

St. James Episcopal Church
Guide for all Liturgical Ministers
10 a.m. service

9:40 Be in the sacristy vested and ready to go.

9:45 Acolytes Light the Candles:

- Always be vested to light and extinguish the candles.
- The **Paschal Candle** is lighted from the Easter Vigil through the Day of Pentecost, at funerals and for baptisms.
- The **Eucharistic candles** (the candles on the altar) are lighted for all services of the Holy Eucharist, but not for other services, such as Evening Prayer, or Lessons and Carols.
- The candles on the **reredos** (behind the altar) are lighted for all services, unless noted by the presider.
- The candles on the **chantry altar** are lighted when that altar will be used for the distribution of the Eucharist or for healing prayers.

To light the candles on the altar and reredos:

- Approach the altar from the front and bow.
- Move behind the altar.
- Light the altar candles.
- Light the reredos candles.
- Return to the front center of the altar and bow.
- If two people are lighting the candles—bow together at the center before and after lighting the candles.

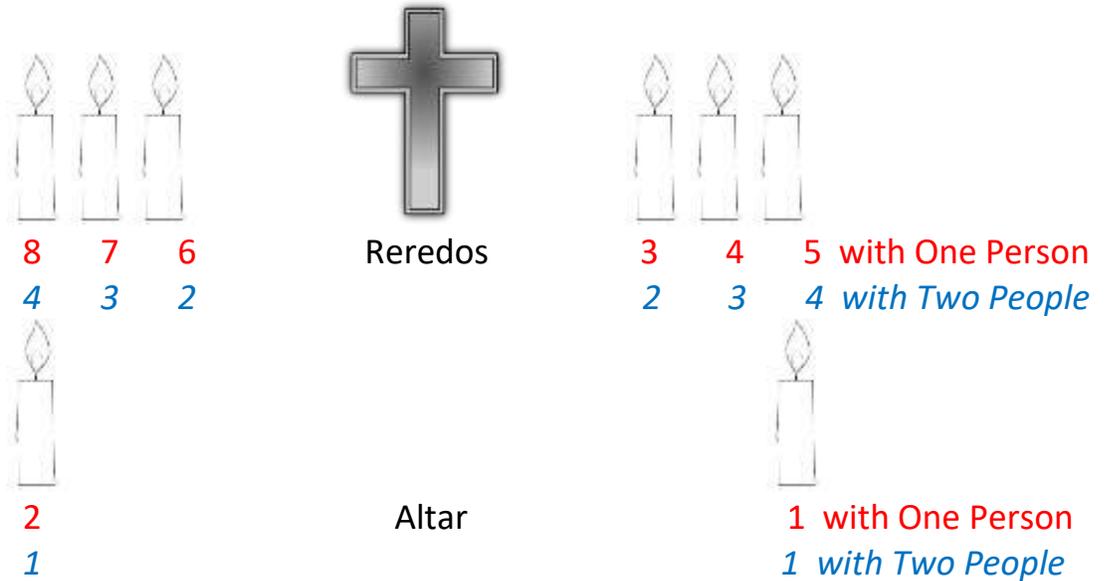
Order of lighting the Candles

1. Paschal candle (if appropriate)
2. Altar candles from your right to left
3. Reredos candles from the center out, like opening a book
4. Chantry altar from your right to left

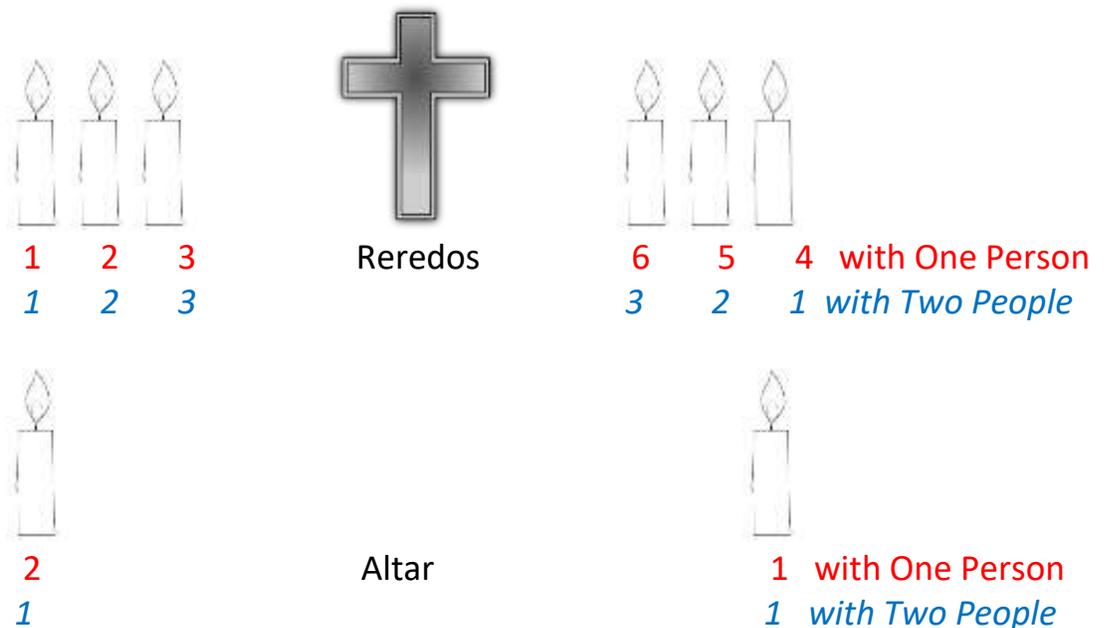
Order of Extinguishing the Candles

1. Altar candles from your left to right
2. Reredos candles from the outside in, like closing a book
3. Chantry altar from your left to right
4. Paschal candle

Lighting the Candles at the High Altar
Altar first, Reredos second
Light from the center out (like OPENING A BOOK)



Extinguishing the Candles at the High Altar
Altar first, Reredos second
Extinguish from the outside to the center (like CLOSING A BOOK)



Anything Else?

- Check with the presider to see if anything else should be done.
- Mother Bonnie greatly appreciates it when a cup of water is placed by her seat in the choir area and on the credence table.

9:55 Line up outside of the Choir Room.

- We all pray together before we start the procession.

Procession Order

FOUR acolytes: Crucifer 2 Torches Choir 2 nd Cross/Book EMs Deacon Assisting Priest Presider	THREE acolytes: Crucifer 2 Torches Choir EMs Deacon Assisting Priest Presider	TWO acolytes: Crucifer Choir 2 nd Cross/Book EMs Deacon Assisting Priest Presider	ONE acolyte: Crucifer Choir EMs Deacon Assisting Priest Presider
--	---	--	---

At the discretion of the presider, the second cross may be replaced by an acolyte bearing the Gospel book.

We begin moving on the first verse of the processional hymn.

When we reach the choir area (or the quire):

- Choir proceeds to stalls without bowing and faces the altar.
- The Second Cross Bearer places the cross in the holder by the organ, and stands by the cross facing the altar.
- All stand facing the altar as shown below:



Crucifer

Torch Bearer EM Deacon Priest EM Torch Bearer

Second Cross Bearer
(by cross stand)

- All to bow together with the priest. The crucifer and torch bearers do NOT bow.
- Choir turns to face the center aisle.
- Crucifer places the cross in holder.
- EMs and acolytes go to their seats in the sanctuary, next to the bishop's chair or the credence table.

During the service:

Your voice is important. Please be a leader in speaking the responses and singing. If you really, really can't sing—which I don't believe—at least hold the hymnal open. Unless you are doing something else as a part of your job, always have your service leaflet or hymnal open.

Gospel Procession:

- At the priest's nod the crucifer and acolyte will begin to process with the cross and the Gospel book. As the book passes, all turn in the direction that the book is moving.
- The deacon will cross to the priest to receive a blessing.
- All follow the cross and book and gather around in the front of the nave pews, leaving room for the deacon to pass through.
- After the deacon reads the gospel, he/she steps aside for the cross and then the book to pass by, then follows behind the book.
- After the Gospel, the choir, acolytes, and EMs sit in the pews.
- After returning the book and the cross, the crucifer and acolyte should sit in the pews.

Nicene Creed:

- All face the altar

After the Peace and Announcements

- The EMs and acolytes return to their places in the sanctuary with the priest and deacon.
- The choir returns to their places in the quire after the anthem.

Offertory

Anyone who is already in the sanctuary should stand when the priest enters the sanctuary at the Offertory. More than a symbol of respect for the priest, it is our acknowledgement and respect for what is going to happen—the setting of the table in

preparation for the Eucharist and the Great Thanksgiving itself. If any acolyte or EM cannot stand for this duration of time, it is not a problem, but please mention this to Mother Bonnie.

Setting the Table:

Assisting the deacon or priest in setting the table is the job of the acolyte. The EM should assist if necessary. If there is not an acolyte present then the EM should do this job.

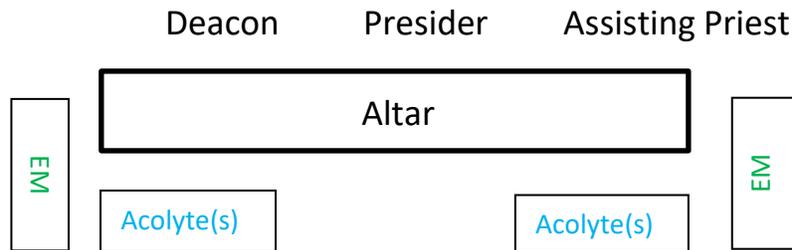
It will usually be the deacon who sets the table. Otherwise, the priest will.

- When you hand something to the priest or deacon, each should bow to indicate that they have transferred or received the object.
- Keep your eyes on the priest or deacon. He/she will indicate what should come next. Generally, here is the order:
 - Hand the cruet of water to the priest or deacon.
 - Receive the pall, veil and burse. Put them under the credence table, on the shelf, or on the stool.
 - When the deacon has set the table the presider will come forward to wash his/her hands. Bring the lavabo bowl, the cruet of water with the lavabo towel over your left arm. Pour the water over the priest's hands. He/she will say a prayer, wash her/his hands and wipe them with the lavabo towel. He/she will replace the towel on your arm.
 - Generally Mother Bonnie will ask for her glass of water, and for you to squirt some hand sanitizer on her hands.

Doxology

- **Ushers** should move up the main aisle, stopping at the first pew, *immediately* after the Offertory anthem or hymn is over.
- The credence side acolyte should move to the altar steps at the same time, with the brass alms basin.
- When the Doxology starts, the ushers should move to the altar to present the offering plates to the acolyte.
- The acolyte then brings the alms basin to the presider at the altar.

During the Eucharistic Prayer



Sanctuary Steps and Rail

Communion:

- After the invitation to communion (“The Gifts of God for the People of God...”) The EMs, the chantry altar EM, and acolytes all come the altar to receive Communion.
- Before receiving Communion, the EM on the credence table side should get both chalices with their purificators and the extra paten from the credence table and bring them to the altar, placing them on the corporal.
- After receiving Communion, the acolytes and the deacon (and/or chantry EM) should proceed into the nave together, going down the main aisle between the choir pews.
- The altar rail should not be closed until after the deacon (and/or chantry EM) has joined the acolytes outside of the rail.
- The acolytes and deacon (and/or chantry EM) should proceed together to the sanctuary after all in the congregation have received Communion.
- One of the acolytes should inform the priest if someone in the congregation would like Communion taken to them. The EMs should keep an eye on the priest to see if you are asked to bring communion to someone in the pews.

After Communion:

In order to move the end of Communion along and to present a more orderly and respectful completion of the activities at the Altar please do the following:

1. The EM and the acolyte on the credence table side will be the only ones to attend to the credence table. The EM and acolyte will work together—the acolyte receiving vessels from the deacon or priest from the altar and the EM placing them neatly on the credence table.
2. The credence-side EM will place his/her chalice on credence table with folded purificator over it.
3. The "non-credence" side EM and the chantry EM will place their chalice, with unconsumed wine, covered by the purificator on the corporal on the altar. The chantry EM should place the paten on top of the chalice.
4. The priest/deacon will hand all items to the credence-side acolyte.
5. The priest/deacon will place the remaining consecrated bread in the aumbry.
6. Consumption of remaining wine will be done after the end of the service. Immediately after the Dismissal the EMs will return to the credence table, reverently consume the wine, rinse the vessels, consume the water, wipe the chalices and leave the table appropriately tidied for the Altar Guild. If you cannot, for any reason, consume the remaining wine, please ask for assistance.

Basic guidelines:

- If a paten, chalice or other vessel contains consecrated bread or wine, cover it with a purificator or a pall.
- Move with quickness, but not haste. It is important to treat the sacrament and the vessels with respect and care, and also move the service along.
- St. James has (unofficially) the world's smallest credence table, so use the shelf and the stool underneath. Please just use care and reverence.
- If something spills, don't fret or be anxious, just clean it up as smoothly as possible. If it is a large spill, try to contain it, cover any consecrated wine with a purificator and we will clean it up after the service.

Recessional:

- When the priest moves, all proceed to face the altar as follows
- If your place is on the end of this row, please make sure that you have given room for everyone.



Torch Bearer	Crucifer	EM	Deacon	Priest	EM	2 nd Cross Bearer	Torch Bearer
--------------	----------	----	--------	--------	----	------------------------------	--------------



Sanctuary Steps and Rail

- At the same time, the choir turns to face the altar.
- All bow together, as the presider bows.
- All turn.
- The crucifer begins the procession, the choir follows, then the EMs, the deacon and then the priest—in the same order as the beginning procession.
- If we are sending out Eucharistic Visitors, they should walk behind the EMs.
- The choir and EMs stand in the back of the church until the dismissal.
- The crucifer and acolytes keep moving up the side aisle to return the cross(es) to their holders and extinguish the altar candles.

Glossary of Terms

Ablutions: ceremonial cleansing of the chalice and paten by the presider after the Eucharist.

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. During Advent and Christmas, the Pascal candle is removed from its stand and the Advent wreath is put in its place.

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

Alms Basin: offering plate.

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

Altar Book: see “missal”.

Altar Rail: the railing in front of the altar that separates the sanctuary from the chancel or quire (choir area).

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

Aumbry: the cabinet behind the altar that contains consecrated bread and wine. It may also be referred to as a tabernacle.

Baptismal Towel: the long, narrow towel which the presider uses to dry off the newly baptized.

Bible Markers: the silk hangings which decorate the lectern.

Bishop’s Chair: the chair in the sanctuary, reserved for the bishop on his or her visitations.

Bread Box: a small silver box with a lid that holds the unconsecrated wafers for the Eucharist.

Burse: A square flat case used to hold the corporal, purificators and (if used) the communion veil.



Candle Lighters: see “Lucifer”.

Cassock: the long (usually black) garment which the priest wears under a white surplice for services other than the Eucharist. On Good Friday black cassocks may be worn without the surplice.

Celebrant: see “Presider”. See also “Officiant”.

Censer: a vessel for burning incense; especially, a covered incense burner swung on chains. It is also called a thurible.

Cere Cloth: the protective cloth which goes on the altar between the frontal and the fair linen and protects the linen of the frontal and the altar from wine spills.

Chalice: a cup or goblet from which wine is served.

Chalice Veil: a square covering of silk or brocade used to cover the chalice and paten before and after the Eucharist. See also “**Vested Chalice**”



Chancel: The area which contains the choir pews, the organ, and the lectern.

Chasuble: a poncho-shaped garment which the presider wears for the Eucharist. Like the stole, it is always in the color of the liturgical season.

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



Cincture: Either a wide flat cloth belt worn around the cassock or a rope worn around cassock-alb or alb.

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



Corporal: a linen square that is placed on the altar by the presider just before the Eucharistic Prayer. It is folded nine-fold. This 3x3 folding insures that it stays clean and that remaining crumbs of the consecrated bread do not spill out. The word “corporal” is from the Latin word for “body”. The cloth symbolizes the burial cloths wrapped around the body of Christ.

Cotta: A white garment similar to a surplice, but shorter. It is worn by choir and acolytes over the cassock.

Credence Table and Shelf: The table and shelf to the side of the altar. They hold the Eucharistic vessels.

Credence Table Cover or Credence Cloth: The linen cloth which is placed on the credence table.

Crozier: the bishop’s pastoral staff.

Crucifer: The cross-bearer in a procession.

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

Cruet: A small pitcher of silver or glass that holds wine and water. The cruet for the wine will often have a “V” engraved on it for “vino” the Latin word for wine. The cruet for the water may have an “A” for “aqua” the Latin word for water.

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

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

Eucharistic Candles or Eucharistic Lights: the pair of candles which are on the altar. These candles are lighted only when the Eucharist is celebrated and are the only candles that go on the altar.

Eucharistic Vessels: the containers and dishes used for the Eucharist.

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

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



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

Flagon: A vessel of silver or glass to hold wine for the Eucharist.

Followers: The brass or glass collars or toppers 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 or Cincture: A white cotton or linen rope worn about the waist over the alb. Black girdles are sometimes worn over the cassock.

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

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

Healing Oil: oil (blessed by the Bishop) and used for healing services.

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

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

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

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



Lavabo Towel: The small linen or terry cloth towel on the credence table, on top of 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 Book: The book which contains all the Sunday scripture readings for the year. Texts change from Year A to Year B to Year C beginning with the first Sunday in Advent.

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

The basic seasonal colors are:

Advent--Blue
Christmas--White
Feast of the Epiphany--White
Season after the Epiphany--Green
Lent--Purple
Holy Week--Oxblood Red
Easter--White
Pentecost--Red
Trinity Sunday--White
Sundays After Pentecost--Green

Lucifer: A brass pole with a taper used to light the candles. The word "Lucifer" comes from the Latin and means "light bringer".



Maniple: A short band or scarf worn on the left arm of the celebrant at Holy Eucharist as part of the Eucharistic Vestments. It is always in the color of the season.

Mensa: The top of the altar.

Missal or Altar Book: The book the presider uses at the altar, containing the services of the Holy Eucharist.

Missal Stand or Altar Book Stand: The stand upon which the altar service book rests. The wooden stand is used during Lent. The silver stands may be used during the rest of the year.

Nave: The main area of the church with pews for the congregation.

Narthex: The area behind the nave, where the ushers stand.

Officiant: The person who leads an Office – a non-Eucharistic service.

Oil Stock: A small container for oil that has been blessed for use as chrism or for anointing the sick. The oil stock is typically made of metal, and it may be decorated with a cross.

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 reredos next to the cross in the sanctuary.

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

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

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



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

Paten: The silver plate from which the communion bread is served.

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.

Pitcher: A large pouring vessel made of silver that holds water or wine. See also cruet.

Post-Communion Veil: see Chalice Veil.

Preaching Scarf: see Tippet.

Presider: The bishop or priest who leads the service of Holy Eucharist. This person may also be called “Celebrant”. However, I believe that we all celebrate the Holy Eucharist, so I prefer the term Presider.

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

Protector: Dust cover.

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

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

Receiving Alms Basin: The large silver basin used to receive the Alms Basins from the Ushers.

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.

Rood: A cross or crucifix.

Sacristy: A room where preparations are made for the worship service, the Lord's Kitchen.

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'.

Stole: A long narrow band of silk worn over the shoulders of the clergy at the Eucharist. It is worn over the alb, and is always in the color of the liturgical season.

A priest wears the stole with both ends hanging in the front. A deacon wears the stole over the left shoulder.

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. Worn with the stole or tippet, it is the standard clergy vesture for any of the church's offices.

Tapers : the wax covered strings that are inserted into the candle lighters.

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

Tippet or Preaching Scarf: 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.



Torches: The candles on candle sticks held by the acolytes in procession.

Veil: see Chalice Veil

Vested Chalice: The chalice, covered by a purificator, paten and host wafer, pall, veil and burse ready to be used by the priest.



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



Vestry: The room in which the clergy vest. At St. James the vestry and the sacristy are in the same room. This term is also used for the group of people elected to guide the parish in its temporal affairs. This group of leaders became known as a vestry due to the fact that they often met in the vesting room or vestry.

Wafer: The unleavened bread used at the Eucharist.