

ST. PAUL'S EPISCOPAL CHURCH

Worship Participant Guidelines

January 15, 2006

ST. PAUL'S EPISCOPAL CHURCH WORSHIP PARTICIPANT GUIDELINES

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ALTAR FLOWER COORDINATOR

1. Members of the congregation are invited to memorialize loved ones or give thanks for birthdays, anniversaries, and other significant events by furnishing the flowers which decorate the altar each Sunday.
2. The Flower Sign-up Sheet is posted on the church bulletin board and the funding for the flowers is provided to the church.
3. The Altar Flower Coordinator manages all the steps of decorating the altar with flowers. The Coordinator oversees the flower selection, purchase, arrangement, and removal process.

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ALTAR GUILD

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. Always make sure the proper season color superfrontal is being used. Use white for weddings and funerals and red for the Bishop's visit.
3. Use the table below as a guide in filling the bread box and ciborium with wafers. Be sure to include the large bread tray when preparing for the 7:30 a.m., 8:45 a.m. and 11 a.m. Sunday services.

Service	Ciborium	Bread Box
7:30 a.m. Sunday	0	50
8:45 a.m. Sunday	100	50
11 a.m. Sunday	100	50
6 p.m. Sunday	0	30
7:00 a.m. Tuesday	0	10
12:05 p.m. Wednesday	0	10

4. One fair linen is used on the altar. All linens, when not in use, are kept in the sacristy. There is a fair linen on the altar where the columbarium is located.
5. Candles that are used in the stand are kept in the sacristy. Typically an altar guild member will monitor the use of the candles.
6. Altar guild members wash, mend and store the linens. If you are interested in helping, please contact the Parish Administrator.
7. The superfrontals and frontals are stored in the set of drawers in the sacristy. The drawers are marked with the color of the linen (e.g. "RED").
8. An altar guild member maintains the inventory for matches, wicks, candle refilling liquid, candles, wafers, and priest's host. The priest typically maintains the wine inventory.
9. Guild members periodically polish the wood in the church and the metal objects used during the services.

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10. A member of the Chalice Bearer's group typically launders and mends the vestments and oversees the Prayer and Hymnal book inventory.
11. Please remember to be good stewards of our environment by recycling empty wine bottles!
12. Please launder dirty dish towels if you come across any in the sacristy!
13. If wine and bread has been blessed and placed in the cabinet behind the altar, do not remove it. The wine and bread will be used during a future Eucharist.
14. The following sections describe the altar guild duties for the 7:30 a.m., 8:45 a.m., 11 a.m. and 6 p.m. Sunday services, the 7 a.m. Tuesday service, the 12:05 p.m. Wednesday service, and the Christmas, Holy Week, baptismal, wedding, and funeral services.

Before the 7:30 a.m. Sunday Eucharist

1. Remove the dust cover from the altar.
2. Place the credence shelf cover on the credence shelf.
3. Place the following on the credence linen:
 - The filled water cruet (place on the left side)
 - The filled wine cruet (place on the right side)
 - The small glass cruet filled with wine
 - The bread box containing fifty wafers
 - One chalice draped only with a purificator
 - One chalice covered by a purificator, paten, large priest's host, and pall
4. Place the corporal onto the center of the altar fair linen.
5. Place the book stand on the right side of the altar (when facing the front of the altar).
6. Place the brass covered Gospel book on the right edge of the altar.
7. Place the alms basins on the right side of the steps leading to the altar.
8. Check the wick in the candle lighter and replace if needed.

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9. If you are setting up on Saturday, leave all vessels locked in the sacristy cabinet. The alms basins may be left on the counter in the sacristy.

10. Light the altar candles at least five minutes before the service.

After the 7:30 a.m. Sunday Eucharist

1. Wash and dry the chalices and paten.
2. Refresh the wine cruet with more wine.
3. Place the following on the credence linen:
 - a. The filled water cruet (place on the left side)
 - b. The filled wine cruet (place on the right side)
 - c. The small glass cruet filled with wine
 - d. The bread box containing fifty wafers
 - e. One chalice draped with a purificator
 - f. One chalice covered by a purificator, paten, large priest's host, and pall
 - g. The lavabo bowl and towel
 - h. The long oblong bread tray
4. Place the ciborium containing 100 wafers, the glass cruet filled with wine and the alms basins on the marble topped table at the rear of the sanctuary.
5. Place an extra purificator on the credence shelf.
6. Empty the alms into the appropriately marked canvas bag and lock the bag in the sacristy closet.

After the 8:45 a.m. Sunday Eucharist

1. Wash and dry the chalices and paten.
2. Refresh the wine cruet with more wine.
3. Place the following on the credence linen:
 - a. The filled water cruet (place on the left side)
 - b. The filled wine cruet (place on the right side)
 - c. The small glass cruet filled with wine
 - d. The bread box containing fifty wafers
 - e. One chalice draped with a purificator

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- f. One chalice covered by a purificator, paten, large priest's host, and pall
 - g. The lavabo bowl and towel
 - h. The long oblong bread tray
4. Place the ciborium containing 100 wafers, the glass cruet filled with wine and the alms basins on the marble topped table at the rear of the sanctuary.
 5. Place an extra purificator on the credence shelf.
 6. Empty the alms into the appropriately marked canvas bag and lock the bag in the sacristy closet.

After the 11:00 a.m. Sunday Eucharist

1. Clean and dry all vessels.
2. Cover one chalice with a purificator, paten, large priest's host, and pall.
3. Fill one cruet with wine and one with water.
4. Fill the bread box with 20 wafers.
5. Lock the chalice, cruets, and bread box in the sacristy cabinet.
6. Empty the alms into the appropriately marked canvas bag and lock the bag and alms in the sacristy closet.
7. Leave the linens for the 6 p.m. service.
8. Fill the two altar candles and two torches with fluid. The liquid fuel is kept under the old cabinets (the cabinets that are not above the sink). The small bottles are used to refill the altar candles and torches and the large bottle is used to fill the fluid in the sanctuary light. Note: The sanctuary light is filled by an Altar Guild member when needed (i.e. not every Sunday after the 11 a.m. service).

Before the 6 p.m. Sunday Eucharist

1. Remove the Eucharist items from the sacristy cabinet and place them on the credence linen.
2. Place the alms basins beside the altar steps.

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After the 6:00 p.m. Sunday Eucharist

1. Clean and dry all vessels.
2. Cover one chalice with a purificator, paten, small priest's host, and pall.
3. Fill one cruet with wine and one with water.
4. Fill the bread box with 10 wafers.
5. Lock the chalice, cruets, and bread box in the sacristy cabinet.
6. Empty the alms into the appropriately marked canvas bag and lock the bag and alms in the sacristy closet.
7. Leave the linens for the 7 a.m. Tuesday morning service.

After the 7 a.m. Tuesday Eucharist

1. Clean and dry all vessels.
2. Cover one chalice with a purificator, paten, small priest's host, and pall.
3. Fill one cruet with wine and one with water.
4. Fill the bread box with 10 wafers.
5. Lock the chalice, cruets, and bread box in the sacristy cabinet.
6. Empty the alms into the appropriately marked canvas bag and lock the bag and alms in the sacristy closet.
7. Leave the linens for the 12:05 p.m. Wednesday service.

Before the 12:05 p.m. Wednesday Eucharist

1. Remove the Eucharist items from the sacristy cabinet and place them on the credence linen.
2. Place the small alms basin beside the altar steps.

After the 12:05 p.m. Wednesday Eucharist

1. Wash and dry all vessels.

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2. Wrap the vessels in protective cloth bags and lock the vessels in the sacristy cabinet.
3. Return the corporal and credence shelf cover to the second cabinet drawer in the sacristy.
4. Put the dust cover on the altar.
5. Refill the altar candles, torches, and sanctuary light with liquid fuel. The liquid fuel is kept under the old cabinets (the cabinets that are not above the sink). The small bottles are used to refill the altar candles and torches. The sanctuary light is filled from the large (several gallon size) container.

Christmas Eve Services

Before and After the 4:30 p.m. Family Eucharist

1. This is usually a very large service. Check with the priest to determine the number of people to prepare for. The large glass cruet is used for the oblations. Place the wafers in the ciborium.
2. After the service, set up for the next service. Again, check with the priest for the number of people to set up for.

After the 7:30 p.m. Eucharist

1. Refresh for the next service. Check with the priest to determine the number of people to prepare for.

After the Late Eucharist

1. Clean up and refresh the wine and wafers for the Christmas day service. Traditionally, the Christmas day service is not a large service.
2. Place one cruet of wine, the ciborium containing 50 wafers, the bread box filled with 50 wafers, and the silver cruets filled with wine and water in the sacristy cabinet.

After the Christmas Day Eucharist

1. Clean, dry and put away the vessels.
2. Cover the alter cloth with the dust cover.

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Holy Week

1. Red is used on the altar. Cover the processional and altar crosses with red.
2. Palms are distributed at the rear of the church on Palm Sunday.

Maundy Thursday

1. Set up the credence shelf as usual.
2. Place additional wafers in the ciborium and bread box.
3. Fill the cruets with extra wine.
4. The additional wafers and wine are set out to ensure that there will be consecrated elements for Good Friday.
5. Place the ciborium, wine cruet, and alms basins on the rear table in the sanctuary.
6. Place two plastic pans, two pitchers of warm water, and towels on each side of the platform for the foot washing. These items, with the exception of the towels, are kept under the sink in the sacristy when not in use. The towels are usually furnished by the priest.
7. For the stripping of the altar, go to the sacristy and be ready to receive the altar appointments as they are brought to the door.

Good Friday

1. Place two chalices draped with purificators and the glass cruet filled with water on the credence shelf.
2. Place the corporal on the altar.

Easter Eve

1. Use white on the altar.
2. Typically, the celebration superfrontal is used.
3. The Pascal candle will be brought in by the priest and placed in the stand at the front.

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4. Place the large glass cruet filled with wine, the ciborium filled with an extra large number of wafers, and the alms basins on the table at the rear of the sanctuary.
5. Place the silver cruets, two vested chalices (one with the paten containing the large priest's host covered by the pall), an extra glass cruet of wine, the portable Eucharist set, the lavabo bowl and towel, the bread box containing at least 100 wafers, and the large oval bread tray on the credence cloth.
6. In preparation for the next service, clean and dry the vessels. Wrap them in protective cloth. Lock them in the sacristy cabinet.
7. The credence shelf cover and fair linen may be left uncovered for the Sunday services.
8. The Paschal candle is used from Easter until Pentecost.

Easter Day

1. Plan for large services.
2. After the last service of the day, set up as usual for the Tuesday 7 a.m. service.

Holy Baptism

1. Remove the font cover and place it on the floor behind the font.
2. Fill the large silver plated flagon with warm water.
3. Ask the priest to retrieve the 1896 silver tray from the locked safe. The priest knows the combination to the safe.
4. Place the flagon of water, baptismal towel, and oil stock on the tray.
5. The Paschal candle is used during Holy Baptism.
6. After the service, pour the left over water onto the ground, dry the bowl, and replace the font cover.
7. Always check with the priest for additional instructions, or if you have questions.

Burials

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1. White is used for funerals.
2. Remove the dust cover from the altar.
3. Check with the priest to see if there will be a Eucharist and prepare for the Eucharist as required.
4. If the casket will be brought into the church during the service, place the funeral pall at the rear of the church so that it may be used to drape the casket when it comes inside the church.
5. Note that depending upon the memorial service, the casket may already be in the church, there may be a service without a casket, or there may be a cremation service.
6. If the memorial service is a cremation service, the urn will be veiled with the small cremation pall (unless the ashes have already been interred.)
7. Stand at the rear of the church to receive the pall from the funeral dipriests at the end of the service.

Weddings

1. Check with the priest to determine if the service will include a Eucharist and if so, ask for the number of expected communicants.
2. A rehearsal is usually held on the evening prior to the wedding.
 - a. Arrive a few minutes before the rehearsal and:
 - i. Place the old white lace superfrontal on the altar.
 - ii. Place a clean fair linen on top of the superfrontal.
 - iii. If the service will include a Eucharist, place a clean corporal on top of the fair linen and a clean credence linen on the credence shelf.
 - iv. Replace the center kneeler with the wedding kneeler. The wedding kneeler is found in the bottom center drawer of the set of drawers in the sacristy.

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- v. If the Pascal candle is located at the back of the church, bring it to the altar. Ask the priest for the exact location. Check the fluid in the candle and refill if it is low.
3. During the rehearsal, pay attention to the members of the wedding party so that you will recognize them the next day. There will be a walk through and you will need to ensure that everyone is in the proper order.
4. On the day of the wedding:
 - a. Arrive one hour before the wedding is scheduled to begin.
 - b. Check on the bride.
 - c. Remove the dust cover from the altar.
 - d. Set out everything for the Eucharist.
 - e. If the candles are not lit, check with the priest and offer to light them twenty to thirty minutes prior to the service.
 - f. Check to make sure the ushers are in place.
 - g. Five to ten minutes before the wedding, take the bride, attendants, mothers, fathers, etc. into the church and into one of the small side rooms. The bride and attendants should go into the acolyte vesting room.
 - h. After the service begins, wait at the back of the church and open the doors at the end of the service.
 - i. Try to retrieve the silver before the pictures are taken.
 - j. After the pictures have been taken, replace the superfrontal with the superfrontal of the correct color for the season (refer to the calendar on the sacristy counter top for the correct color), cover the altar with the dust cover, replace the wedding kneeler with the regular kneeler, and extinguish all candles.
 - k. Note that if a wedding party member does not ring the church bell after the ceremony, then the guild representative may ring the bell.

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BOAT

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. Arrive and vest at least fifteen minutes before the service.
3. Go to the sacristy and make sure there are incense and a spoon in the boat.
4. Go with the thurifer to the narthex.
5. Stand next to the thurifer, open the top of the boat and hold it out for the priest to put incense into the thurible. (Repeat the same procedure later before the reading of the Gospel and before the Eucharist.)
6. Hold the boat and walk next to the thurifer (normally on the thurifer's left side) during the processions before and after the service, and at the reading of the Gospel.
7. Hold the boat and walk next to the thurifer when he/she goes to the sanctuary at the offertory, but leave the sanctuary by yourself and return to the sacristy when instructed to do so by the thurifer.

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CHALICE BEARER

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. Arrive at least 15 minutes prior to the start of the worship service.
3. Put on the chalice bearer vestments (white alb (robe) and cincture (rope-like belt)). The chalice bearer vestments are found in the closet located near Founder's Hall.
4. Ensure that there is a crucifer and two acolytes to serve during the service. If it appears that the assigned crucifer and torchbearers will not be able to serve during the service, try to find substitutes. Take the lead on ensuring other participants are present and are ready to fill in as needed.
5. Make sure the acolytes are prepared for the service (e.g. have put on their vestments, lit their candles, etc.).
6. Ensure there are hymnals and prayer books at the seats where the torchbearers sit and at the altar where the crucifer sits so that they can participate during the service.
7. Light the altar candles five minutes prior to the start of the service if it appears that no youth member will be able to serve as a crucifer.
8. Follow the choir and proceed ahead of the clergy toward the sanctuary at the beginning of the service. Stand on the right side of the clergy at the altar and kneel with the clergy. Use the chair closest to the choir during the service.
9. If the first reader is not present, be prepared to read the first lesson.
10. Introduce the psalm. For example, you might say "We will now read Psalm 118, verses 1 through 2 and 14 through 24, found on page 760 in your prayer book, or within your bulletin insert." Read the first verse and then alternate reading the remaining verses with the congregation. Speak slowly, clearly and loudly so that the people sitting in the back of the church can hear you.

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11. If the second reader is not present, be prepared to read the second lesson.
12. At the Offertory (following the Peace and Announcements), follow the clergy to the altar and bow. Then stand on the right side of the sanctuary behind the altar railing.
13. Receive the alms basins from the ushers and place the alms basins on the altar table.
14. If the crucifer is not present, be prepared to help the clergy with the preparing for Holy Eucharist.
15. Receive the Holy Eucharist from the clergy.
16. Serve the wine to the congregation members kneeling at the altar. If the congregation member has already placed the bread in his/her mouth, then say "The blood of Christ, the cup of salvation." If the congregation member is holding the bread, then take the bread, dip it in the wine and say "The body and blood of Christ. Keep you in everlasting life." Alternatively, a congregation member may dip the bread into the wine himself. In this case, simply say "The body and blood of Christ. Keep you in everlasting life." If a congregation member forms an X with her arms, this may indicate that she prefers not to drink any wine.
17. When serving the wine, serve every other person kneeling at the altar (i.e. alternate serving with the other person who is serving the wine.) You might wish to serve the first two people sitting on the far left and the two people sitting on the far right in order to maintain a comfortable "serving pace" with your partner.
18. Wipe the chalice lip after each person is served.
19. Fill the chalice with additional wine as needed. Be sure to leave enough wine for your partner in case she needs additional wine.
20. Be careful not to serve wine to a person who has not yet received bread.
21. If a crucifer is not present, extinguish the candles during the closing hymn.
22. At the end of the worship service, and upon notification from the clergy, go to the altar table and kneel with the clergy. Then proceed down the altar steps behind the choir and in front of the clergy.

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23. Help the acolytes as needed and hang your vestments in the closet.

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CHILDREN'S SERMON PROVIDER

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. Just before the start of the sermon during the 8:45 a.m. Sunday, children from age 3 up through the fifth grade are invited to participate in the Children's Sermon.
3. The children that wish to participate leave the main sanctuary with the Children's Sermon Provider and gather together in Founder's Hall.
4. The Children's Sermon Provider leads the group in one or more of the following activities:
 - a. Group singing
 - b. Group and/or individual prayer
 - c. A discussion and reflection of the lesson readings
 - d. An exchange of the peace
 - e. Story telling
5. The group returns to the main sanctuary after the members of the congregation have exchanged The Peace with one another.

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COFFEE HOUR HOSTESS

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. Bring paper goods (plates, napkins, tooth picks, etc.), a table cloth, and an assortment of food items such as desserts, fruits, cheese and crackers, etc. The menu is up to you.
3. Set up the refreshments in Founders Hall before the 11 a.m. service or halfway through the service.
4. Prepare regular and decaffeinated coffee in the kitchen and set these out on the table in Founders Hall. Place cream, sugar and cups on the table.
5. You may also wish to prepare a lemonade or punch bowl.
6. Set the table up for self service.
7. After the coffee hour, clean up the refreshments area.

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CRUCIFER

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. Arrive at least 15 minutes prior to the start of the worship service.
3. Put on the crucifer vestments: cassock (red, long sleeved, ankle-length robe); cotta (white, over-vestment); and wooden cross necklace). The crucifer vestments are found in the closet in the area located to the left of the main door.
4. Check the candle lighter to ensure its taper is long enough and check for matches. (If you need matches or a new taper and/or need help installing a new taper, ask the chalice bearer or clergy.)
5. Light the candles ten minutes prior to the start of the worship service. Ensure that the Gospel candle (on the left side of the altar as you face the altar) is the last candle you light and the first candle you extinguish. The diagram below shows the order you may use when lighting the candles. Be sure to bow before the cross when lighting the candles.

Candles 9, 8, 7, 6	Cross	Candles 1, 2, 3, 4
Gospel Candle (i.e. Candle 10)	Altar	Candle 5

6. Stand at the rear of the nave in the center aisle, holding the cross in front of you and facing the two torchbearers. Upon a signal from the priest (or as soon as the organist starts the introduction to the first hymn), turn and face the altar. When the congregation begins to sing the first hymn, slowly lead the procession down the center aisle. If possible, the cross should be held with your left hand waist-high and your right hand forehead-high.
7. When you reach the opening in the communion rail, step up into the sanctuary, turn and face the congregation, and remain in that position until the chalice bearer and clergy reach the front of the nave; then turn, place your cross in its holder and position yourself in front of the acolyte's chair in the sanctuary (to the right of the altar when facing the altar.)

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8. Participate in the entire service so that the congregation may take cues from what you do. Remember that the congregation can see you throughout the service.
9. When the organist begins the introduction to the Gospel hymn (after the second reading), carry the cross out to the front of the platform in front of the sanctuary (parallel to where the priests and chalice bearer are seated), turn facing the altar, and wait until the priest goes to the altar and begins carrying down the Gospel book. Turn and walk slowly down the center aisle and stop about four pews down the aisle. Turn and face the priest.
10. After the Gospel reading, lead the priest and torchbearers back to the altar. Do not stop after reaching the opening in the communion rail, but immediately turn and place the cross in its holder and return to the acolyte's chair.
11. During the Peace, the priest will tell you to tell the people leading the Children's Sermon that it is time to return to the church.
12. Assist the clergy with preparing for Holy Eucharist by handing the following items on the credence table to the priest, and in the following order:
 - Pall/Host/Paten/Chalice
 - Bread basket
 - Bread box (if the priest asks for it)
 - Wine and water cruets (Bring both cruets over to the priest, first handing him/her the wine cruet (which should be on the right side of the credence table) and then the water cruet)
13. Return to the credence table any items the priest gives you or leaves for you on the side of the altar closest to the credence table.
14. Assist the celebrant in rinsing his/her hands, using the lavabo bowl and napkin on the credence table. Standing next to the credence table, place the napkin over your left wrist, hold the lavabo bowl in your left hand, and face the celebrant. Open the lid of the water cruet and grasp the cruet with your right hand so that the cruet remains open. Wait until the celebrant comes over to your location and pour a small amount of water over the celebrant's fingers and into the bowl. Place the lavabo bowl, towel, and cruet on the credence table when finished.

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15. After the oblation bearers bring the ciborium and additional wine cruet to the priests, place on the credence table any items the priests give you or leave for you on the side of the altar closest to the credence table.
16. Receive the Holy Eucharist.
17. After the Holy Eucharist, help the clergy with cleanup. Give the priests the water cruet and return items to the credence table as they are given to you by the priests or placed on the side of the altar by the credence table.
18. As soon as the organist begins the introduction to the final hymn, extinguish the candles in the reverse order from how they were lit, get the cross, and carry the cross out to the front of the platform in front of the sanctuary.
 - If the choir is present, do not turn, but rather stop, count slowly to five (to give the torchbearers time to line up behind you), and then begin the recession down the center aisle, proceeding slowly.
 - (Note: If no choir is present, turn and face the altar. When the priests and chalice bearer kneel in front of the altar, turn and begin the recession down the center aisle, proceeding slowly.)
19. Place the cross in its holder in the acolyte room.
20. Hang up your vestments and assist the torchbearers in hanging up their vestments. If there are vestments on the floor of the closet, hang them up neatly. If the vestments need to be cleaned and/or mended, notify the chalice bearer.

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GREETER

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) to let her know so that she can make other arrangements. Please do this prior to the weekend. Otherwise, please find your own substitute.
2. Be in position at least 20 minutes before the service. Stand at the bottom of the steps leading up to the church. Make sure you have a piece of paper and a pen. If the weather is too inclement, it is acceptable to move into the narthex.
3. Greet each person as he or she arrives.
4. If you think someone is a newcomer, introduce yourself and welcome the person to St. Paul's. Take their name and phone number, if permissible. Pass this information on to the Parish Administrator for follow-up.
5. Provide assistance as needed to people who may need help getting into the church.
6. Remember to smile.

ST. PAUL'S EPISCOPAL CHURCH

WORSHIP PARTICIPANT GUIDELINES

LESSON READER

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. Review the lesson you are scheduled to read prior to the service. Use the New Revised Standard Version of The Bible. An electronic copy may be found at <http://www.devotions.net/bible/00bible.htm> or <http://divinity.lib.vanderbilt.edu/lectionary/>. Copies are also available in the church pews.
3. If you are unsure how to pronounce a word found in the lesson, please contact the priest who has a copy of a pronunciation guide. You may contact the priest by sending email to st_pauls@bellsouth.net.
4. When you arrive at the church, obtain a program from one of the ushers so that you will know when you should read. It is also advisable to "visit" the lectern before the service to note the location of the reading and to review it silently.
5. At the appropriate time during the service, step out of your pew and walk down the center aisle and up onto the platform in front of the sanctuary. Bow slightly to the altar cross before positioning yourself in front of the lectern.
6. As you read the lesson, speak slowly, clearly, and loudly. Project your voice toward the back of the church to ensure your voice will be heard.
7. After the lesson has been read, walk toward the center of the platform in front of the sanctuary, bow slightly to the altar cross, and return to your pew.

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OBLATION BEARER

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. When you arrive at the church, make sure the ciborium and wine cruet have been placed at the back of the church. If these items are missing, notify one of the priests.
3. During the offertory (while the ushers are finishing passing the alms basins and positioning themselves at the back of the church), get the ciborium and wine cruet.
4. Stand in front of the ushers.
5. When the celebrant comes to the center of the altar (during the hymn at the 8:45 a.m. service or after the choir anthem at the 11 a.m. service), proceed up the center aisle to the opening in the communion rail and hand the ciborium and wine cruet to the priest.
6. Step aside to allow the ushers to hand the alms basins to the chalice bearer.
7. Lead the ushers back down the center aisle.

ST. PAUL'S EPISCOPAL CHURCH

WORSHIP PARTICIPANT GUIDELINES

PRAYERS OF THE PEOPLE READER

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. The contents of the Prayers of the People may not be finalized until Sunday morning. A draft copy should be available on the Friday before the service. You may wish to obtain a copy so that you can practice reading the names on the list. If you are unsure how to pronounce a name, ask one of the priests for the correct pronunciation prior to the service.
3. When you arrive at the church, obtain a program from one of the ushers so that you will know when you should read the Prayers of the People.
4. A copy of the Prayers of the People will be sitting in the lectionary book on the lectern at the 7:30 a.m. service or on the desk in the priest's office for the other services.
5. Read the Prayers from the lectern.
6. As you read the prayers, speak slowly, loudly, clearly and into the microphone.
7. Return to your seat after The Peace.

ST. PAUL'S EPISCOPAL CHURCH

WORSHIP PARTICIPANT GUIDELINES

SERVER

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. The duties of the server are similar to those of the crucifer. The server typically participates during the 7:30 a.m. and 6:00 p.m. Sunday services and during special services where a crucifer is not used.

Server Duties during the 7:30 a.m. Sunday Service:

1. Vest and join the chalice bearer, attending priest or deacon and celebrant in the sacristy for prayer before entering the sanctuary.
2. Note that the altar guild will light the altar candles prior to the 7:30 a.m. Sunday service.
3. Lead the other participants around the pulpit and to the communion rail. Position yourself to the left of the other participants at the rail.
4. After the chalice bearer, attending priest and celebrant have acknowledged the cross by genuflection and moved to their seats, sit in the acolyte's chair in the sanctuary (to the right of the altar when facing the altar).
5. Participate in the entire service so that the congregation may take cues from what you do.
6. After the offertory, stand as the celebrant, chalice bearer, and priest move to the communion rail.
7. Assist the clergy with preparing for Holy Eucharist by handing the following items on the credence table to the priest, and in the following order:
 - i. Pall/Host/Paten/Chalice
 - ii. Bread basket (if applicable)
 - iii. Wine cruet and any additional vessels of wine that may be present
 - iv. Water cruet

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8. Return to the credence table any items the priest gives you or leaves for you on the side of the altar closest to the credence table.
9. If there is a collection, move to the center of the communion rail and retrieve the alms basins from the usher. Turn and give the alms basins to the celebrant and move back you your place next to the credence table.
10. After all have received communion, hand the clergy the water cruet and return to the credence table any items the priest give you or leaves for you on the side of the altar closest to the credence table.
11. Move to the front of the altar with the other participants, genuflect, and lead the other participants through the nave and into the narthex.

Server Duties during the 6:00 p.m. Sunday Service:

1. Arrive at least 15 minutes prior to the start of the worship service.
2. Vest.
3. Light the two altar candles ten minutes prior to the start of the worship service.
4. Stand at the rear of the nave in the center aisle, holding the cross in front of you. Upon a signal from the priest, turn and face the altar. Slowly lead the procession down the center aisle. If possible, the cross should be held with your left hand waist-high and your right hand forehead-high.
5. When you reach the opening in the communion rail, step up into the sanctuary, turn and face the congregation, and remain in that position until the chalice bearer and clergy reach the front of the nave; then turn, place your cross in its holder and position yourself in front of the acolyte's chair in the sanctuary (to the right of the altar when facing the altar.)
6. Participate in the entire service so that the congregation may take cues from what you do. Remember that the congregation can see you throughout the service.
7. After the offertory, stand as the celebrant, chalice bearer, and priest move to the communion rail.
8. Assist the clergy with preparing for Holy Eucharist by handing the following items on the credence table to the priest , and in the following order:

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- i. Pall/Host/Paten/Chalice
 - ii. Bread basket (if applicable)
 - iii. Wine cruet and any additional vessels of wine that may be present
 - iv. Water cruet
9. Return to the credence table any items the priest gives you or leaves for you on the side of the altar closest to the credence table.
10. If there is a collection, move to the center of the communion rail and retrieve the alms basins from the usher. Turn and give the alms basins to the celebrant and move back to your place next to the credence table.
11. After all have received communion, hand the clergy the water cruet and return to the credence table any items the priest gives you or leaves for you on the side of the altar closest to the credence table.
12. Move to the front of the altar with the other participants, genuflect, and lead the other participants through the nave and into the narthex

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SERVICE PREPARATION CHECKLISTS

7:30 a.m. Sunday Service Checklist:

Before the Service:

1. One of the priests will ensure there are bulletins on the table in the aisle near the Baptismal font.
2. One of the priests will set out the service and Gospel books.
3. The sexton will place the flags outside the church on Sunday morning before the services begin. The flags typically stay out all day, but may be brought in by the sexton or priest after the 6 p.m. service.
4. Place the alms basins beside the altar steps.
5. One of the priests will place the Prayers of the People and the readings in the lectern book.
6. The reader will read the lessons, Psalm, and Prayers of the People.
7. The chalice bearer may act as crucifer.
8. The chalice bearer takes the lead in making sure other participants are present, and are ready to fill in as needed.

After the Service:

1. Set up for the 8:45 a.m. Eucharist as described in the "Altar Guild – After the 7:30 a.m. Sunday Eucharist" section.
2. If the Prayers of the People are not on the lectern, the Reader of the Prayers will obtain them from the priest's office and place them on the lectern.
3. If the lesson readings are not on the lectern, a Reader will obtain them from the priest's office and place them on the lectern.
4. If the bulletins are not on the table in the narthex, the ushers will retrieve them from the priest's office and place them on table.

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5. Ensure that bulletins left in the pews have been gathered up, garbage has been thrown away, and prayer books and hymnals have been placed back in the pew book holders. The ushers are responsible for these tasks.

8:45 a.m. Sunday Service Checklist:

Before the Service:

1. Ensure that the steps outlined under "7:30 a.m. Sunday Service Checklist – After the Service" have been completed.
2. Use the program bulletin to determine if the scheduled readers, chalice bearer, crucifer, torch bearers, oblation bearers, and ushers are present. The chalice bearer will take the lead on finding participant substitutes.
3. Ensure that the altar candles are lit at least five minutes before the service. The crucifer is responsible for lighting the altar candles prior to the service.

After the Service:

1. Set up for the 11 a.m. Eucharist as described in the "Altar Guild – After the 8:45 a.m. Sunday Eucharist" section.
2. Ensure the Prayers of the have been placed on the lectern. If not, obtain them from the priest's office and place them on the lectern.
3. Ensure the lesson readings have been placed on the lectern. If not, retrieve them from the priest's office and place them on the lectern.
4. Ensure there are bulletins on the table in the narthex. Retrieve them from the priest's office if necessary.
5. Ensure that bulletins left in the pews have been gathered up, garbage has been thrown away, and prayer books and hymnals have been placed back in the pew book holders. The ushers are responsible for these tasks.

11 a.m. Sunday Service Checklist:

Before the Service:

1. Ensure that the steps outlined under "8:45 a.m. Sunday Service Checklist – After the Service" have been completed.

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2. Use the program bulletin to determine if the scheduled readers, chalice bearer, crucifer, torch bearers, oblation bearers, and ushers are present. The chalice bearer takes the lead in making sure other participants are present, and are ready to fill in as needed.
3. Ensure that the altar candles are lit at least five minutes before the service. The crucifer is responsible for lighting the altar candles prior to the service.

After the Service:

1. Set up for the 6 p.m. Eucharist as described in the "Altar Guild – After the 11 a.m. Sunday Eucharist" section.
2. Refill the fluid in the two altar candles and the two torches.
3. Turn off the altar window lights.
4. Secure the sacristy doors.
5. Retrieve the Prayers and lesson readings from the lectern and return them to the priest.
6. Ensure that bulletins left in the pews have been gathered up, garbage has been thrown away, and prayer books and hymnals have been placed back in the pew book holders. The ushers are responsible for performing these tasks.

6 p.m. Sunday Service Checklist:

Before the Service:

1. Ensure that the steps outlined under "11 a.m. Sunday Service Checklist – After the Service" have been completed.
2. Use the program bulletin to determine if the scheduled reader and chalice bearer are present. If not, find substitutes.
3. Ensure that the altar candles are lit at least five minutes before the service. The chalice bearer is responsible for lighting the altar candles prior to the service.
4. Ensure that bulletins have been placed on the table in the aisle near the Baptismal font.

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5. Turn on the porch and altar window lights.
6. Place the vessels on the credence table.
7. Place the alms basins at the altar steps.
8. Note that the reader will read the lessons, Psalm and Prayers of the People.
9. Note that the chalice bearer may serve as crucifer.
10. The chalice bearer takes the lead in making sure other participants are present, and are ready to fill in as needed.

After the Service:

1. Set up for the 7 a.m. Tuesday Eucharist as described in the "Altar Guild – After the 6 p.m. Sunday Eucharist" section.
2. Turn off the altar window and porch lights.
3. Secure the sacristy doors.
4. The sexton or priest may or may not bring the flags inside after the 6 p.m. Sunday service.
5. Retrieve the Prayers and lesson readings from the lectern and return them to the priest.
6. Ensure that bulletins left in the pews have been gathered up, garbage has been thrown away, and prayer books and hymnals have been placed back in the pew book holders.
7. Secure the door next to the priest's office.
8. Turn out all remaining lights and lock all remaining outside doors.

7 a.m. Tuesday Service Checklist:

Before the Service:

1. Ensure that the steps outlined under "6 p.m. Sunday Service Checklist – After the Service" have been completed.
2. Ensure that the altar candles are lit at least five minutes before the service.

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3. Place the vessels on the credence table.
4. Place the alms basins at the altar steps.
5. If the flags have been brought in after the 6 p.m. Sunday service, the sexton or priest will place the flags outside the church before the Tuesday morning service. The flags will remain outside.

After the Service:

1. Set up for the 12:05 p.m. Wednesday Eucharist as described in the "Altar Guild – After the 7 a.m. Tuesday Eucharist" section.
2. Secure the sacristy doors.
3. Ensure that bulletins left in the pews have been gathered up, garbage has been thrown away, and prayer books and hymnals have been placed back in the pew book holders.
4. Secure the door next to the priest's office.
5. Turn out all remaining lights and lock all remaining outside doors.

12:05 p.m. Wednesday Service Checklist:

Before the Service:

1. Ensure that the steps outlined under "7 a.m. Tuesday Service Checklist – After the Service" have been completed.
2. Ensure that the altar candles are lit at least five minutes before the service.
3. Place the vessels on the credence table.
4. Place the alms basins at the altar steps.

After the Service:

1. Set up for the 7:30 a.m. Sunday Eucharist as described in the "Altar Guild – After the 12:05 p.m. Wednesday Eucharist" section.
2. Secure the sacristy doors.
3. Bring in the flags.

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4. Secure the door next to the priest's office.
5. Turn out all remaining lights and lock all remaining outside doors.

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THURIFER

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. Arrive thirty minutes prior to the start of the service.
3. In the sacristy, light one charcoal in the thurible and check to see that there is incense in the boat.
4. Go to the narthex ten minutes before the service.
5. When the celebrant is ready to place incense in the thurible, open the thurible by raising the lid chain, then grab the other chains about half way down and raise the thurible in front of the celebrant so that he/she can easily place incense inside. After the celebrant has placed some incense inside the thurible and has blessed it, lower the thurible and close the lid using the lid chain.
6. Lead the procession, carefully and slowing swinging the thurible in short arcs (back and forth).
7. Go to the altar rail, bow, and return the thurible to the sacristy.
8. Add one charcoal and make sure that it lights. Come out and sit by the organ.
9. After the psalm, and before the second lesson, go to the sacristy and be sure all is in order.
10. When the Gradual hymn begins, come out to the celebrant and wait for the celebrant to place the incense in the thurible and bless it. Stand at the foot of the steps until the Gospel reader is ready to process the Gospel.
11. Go to the first pew, and step to the right side so the others can pass. Give the thurible to the Gospel reader after the announcement of the Gospel.
12. After the Gospel reader censes the Gospel, take the thurible and stand behind the Gospel reader. After the Gospel is read, lead the procession

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- back to the altar as before, bow and go to the sacristy. Place another charcoal in the thurible and make sure that it lights.
13. At the offertory, go to the sacristy while the announcements are being made. After the priests and chalice bearer go into the sanctuary and before the choir, if any, moves in front of sanctuary for the offertory music, bring the thurible into the sanctuary and stand beside the Bishop's chair (on the left).
 14. After the altar is prepared for Eucharist and the celebrant is ready, bring the thurible to the celebrant for incense and a blessing, bow, and then return with the thurible to the Bishop's chair. Immediately, or as soon as the choir, if any, has moved out of the area in front of the sanctuary, instruct the boat to return to the sacristy.
 15. After the celebrant begins the Eucharist by blessing the bread, wine and alms basins, bring the thurible over to the celebrant. Step out of the way while the celebrant censes the altar.
 16. When the celebrant returns, take the thurible, bow, go to the front of the altar, bow to the celebrant and cense three times, turn to, bow and cense other clergy two times, turn to, bow and cense the chalice bearer one time, and turn and give a final bow to the celebrant.
 17. Go to the front of the platform in front of the sanctuary, bow to the congregation, cense the center, left and right by swinging the thurible in short arcs, bow again, and return to the sacristy.
 18. Add one charcoal and make sure that it lights. Return and stand next to the organ.
 19. On Christmas Eve, after communion, be ready to turn off lights numbered 2 and 5 for the kneeling hymn. At the end of the hymn, be ready to turn the lights back on when the celebrant invites people to "stand for the post-communion prayer."
 20. When the closing hymn begins, go to the sacristy, put one spoon of incense in the thurible, and bring the thurible to the altar rail while the crucifer is extinguishing the candles. Move to the bottom of the steps below the platform in front of the sanctuary. When the crucifer comes out, lead the procession out, carefully and slowing swinging the thurible in short arcs (back and forth).

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TORCHBEARER

1. If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.
2. Arrive at least 15 minutes prior to the start of the worship service.
3. Put on the torchbearer vestments: cassock (red, long sleeved, ankle-length robe); cotta (white, over-vestment); and wooden cross necklace). The vestments are found in the closet in the area located to the left of the main door.
4. Check for matches. If you need matches, notify the chalice bearer or clergy.
5. Clasp the staff of the torch with your left hand and about twelve inches above your right hand.
6. Stand at the back of the church, beside your partner torchbearer, and facing the crucifer. Follow the crucifer down the center aisle slowly.
7. Carry the torch so that it is at the same level as your partner torchbearer's candle.
8. At the communion railing, pause and bow slightly, then separate from your partner and go to the side of the sanctuary (in front of your torch stand). Turn and face your partner on the other side of the sanctuary. When the clergy and chalice bearer arrive and kneel at the communion rail, place your torch in its stand and proceed to your seat (the torchbearer on the right side should turn toward the altar and bow slightly as he/she passes the communion rail opening).
9. Actively participate during the service. Look attentive. Do not chew gum, bite your nails, talk to your partner, leave your seat, look bored, etc.
10. When the crucifer gets the cross for the Gospel procession and moves down to the front of the platform in front of the sanctuary, get your torch from its stand (the torchbearer on the right side should turn toward the altar and bow slightly as he/she passes the communion rail

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opening), meet your partner at the opening in the communion rail, turn together toward the altar and bow slightly, then turn together toward the congregation and stand in front of the crucifer. Follow the crucifer down the center aisle; when the crucifer stops, stop in front of the crucifer and turn together facing each other and take a step back so that you are next to the pews. After the Gospel reading and after the crucifer begins the procession back to the altar, step forward to meet your partner, turn, and follow the crucifer. At the opening to the communion rail, stop, bow slightly, separate from your partner, place your torch in the torch stand, and return to your seat (the torchbearer on the right side should turn toward the altar and bow slightly as he/she passes the communion rail opening).

11. When the first group of people goes to the communion rail for communion, go the left side of the communion rail to receive communion.
12. At the end of the service, and as the crucifer is extinguishing the candles in the sanctuary, go to your torch (the torchbearer on the right side should turn toward the altar and bow slightly as he/she passes the communion rail opening), and light it if it is not already lit. Get the torch, turn and face your partner across the sanctuary. When the crucifer gets the cross and moves down to the front of the platform in front of the sanctuary, meet your partner at the opening in the communion rail, turn together toward the altar and bow slightly, then turn together toward the congregation and stand in front of the crucifer. Follow the crucifer down the center aisle.
13. Extinguish your torch and place it in its holder in the acolyte room.
14. Hang up your vestments. If there are vestments on the floor of the closet, hang them up neatly. If the vestments need to be cleaned or mended, notify the chalice bearer.

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USHER

If you will be unable to serve during your scheduled time, please contact the Parish Administrator (phone: 790-0527, email: st_pauls@bellsouth.net) so that alternative arrangements can be made. Please also contact the Parish Administrator if you have arranged for a substitute so that the service bulletin may be updated before it is published.

Before the Service:

1. Arrive at church at least 15 minutes before the service.
2. Greet each person as he/she arrives and provide each person with a bulletin. Give each child a Sunday Paper.
3. If you think someone is a newcomer, either:
 - Introduce yourself and get the person's name (for example 'Good morning. I'm _____. I don't believe we've met.'),
 - Ask them to sign the guest book in the Narthex, or
 - Ask that they fill out one of the newcomer's forms which are available in each pew.
4. If the newcomer has young children or infants, indicate that a nursery is available
5. Pass the newcomer information to one of the priests.
6. If you notice a person with a disability that may prevent him/her from receiving the Eucharist at the communion rail, tell them that the priest would be happy to commune them at their seat after others receive communion and ask if they want to receive the Eucharist at their seat. Pass this information to one of the priests.
7. St. Paul's offers a hearing assistance program in the sanctuary. The receivers with ear plugs may be found in the acolyte vesting room. Please be prepared to provide information about the hearing assistance program and to offer a hearing assistance appliance to those who might request one.

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During the Service:

1. After the procession, close the center doors.
2. Help seat late comers. Often, this merely requires pointing to empty seats. Sometimes you will need to set up chairs in the back. Stay in the Narthex for the first ten minutes of the service. If the pews are filled during the 8:45 a.m. service, late comers may sit in the choir chairs.
3. Count the number of people in attendance and place the total on the attendance slip located next to the bulletins. Place this slip in the alms basins after the money is collected.
4. At the offertory, take the alms basins from the back of the church and pass them, beginning with the front pews (and the choir chairs at the 8:45 a.m. service).
5. When the celebrant comes to the center of the altar (during the hymn at the 8:45 a.m. service or after the choir anthem at 11:00 a.m. service), bring the alms basins to the communion rail (following the oblation bearers) and hand the alms basins to the chalice bearer. Follow the oblation bearers back down the center aisle after putting the communion kneeling cushion across the center opening.
6. During communion, guide the flow of people to the communion rail by going down the center aisle. One usher should remain next to the altar steps to assist any individuals who need help getting up the steps.
7. Take communion after others have taken communion. Remind one of the priests of any persons that need to be communed at their seat. Remove the center communion kneeling cushion and place it on top of one of the side communion cushions, and then return to the rear of the church.

After the Service:

1. Open the center doors at the beginning of the recessional hymn.
2. Introduce newcomers to the priests. Also, after the 8:45 a.m. service, invite newcomers to attend Christian Education and try to link them with someone who can go with them. After the 11 a.m. service, invite newcomers to the coffee hour and try link them up with someone who can go with them.

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3. Gather the bulletins that may have been left in the pews. Pick up garbage that may have been left in the pews and throw it away. Place prayer books and hymnals back in book holders behind each pew.

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GLOSSARY

Acolyte: one who assists the clergyman in a liturgical service

Advent Wreath: a circular candle holder for five candles (i.e. the four candles on the periphery symbolize the four Sundays of Advent (three are purple and one is pink) and the white candle in the center is used to symbolize Christ)

Alb: a full-length white linen ecclesiastical vestment with long sleeves that is gathered at the waist with a cincture

Alms Basins: the offering plates used to collect the offering from the congregation

Altar: a table on which the Eucharistic elements are consecrated or which serves as a center of worship or ritual

Altar Cross: the cross that is positioned at the altar

Altar Railing: the railing used by communicants when kneeling to receive communion

Altar Stoles: strips of material that are used to decorate the altar

Baptismal Bowl: a bowl that is placed inside the baptismal font and is used to hold the water of baptism

Baptismal Font: a receptacle for baptismal water

Baptismal Towel: the towel used to dry the head of the newly baptized

Bishop's Chair: the chair beside the altar that is used by the Bishop during his visits to the church

Boat: a boat-shaped container, utensil, or device; also, the acolyte who carries the boat

Bread Box: a covered container designed to hold wafers

Candle Extinguisher: an instrument used to put out a candle flame

Casket: a usually fancy coffin

ST. PAUL'S EPISCOPAL CHURCH WORSHIP PARTICIPANT GUIDELINES

Cassock: a close-fitting ankle-length garment worn especially in Roman Catholic and Anglican churches by the clergy and by laymen assisting in services

Celebrant: one who celebrates; *specifically:* the priest officiating at the Eucharist

Censes: to perfume with incense

Center Kneeler: something (as a cushion or board) to kneel on

Chalice: the Eucharistic cup

Chalice Bearer: A layman who assists the clergyman in a liturgical service with performing Eucharistic duties

Chalice Pall: a square of linen usually stiffened with cardboard that is used to cover the paten

Choir: an organized company of singers (as in a church service)

Choir Anthem: a song or hymn of praise or gladness

Christmas Crèche: the nativity decoration used during the Christmas services

Ciborium: a goblet-shaped vessel for holding Eucharistic bread

Cincture: a cord or sash of cloth worn around an ecclesiastical vestment or the habit of a religious person

Columbarium: a structure of vaults lined with recesses for cinerary urns

Clergy: a group ordained to perform pastoral or sacerdotal functions in a Christian church

Communion: a Christian sacrament in which consecrated bread and wine are consumed as memorials of Christ's death or as symbols for the realization of a spiritual union between Christ and communicant or as the body and blood of Christ

Communion Rail: the railing at which people kneel during communion

Congregation: an assembly of persons who meet for worship and religious instruction

Consecrated Elements: elements that have been dedicated to a sacred purpose

ST. PAUL'S EPISCOPAL CHURCH

WORSHIP PARTICIPANT GUIDELINES

Corporal: a linen cloth on which the Eucharistic elements are placed

Cotta: a waist-length surplice

Credence Linen: a small table cover cut to fit the credence shelf

Credence Shelf (or Credence Table): a small table where the bread and wine rest before consecration

Credence Shelf Cover (or Credence Linen): the linen used to cover the credence shelf

Cremation: to reduce (as a dead body) to ashes by burning

Cremation Pall: a heavy cloth draped over a cremation urn

Crucifer: one who carries a cross especially at the head of an ecclesiastical procession

Cruet: a vessel to hold wine or water for the Eucharist

Dust Cover: a protector cloth that is over the fair linen between services to protect the fair linen

Easter: a feast that commemorates Christ's resurrection and is observed with variations of date due to different calendars on the first Sunday after the paschal full moon

Elements: the bread and wine used in the Eucharist

Eucharist: communion

Eucharistic Candles: the two candles that are placed on the altar

Ewer: a large pitcher used for pouring the water of baptism into the baptismal bowl or font

Fair Linen: the linen that is placed on top of the frontal

Font: a receptacle for baptismal water

Font Cover: the cover for a receptacle for baptismal water

Flagons: a large bulging short-necked bottle for holding wine

ST. PAUL'S EPISCOPAL CHURCH WORSHIP PARTICIPANT GUIDELINES

Followers: a glass, chrome, or brass cylinder that fits over a candle top and is used to prevent drips, prolong the life of the candle and keep the flame even

Frontal: a cloth hanging over the front of an altar

Funeral Pall: a heavy cloth draped over a coffin

Gospel: a lection from one of the New Testament Gospels

Gospel Book: the book that houses the Gospel readings

Gospel Reader: a member of the clergy who reads the Gospel

Greeter: to address with expression of kind wishes

Incense: material used to produce a fragrant odor when burned

Interred: to deposit (a dead body) in the earth or in a tomb

Lavabo: a ceremony at Eucharist in which the celebrant washes his hands after offering the oblations

Lavabo Bowl: a bowl used by the celebrant during lavabo

Lavabo Napkin or Towel: a napkin used by the celebrant during lavabo

Lection or Lectionary Book: a book or list of lections for the church year

Lectern: a reading desk from which scripture lessons are read in a church service

Lector: one who assists at a worship service chiefly by reading a lesson

Lesson: a passage from sacred writings read in a service of worship

Missal Stand: the stand upon which the Altar Book rests during the Eucharist

Narthex: a vestibule (entrance space) leading to the nave of a church

Nave: where the congregation sits

Oblations: the act of offering the Eucharistic elements to God

Oblation Bearer: a layman who transports the oblations (water and wine cruets) to the altar in preparation for the Eucharist

ST. PAUL'S EPISCOPAL CHURCH

WORSHIP PARTICIPANT GUIDELINES

Offering Plates: the plates used to collect the offering from the congregation

Offertory: the period of collection and presentation of the offerings of the congregation at public worship

Oil Stock: a small cylindrical container with a screw top that is used to house the anointing oils

Pall: a stiff linen placed on top of the paten and priest's host

Paschal Candle: a tall candle that is lit with the new fire at the Easter Vigil and burned during every service in the church from Easter to Pentecost

Paten: a plate usually made of precious metal and used to carry the bread at the Eucharist (the paten is placed on top of the chalice)

Pew: one of the benches with backs and sometimes doors fixed in rows in a church

Priest: an Anglican, Eastern Orthodox, or Roman Catholic clergyman ranking below a bishop and above a deacon

Priest's Host: the wafer that is placed on top of the paten and is covered by the pall

Procession: a group of individuals moving along in an orderly often ceremonial way

Processional Cross: the cross carried by the crucifer during the processions

Processional Torch: the two torches carried by the torchbearers during the processions

Psalm: one of the biblical hymns collected in the Book of Psalms

Purificator: a linen cloth used to wipe the chalice after celebration of the Eucharist

Reader: one who assists at a worship service chiefly by reading a lesson

Sacristy: a room in a church where sacred vessels are kept

Sanctuary: the most sacred part of a religious building (as the part of a Christian church in which the altar is placed)

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Sanctuary Light: candles enclosed in glass chimneys for long term burning

Stripping of the Altar: the removal of all altar items during the Maundy Thursday service

Superfrontal: the linen that covers the altar and hangs about ten inches down the front of the altar

Taper: long wicks that are placed inside of the instrument that is used to light the altar candles

Thurible: vessel used in the Christian liturgy for the burning of aromatic incense strewn on lighted coals

Thurifer: one who carries a censer in a liturgical service

Torch: any of various portable devices for emitting a flame

Torchbearer: one that carries a torch

Urn: a container which has a lid and is used for holding a dead person's ashes

Usher: a layperson that has the care of the door of a church

Vessel: a curved container which is used to hold liquid

Vest: to clothe with or as if with a garment; *especially:* to robe in ecclesiastical

Vestments: one of the articles of the ceremonial attire and insignia worn by ecclesiastical officiants and assistants as indicative of their rank and appropriate to the rite being celebrated

Wafer: a very thin round piece of dry bread which the priest gives to people to eat during Holy Communion

Wedding Kneeler: a decorated pillow used by the bride and groom to kneel on during the wedding ceremony