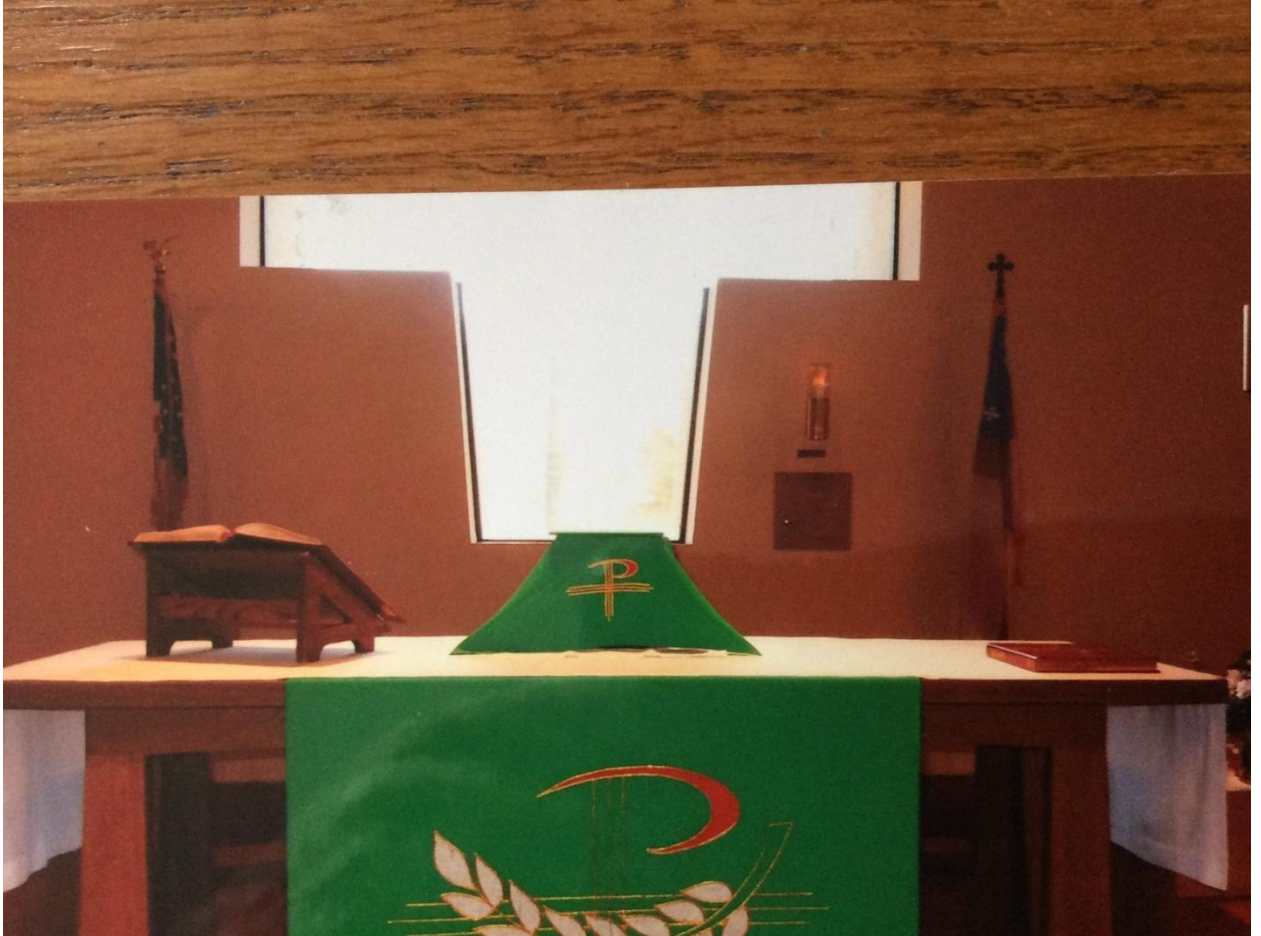


Sunday Service

Altar



- a. Place the cere cloth, then the corporal in the center of the altar, use large cere cloth and corporal
- b. Place the Vested Chalice on the corporal
- c. Place the Gospel book on the left front of the altar
- d. Place the missal on the altar (Right side for Father Bruce and left side for Mother Doyle, father Bill and other ask any visiting priests)

Left Credence Table (Unblessed Elements)



- e. Place bread box with unblessed wafers, cruets one with wine (about half full) and the other full of water on left credence table – wine on the right side water on the left
- f. Place lavabo bowl and towel left credence table.

Right Credence Table (Blessed Elements)



- g. Place other Chalice and 2 intinction cups on the right credence table.
- h. Place blessed wine, and Hosts (blessed wafers) including gluten free wafers in the stone box from the Aumbry on the right Credence table
- i. Place 3 purificator on right credence table, one for each cup.
- j. Place blessed wine, and Hosts (blessed wafers) including gluten free wafers in the stone box from the Aumbry on the right Credence table

Other

- k. For first service, if it is not lent or advent get flowers from refrigerator in the kitchen and place in vases in front of credence tables
- l. Put Ciborium with wafers and pitcher with wine (1 1/2 cups for 8:00, 2 cups for 10:00, 3 cups for 9:00) and a purificator over the top in the back of the church.
- m. Place oil ring with Oil on it on the baptismal font (if oil ring is gold check the bottom – if it is marked chrism don't use it – it was blessed by the bishop and is for baptism)
- n. Check kneeling cushions around altar. Cushions should meet at a post
- o. Place a cup of water in the pulpit.



Back of the Church



Wednesday Closet

After the service:

1. Clear the altar and credence tables.
2. Close the bible.
3. Put the dust cover back on the altar.
4. Wash Chalices and intinction cups.
5. If 8:00 set up for 10:00.
6. Put all blessed elements back in the Aumbry
7. If 10:00 set up closet for Wednesday. No Lavabo Bowl ,or towel. Basket and Wednesday cards. See Photo above

BAPTISMS.

1. The baptism font is placed in the front of the nave
2. Place the ewer (pitcher), filled with hot water on the front. The water will have cooled, but still be warm for the actual baptism and shouldn't startle infants
3. Place a towel, either one you find in the Sacristy with the name on it, or one from the drawer, it will have a shell embroidered on it.
4. Place the small glass shell there for pouring water on the head.
5. Place the ring with OC on it, from the Aumbry, on the front.
6. Change Colors to white
7. Put up Paschal candle check oil and wick

Weddings

Consult the Rector for special instructions.

- Set up communion if celebrated.
- Use celebration or white frontal and hangings.
- Make white kneeling pillows available.
- After wedding, return church to proper condition for Sunday service.

MEMORIALS

Questions to ask before setting up for service

1. Are there any special requests?
2. Will there be cremains or a casket?
3. Will there be Communion? If yes also ask
4. Who will do the service?
5. About how many to expect?
6. How many servers will there be?
7. Do they want Oblations? (Bread and wine in the back of the church to bring up)
8. Does the Priest want the lavabo bowl and towel?

Without Communion:

1. Someone should be assigned to the service.
2. Change colors to White.
3. Put up Paschal Candle.
4. Remove Dust cover
5. Open Bible
6. Memorial Book with the message written inside "In Loving Memory of (Name and Date)". Put it in the Narthex with a pen. After the service put it back in the box and give it to a member of the deceased's family. Take the Church Register book and put it in the Sacristy. Return the book after the service. Place card basket in Narthex.
7. Cremains: There is a table to put in front of the altar for the Cremains. Cover them with the small Funeral Pall. It is in the same place as the Paschal Candle. There is also a full size Funeral Pall there, to use for a casket.
8. Flowers: Place around the Narthex, in the Church as needed (Farther Bruce says no flowers in the church during lent), and in the Parish Hall. Put the cards that come with the flowers in the back of the Memorial Book.
9. Find a member of the deceased's family to take the flowers home after the service.
10. Ushers: If there are NO USHERS for a service put the reserved signs, found in the Usher's cabinet, on the pews. Check with the clergy for how many pews to reserve.
11. Pass out the bulletins. Visit with the deceased's family and friends- remember you are available for their needs such as water, Kleenex, etc.

Candles: If there are no acolytes for a Memorial Service, light the candles.

With Communion:

1. Do all of the above as when there is no communion.
2. Set up for the communion. Decide how many wafers and how much wine will be needed based on the estimated attendance and how many blessed wafers are in the bread box.
3. If there NO USHERS, guide the family to the communion rail.

Left Credence Table (Unblessed Elements)

- p. Place bread box with unblessed wafers, cruets one with wine and the other with water on left credence table – wine on the right side water on the left
- q. If the lavabo bowl and towel were requested, when asked, put them on left credence table
- r. If there are no Oblations (Bread and wine in the back of the church to bring up) put desired number of wafers in the glass Ciborium and place on the left credence table
- s. If there are Oblations, place them at the rear of the church on a corporal

Right Credence Table (Blessed Elements)

- t. Place blessed wine, and Hosts (blessed wafers) from the Aumbry on the right Credence table
- u. Depending on the number of people serving communion, place other Chalice and intinction cups on the right credence table. (There should be either bread or wine for each server to pass. The paten and Ciborium are used to pass the bread) there should be a purificator for each cup.

Altar

- v. Place the Vested Chalice in the center of the altar
- w. Place the missal on the altar (Right side for Father Bruce, left side for others)
- x. If Father Bruce is officiating place his white Chasuble on the altar rail
- y. Place the Gospel book on the left front of the altar

After the service:

8. Put out candles
9. Remove the Paschal Candle
10. If there was communion clear the altar and credence tables Put all blessed elements back in the Aumbry
11. Change the hangings back to the color of the season
12. Close the bible
13. Put the dust cover back on the altar
14. If there was communion wash and put away everything as after any communion service (before doing this I like to go visit with the family at the reception in the parish hall)
15. If the memorial Service is between your work day and Sunday or between Sunday and Wednesday set up the closet for the next service, either Sunday 8:00 or Wednesday 10:00