note on the white board.

## BAPTISM – CUMMINGS CHAPEL

- Use the white burse and veil in the Cummings Sacristy. The priest will wear the white stole and chasuble, which are located in the Cummings closet in the vesting room.
- Place the Paschal candle to the left of the altar and light. (Facing the altar from the entrance.)
- The brass baptismal bowl goes on the wooden font, (which is used as “alms basin” stand for services). Place alms basin stand in aisle between front pews.
- Use little drawer ledge (that pulls out) for towel, oil stock of Chrism, and candle.
- Use one of little clear glass cruets for baptismal water for priest to pour. Place on the Altar.
- 15 minutes prior to service, fill brass bowl with very warm water. (Use metal pitcher from Lane Sacristy big closet, top shelf, the same metal pitchers used for foot washing.)
- After the service, pour water into piscina.
- Extinguish Paschal candle and altar candles.
- Clean up by washing and putting away all vessels in the Cummings Sacristy.



Baptismal Font for Cummings Chapel

## **BAPTISM – HIGH ALTAR**

- Use white altar hangings (bible markers, preaching stole, pulpit panels).
- Check Paschal candle for liquid wax. Be sure Paschal candle stand is in front of the font and the candle lighted as soon as you arrive and set candle in place.
- Place second Paschal candle stand to left of the altar (on Holy Communion side).
- Place baptismal towel(s) and candle(s) on the font, on the LEFT, facing the congregation. If there is more than one baptism, put out 2 or more towels. The candle boxes go in the reserved pew with the family.
- Place oil stock of Chrism (CHR) on the font. Oil stocks are stored in the Lane Sacristy vault on the top shelf. Clean and replace cotton ball and oil if it is green from contacting the metal and/or is rancid.
- Get stopper for the font from Lane Sacristy vault (blue box on left of top shelf) and place in the baptismal font.
- About 15 minutes before service begins, fill font with hot water (approximately 2 pitchers full). Pitchers are stored on a shelf in the big storage closet in the Lane Sacristy. These are the same metal pitchers used for foot washing.
- Dean Moorehead has small colorful objects to place in the water of the font when baptizing small children.
- Place silver ewer, also filled with hot water, on the table in the back with the alms basins. The silver ewer is located on the top shelf of the vault. Make sure that the Vergers know that it is there.
- After service, be sure paschal candle is extinguished, drain font, return stopper to vault.

## **FUNERAL – CUMMINGS CHAPEL**

- The office secretary or Parish Life Coordinator will contact the funeral chair giving information about the date, time, and person officiating at the funeral and whether the service will be in Cummings Chapel or the nave of The Cathedral.
- Press Pall if needed. (The iron is in the Lane Sacristy closet on the right and the pad is in the top drawer in the vesting table.)
- Place Paschal candle in center in front of the Altar. Be sure the candle is lighted first either by Guild member or acolyte. In any case, make sure Paschal candle is lit if casket or cremains are present.
- Clergy wear white.
- If casket is present take the white pall (found in vesting room drawer) and place on casket after it is brought in the hallway to the chapel.
- Use small table found in hallway or large buffet table for guest book, if one is used.
- Remain in chapel throughout the service to be of help if needed.
- Make sure there are bulletins for the family in Ingram Lounge.
- Make sure there are tissues in the front two rows.
- If communion is celebrated, ask priest or office about quantity of elements for communion. Set up altar and credence tables as you would for an 8:00 am Sunday service. Consult bulletin board or your sanctuary guild handbook.
- After any service, be sure Paschal candle has been extinguished and returned to proper place.

### **Memorial Service**

Paschal candle is placed in front and center of Altar. Be sure you or acolyte lights the candle before the service begins.

### **For Cremains**

Use Font stand (Alms Basin stand) and place it in front of Paschal candle. Use small pall for cremains.

Make sure Paschal candle is lit if cremains are present.

## **FUNERAL – CATHEDRAL**

- The office secretary or Parish Life Coordinator contacts the funeral chair giving information about the date, time, and person officiating at the funeral. Also whether the service will be in Cummings Chapel or the nave of The Cathedral.
- Place Paschal candle in center at the bottom altar step. Be sure candle is lighted first either by Guild member or acolyte. The Paschal candle is always lit if casket or cremains are present. The candle stays with the body or ashes so two (2) stands will be needed if processing. One will remain at the back of the Nave in front of the baptismal font. The Paschal Candle should be placed at the end of the coffin closest to the altar. Typically, the candle is at the feet if for a congregation member; or at the head if for a priest or Bishop. This is symbolic of our roles during the service: a parishioner faces the altar; a priest or Bishop faces the congregation. We do the same in death.
- For the Anglican Church the use of a pall signifies their belief that in the eyes of God all are equal. Press Pall (found in the vesting room drawer or closet drawer in Lane Sacristy.) if needed. (The iron is in the Lane Sacristy closet on the right and the pad is in the top drawer in the vesting table.) Spread the Pall and make sure it is folded correctly to place on and take off of the casket quickly and easily.
- If casket is present, take the white pall and place it folded on back pew until casket arrives. Before procession begins, or casket is brought to front of church, place the pall on casket.
- Clergy wear white. Use white bible markers, white frontal, and white pulpit hangings
- Have small lectern placed in back of church for guest book, if one is used. The funeral home brings the book and another stand.
- Make sure there are funeral bulletins for the family in Ingram Lounge.
- Check with office to find out how many pews are reserved and where. Usually on the lectern side. Reserved markers are in the usher closet.
- Make sure there are tissues in the reserved family pews.
- If communion is celebrated, ask priest or office about the quantity of elements for communion. Set up altar and credence table as you would for a 10:30 am Sunday service. Consult bulletin board or your sanctuary guild handbook.
- Ask about the number of Chalice bearers in order to set out the correct number of chalices.
- Ask about the number of priests serving in order to set out the correct number of patens.
- Remain in church throughout the service to be of help if needed.
- After the service, make sure that the Paschal candle is extinguished and returned to proper place. Fold the Pall and return to the drawer in the vesting room.
- If communion clean and return the chalices, patens, bread box, lavabo bowl and ciborium to the Lane Sacristy vault.



## **Memorial Service**

The Paschal candle is placed in the center of bottom altar step only. Light the candle when you first arrive before performing any other duties.

## **For Cremains**

When cremains are present, if they are not in an urn, place them in the blue/white urn (found in the parish life office) on a stand in front of the Paschal candle. The small table or stand is outside Lane Sacristy door on the right.

If Cremains are not being processed, then just the little table, small pall for cremains and one Paschal candle at the front.

Make sure that Paschal candle is lit if cremains are present.

## SEASONS AND SERVICES IN THE CHURCH YEAR

### **Advent \_\_\_\_\_ Color: Blue**

Advent begins on the fourth Sunday prior to Christmas Day, or the Sunday that falls closest to November 30. It lasts through Christmas Eve (December 24). When Christmas Eve falls on a Sunday, it is the last, or fourth Sunday of Advent.

Preparations before service

- Meet with the clergy to determine needs for the season.
- Order or ask for volunteers for the greenery for the Advent Wreaths. They need to be refreshed weekly.
- The brass wreaths (one for Cummings and one for The Cathedral) that fit the Paschal candle stands hang in the candle closet to the right of the sink in the main Sacristy. Use the grape vine wreaths inside the rings and cover with greenery.
- Check the candles for the advent wreaths. There are 3 liquid wax purple candles, one liquid wax pink candle plus one liquid wax white “Christ” candle for each wreath. The pink Advent candle is lit the third Sunday of Advent. The Christ Candle (white) is lit Christmas Eve.
- Change the hangings and frontal to Blue. Clergy use blue chasubles and stoles.

### **Ordination to the Diaconate – Second Sunday in December \_\_\_\_\_ Color: Red**

### **Christmas Eve \_\_\_\_\_ Color: White**

- Order flowers, poinsettias, and greenery for church decorations by end of November. Greens are left up through Epiphany, January 6. Poinsettias are removed before Epiphany.
- The church is decorated after fourth Advent services and before Christmas Eve services. The advent wreaths are taken out of the church on Christmas Day. The Crèche remains up. The 3 wise men arrive during Epiphany.
- Coordinate with Parish Life coordinator about individual candles and cup holders for the candle light service. They are placed in baskets to be handed out in the nave as people enter.
- Christmas Season begins December 25 and lasts until the day before Epiphany. (The 12 days of Christmas)

### **Epiphany Season \_\_\_\_\_ Color: Green**

- Epiphany is January 6 and lasts until Shrove Tuesday, the day before Ash Wednesday. First Sunday of Epiphany is white. Epiphany is celebrated either on January 6 or on the Sunday between January 2 and 8. The January 6 service is white as well as the first Sunday in Epiphany. The remainder of Epiphany uses Green.
- Clergy use green chasubles and stoles except on the first Sunday of Epiphany when white is worn.
- Schedule a meeting with clergy to set the schedule and for instructions for Lent/Easter Season.

- Schedule moving the outside wooden cross to the side of The Cathedral by Ash Wednesday. The drapes are located in the Sacristy closet on the right shelf.

**Ash Wednesday \_\_\_\_\_ Color: Purple**

- SERVICE TIMES are usually 7:00 a.m., 12:00 (noon), and 7:00 p.m.
- If unsure about the number of people to prepare communion for, consult the service register in the vesting room for the previous year's count.
- Use Purple hangings. No flowers.
- Prepare ashes before Ash Wednesday. If needed, burn prior year dried Palm Sunday crosses to make more ashes.
- Use the Holy oil to mix with ashes. Place in small square container from the top shelf.
- Have wipes and lemons available in credence table for clergy to clean hands.
- Clergy use purple chasubles and stoles.

**Lent \_\_\_\_\_ Color: Purple**

- Lenten season extends from Ash Wednesday to Easter Eve.
- All crosses are veiled in purple.
- Use Dish Gardens with sticks and succulents on High Altar and in Cummings. The bowls are down stairs in the Under Croft
- Clergy use purple chasubles and stoles.

**Palm Sunday \_\_\_\_\_ Color: Red**

- Make sure that Palms are requested to decorate The Cathedral.
- The Youth program makes the crosses from palms fronds.
- On Saturday before Palm Sunday, decorate The Cathedral with palm fronds and some palms. Most are donated or loaned. HA flowers can be palms plus some striking red flowers.
- Use the red hangings.
- Place red veils over all crosses including outdoor cross.
- Clergy use red chasubles and stoles.

**Maundy Thursday \_\_\_\_\_ Color: Red to Black**

- Holy Eucharist with foot washing and stripping of the altar. The youth coordinate the foot washing. The bowls are in the undercroft (hall closet) along with a container of white towels.
- Place a black veil under the red veil on the permanent cross behind the altar. The red veil will be stripped during the service leaving the black veil through Good Friday.
- Stripping of the Altar and Sanctuary occurs during the service. Before the service, cards are attached to each item to be removed. Each guild member will choose one or two cards before the services and are responsible for the removal of those item(s) at the end of the service.
- Guild members are asked to wear black and to sit together. When it is time to strip the altar, members will come forward and remove altar appointments into the

Sacristy where they will remain until Saturday morning. The Guild members will remain in the Sacristy until the service is over.

- Reserve Sacraments are taken to Cummings Chapel to be used at the Good Friday service along with the Paschal candle.

**Easter Vigil \_\_\_\_\_ Cummings Chapel**

- Before the Maundy Thursday service, the palms are moved to Cummings Chapel and arranged around the Altar to look like a garden for the Easter Vigil.
- The Prayer Vigil begin at 8:00 p.m. and ends on Good Friday, 8 a.m.

**Good Friday \_\_\_\_\_ No Hangings**

- The Stations of the Cross for Children and Families. 10 a.m.
- Good Friday Liturgy: The Seven Last Words, Cathedral, Noon – 3 p.m.
- Stations of the Cross, Cathedral, 5 p.m.
- Stations of the Cross: A Service of Music, Cathedral, 7 p.m.

**Saturday morning before Easter**

- Easter flowers should be ordered at least a month in advance for delivery. 100 Easter Lilies have been used for the past 3 or 4 years along with flowers for the altars and Cummings Chapel.
- Members come to help put out the hangings/linens and decorate for Easter.
- A wire cross is prepared with greens for the Flowering of the Cross at the 9:00 a.m.

**Easter Day \_\_\_\_\_ Color: White**

- There are usually 3 services on Easter Day.
  - The Great Vigil, Cathedral, 6 a.m. This service usually includes baptisms. Refer to the Baptism instructions.
  - Festal Eucharist with Flowering of the Cross, Cathedral, 9 a.m.
  - Festal Eucharist, Cathedral, 11:15 a.m. (Incense used. Incense is in the candle/Candelabra closet on the top shelf right.)
- Check the service register in the vesting room for the previous year's count for services.
- Clergy wear white chasubles and stoles
- Easter Parish Breakfast, Taliaferro Hall, 7:30 a.m.
- Easter Egg Hunt, Cathedral Park, 10:15 a.m.

**The Day of Pentecost \_\_\_\_\_ Color: Red**

- Consult with the clergy for special instructions. Confirmation is usually at this service at The Cathedral.
- Clergy use red chasubles and stoles.

## **Occasional Services**

### **Baptism \_\_\_\_\_ Color: White**

- See the Baptismal instruction sheet for either The Cathedral or Cummings Chapel.
- Clergy use white chasubles and stoles

### **Confirmation \_\_\_\_\_ Color: Red**

- At St. John's Cathedral, confirmation is usually held Pentecost Sunday. The liturgical color is red representing the Holy Spirit. Red hangings take precedence over the liturgical color shown on the church calendar. The Bishop may elect to celebrate at confirmations hosted by the local Deanery. Check with the priest for special instructions. Reserved signs are usually required for seating candidates for confirmation.
- Clergy use red chasubles and stoles

### **Weddings \_\_\_\_\_ Color: White**

- There is a wedding coordinator for weddings. This person works with the Sanctuary Guild to ensure that all customs are followed and supplies are on hand for the wedding.

### **Funerals \_\_\_\_\_ Color: White**

- See the Funeral instruction sheet for either The Cathedral or Cummings Chapel.

### **Thanksgiving \_\_\_\_\_ Color: White**

- The Sanctuary Guild usually decorates on the Wednesday before Thanksgiving for Thanksgiving Day service. If fresh fruits and vegetables are used in cornucopias they will be donated to a worthy cause. Unless the Sunday of Thanksgiving weekend is also the first Advent, the Thanksgiving decorations are refreshed for the Sunday service.
- There will be one service on Thanksgiving Day. Check for time.

## CONSERVATOR DUTIES

### Weekly Cleaning

- Silver
  - Check all silver in Lane Sacristy vault to see if it needs liquid polish or just wiping with polish cloths. Clean if necessary. Sometimes only washing or gentle rubbing is necessary to remove fingerprints.
  - Clean and polish silver alms basins.
  - Use vinegar and water or Efferdent tablet to clean cloudy communion vessels. (Tiffany Set). For Efferdent use:
    - One (1) in each wine flagon
    - Two (2) in the water flagon
- Crystal cruets
  - Use vinegar and water or Efferdent tablet to clean cloudy communion vessels.
  - A little Clorox if badly stained
- Brass
  - All altar brasses are lacquered. Remove wax with hot water. Do not use brass polish.
  - Use Windex to clean the lacquered brass.
  - Torches, Eucharistic candlestick liners and servers: Clean with brass polish; apply baby oil to interior with cotton ball after cleaning. PAM works as well.
  - Candle lighters: remove wax, including any wax jamming the wick release, with hot water or hair dryer, then polish with brass polish. Check candle lighter wicks and replace if less than 1/2 in length. (Hair dryers are in bottom drawer of the counter without a sink.)
  - Wedding candelabra (Lane Sacristy closet to the left of the sink)
    - Remove any wax from candelabra by hand. (Hair dryers will work as well)
  - Followers: Be sure to check boxes in the closet where candelabra are stored to see if candle followers from wedding candelabra need cleaning. If needed, remove wax with hair dryers, clean with brass polish, and lightly wipe with baby oil or Pam.
  - Oil stocks should be wiped and buffed. Check lamb's wool in stock to see if it is rancid. Extra lamb's wool and consecrated oil are on the top shelf in the vault in the Lane Sacristy.
- Wine & Wafers
  - All extra wine and wafers are kept in Lane Sacristy vault.
  - Consecrated wine (Flagon) and wafers (Brass Ciborium) are stored in Holy Communion altar tabernacle. Use the reserve to refill the LEM Kits. The consecrated wine and wafers are placed in the left side of the credence table on Sundays and replenished after services as needed.

- Put extra wafers, priest hosts (small) and 2 bottles of wine in Cummings Sacristy.
- Candles
  - Liquid wax candles locations:
    - Ascension Chapel
    - Cummings Chapel
    - High Altar
    - 2 Candles in floor candlesticks behind the altar.
    - Paschal Candles (Main sanctuary and Cummings Chapel)
    - Reserve Sacrament candle in Holy Communion Chapel.
    - Torches in hallway
  - Check
    - Check wicks and oil in all candles.
    - Fill if liquid wax is lower than 3/4ths full.
    - Liquid wax is located in the closet with the double doors to the left of the sink in the Lane Sacristy.
  - Any time you go into The Cathedral, check The Reserve Sacrament candle, refill if necessary, and relight.

### **Monthly Dusting**

- All wooden pieces in sanctuary area need to be dusted using a soft cloth
  - All wood altars.
  - Communion rails (Main, Ascension, and Holy Communion).
  - Lectern
- There is a special duster in supply closet for use on the whimsies and other carvings.
- **DO NOT USE FURNITURE POLISH.** Occasionally all communion rails need to be wiped down with sanitizing wipes such as Clorox wipes.
- Dust the oblation shelf in the rear of the church, the table where the offering plates set and the track racks in the Lane Cloister.
- Dust vesting room.
- Check the pulpit.

### **LEM (Lay Eucharist Minister) Kits**

- Clean and refill LEM kits. Make sure that the kit being cleaned is checked in the notebook.
- Consecrated wine and wafers are stored in Holy Communion altar tabernacle to use in replenishing the kits. Unless a different amount is requested, put 10 consecrated wafers in the LEM Kit breadbox.
- Replace 2 smaller linens in the kit with fresh. (You may use larger if small linens are not available.)
- Put the cleaned kits in the linen closet to the right of the sink in Lane Sacristy.
- For Sunday services, place number of requested LEM kits in bottom left side of the Credence Table. If a person has signed up to receive a kit at a service, place a sticky note with their name on a kit. In addition place at least one extra kit on the

bottom shelf for last minute requests. Notify the vergers if there are kits to be picked up. Sign the kit out to the person picking up. Replace unclaimed kits in the linen closet.

### **Cummings Chapel**

- Chalice and breadbox are gold; wipe with damp cloth and buff. Do not polish any gold vessels.
- Oil stocks should be wiped and buffed. Check lamb's wool to see if it is rancid. Extra lamb's wool and consecrated oil are in Cummings cabinet above the piscina.
- Dust credence shelves and check oil in candles.
- Dust lectern
- Replenish linens, wafers, and wine.

### **Lane and Cummings Sacristies**

- Add any supply needs to whiteboard.
- Leave Cummings Sacristy and Lane Sacristy clean and orderly, including counters and sinks.



## DEFINITIONS OF COMMONLY USED CHURCH TERMS

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

**Acolyte:** One who assists the priest.

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

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

**Alms Basin:** the large basin and slightly smaller plates that are used to take up the offerings of the congregation at the Eucharist and present at the altar.

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

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

**Altar Color:** Seasonal or liturgical color for the day observed in changes of the altar hangings. Each color is symbolic:

- **White** for purity and joy, used on Christmas, Easter, Trinity, Weddings and Funerals.
- **Red** is for blood and fire, used on martyrs' days, Pentecost. Palm Sunday and ordinations.
- **Purple** for penitence and mourning; used during Lent
- **Green** for life, hope, and peace; used for Epiphany and Sundays after Pentecost.
- **Black** for death used on Good Friday
- **Blue or purple** is used in Advent. St Johns uses blue.

**Altar Rail:** The railing which enclosed the sanctuary surrounding the altar, at which communicants kneel to receive the Holy Eucharist.

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

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

**Aumbry:** The 'wall cabinet' in the sanctuary that contains consecrated bread and wine. Also referred to as a 'tabernacle'. The Cathedral tabernacle is in Holy Communion Chapel.

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

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

**Bible Markers & Pulpit Fall Markers:** are placed underneath the Bible on the lectern, and a pulpit fall on the pulpit. These match the color of the vestment on the altar.

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

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

**Bishop, Presiding:** The chief bishop of the American Episcopal Church, elected by the house of bishops to preside over the church for a definite term.

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

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

**Bread Boxes:** the small, round or square silver ‘boxes’ with lids which hold the wafers for the Holy Eucharist.

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

**Cassock:** The long closely fitting garment reaching from the neck to the shoe tops which the priest wears under a white surplice for services other than the Eucharist. On Good Friday black cassocks are worn without the surplice. A priest wears black, a bishop violet or red.

**Celebrant:** The priest who celebrates the Holy Eucharist.

**Celebration:** The consecration and administration of the Holy Eucharist.

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

**Chalice:** The gold or silver cup used for the wine at the Holy Eucharist. Pottery may also be used.

**Chalice Veil:** A square covering of silk or brocade, used to cover the chalice and paten before and after the service of the Holy Eucharist. It represents the cloth wrapped around our Lord's head at his burial.

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

**Chasuble:** The 'poncho-shaped' oval garment without sleeves which the celebrant wears for the Eucharist. On Sundays the priest puts it on at the Offertory.

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

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

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

**Cope:** A long, elaborate cloak of colored silk or brocade worn by a bishop or priest at festival occasions. It has a clasp at the neck called a morse.

**Corporal:** A square of white linen, larger than the purificator, on which the chalice and paten containing the bread and wine are placed for the celebration of the Eucharist. The word Corporal is from the Latin corpus, meaning body.

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

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

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

**Crozier:** A bishop's pastoral staff.

**Crucifer:** The cross-bearer in a procession.

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

**Cruets:** The small pitchers that hold wine and water. The cruet containing wine is always kept to the right side of the water. When the cruets are placed on the credence table, the

handles are toward the wall if there is an acolyte to serve the priest, or toward the nave when the priest is alone.

**Deacon:** One of three holy orders of the ministry.

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

**Diocese:** The see or jurisdiction of a bishop.

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

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

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

**Epistle Side:** The left side (at St Johns) of the sanctuary as one faces the altar.

**Eucharist:** One of the names for the Holy Mysteries, the Holy Communion.

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

**Eucharistic Vessels:** Any or all of the containers and ‘dishes’ used for the Eucharist.

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

**Fair Linen:** The large white linen cloth which covers the altar, on top of the cere cloth. It is the altar’s tablecloth. It is the only linen explicitly referred to in the BCP: “The Holy Table is spread with a clean white cloth during the celebration” (p.406)

**Flagon:** A pitcher shaped vessel to hold reserve of wine for the Eucharist.

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

**Font:** The basin where baptisms are performed.

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

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

**Gospel Book:** The book that contains all of the Gospel readings.

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

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

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

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

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

**Intinction:** The dipping of the wafer of the Holy Communion in the wine of the chalice and consuming both at the same time.

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

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

**Lectern:** The podium from which the lessons are read.

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

**Litany Desk:** The portable kneeling bench or prayer desk.

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

**Mensa:** The top of the altar or Holy Table.

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

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

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

**Narthex:** A vestibule at the west end of the church separated by a wall and often under a gallery.

**Nave:** From Latin, *navis*, meaning “ship”. The body of a church building where the congregation worships.

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

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

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

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

**Office Candles or Office Lights:** The candles behind the altar on the retablo next to the cross in the sanctuary. These candles are lit for all services,

**Ordination:** The conferring of Holy Orders by a bishop.

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

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

1. A **pall** is the small, linen covered square of Plexiglas, cardboard, or aluminum which is used to cover the paten and host wafer on a vested chalice.
2. The **funeral pall** is the large, embroidered silk covering which covers the casket for a funeral.

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

**Paten:** The gold or silver plate from which the communion wafers or bread are served.

**People’s Wafer:** bread or small wafers used for communion.

**Pri Dieu:** French word meaning “pray God”. A small prayer desk.

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

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

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

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

**Priest’s Host:** Large wafer that is placed on Paten.

**Protector:** Another word for dust cover.

**Pulpit:** From Latin, “platform”. A platform with railing and reading desk from which the sermon is delivered.

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

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

**PYX:** A small receptable, like a watch case, used to carry the reserved Sacrament to the sick.

**Receiving Basin:** An extra large alms basin.

**Rector:** A priest who is head of a parish.

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

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

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

**Rood:** A cross or crucifix.

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

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

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

**Sanctuary:** The space inside the altar rail.

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

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

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

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

**Stole:** A long narrow band of silk worn over the shoulders

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

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

**Taper:** A waxed wick placed in a candle lighter from which the altar candles are lighted.

**Tippet:** A black scarf, wider than a stole, worn about the neck, with ends hanging down in front. It is worn by the clergy at choir offices.

**Thurible:** A censer. A vessel for burning incense; especially a covered incense burner swung on chains in a religious ceremony. The acolyte carrying and swinging the thurible is called the thurifer.

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

**Undercroft:** The level of the church next below the nave.

**Vested Chalice:** The chalice, covered by a purificator, paten and host wafer, ready to be



used by the priest. A priest's host is not placed on the paten when the host is being presented from the oblation table.

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

**Vicar:** A priest in charge of a mission or chapel

**Wafer:** The unleavened bread used at the Eucharist/Holy Communion.