

Saint John's Episcopal Church
Altar Guild Customary
3 January 2008

Scope

This Customary is for the use of members of the Altar Guild of Saint John's and specifically addresses the Holy Eucharist conducted on Sundays at 10:00 AM. The steps outlined in this customary should be considered to be applicable to all other settings of The Holy Eucharist, there may be variations. In these cases, the Head of the Altar Guild should be in conversation with the Rector in advance of the service.

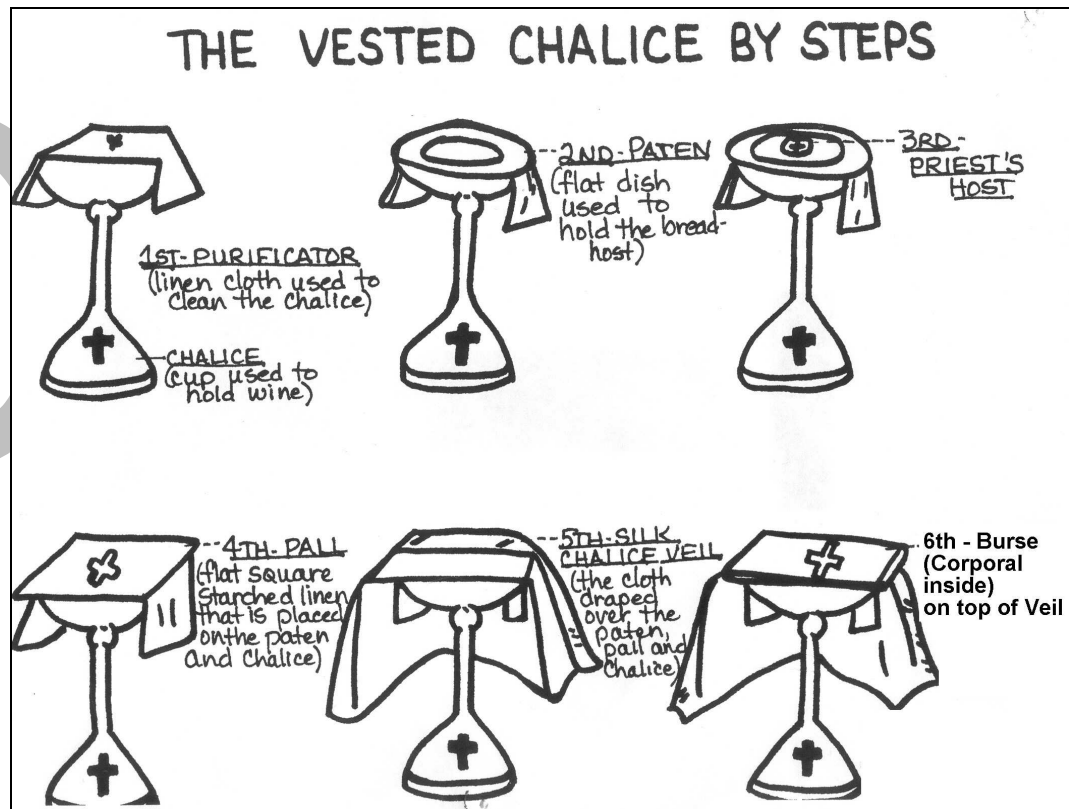
Revisions

The most recent version of this Customary will be posted on the parish website, www.stjohnsmobile.org. When a revision of the Customary is completed, a copy will also be prepared for each member of the Altar Guild. The Customary is maintained by the Head of the Altar Guild in consultation with the Rector. Changes and corrections should be brought to the attention of the Head of the Altar Guild for incorporation in a new version.

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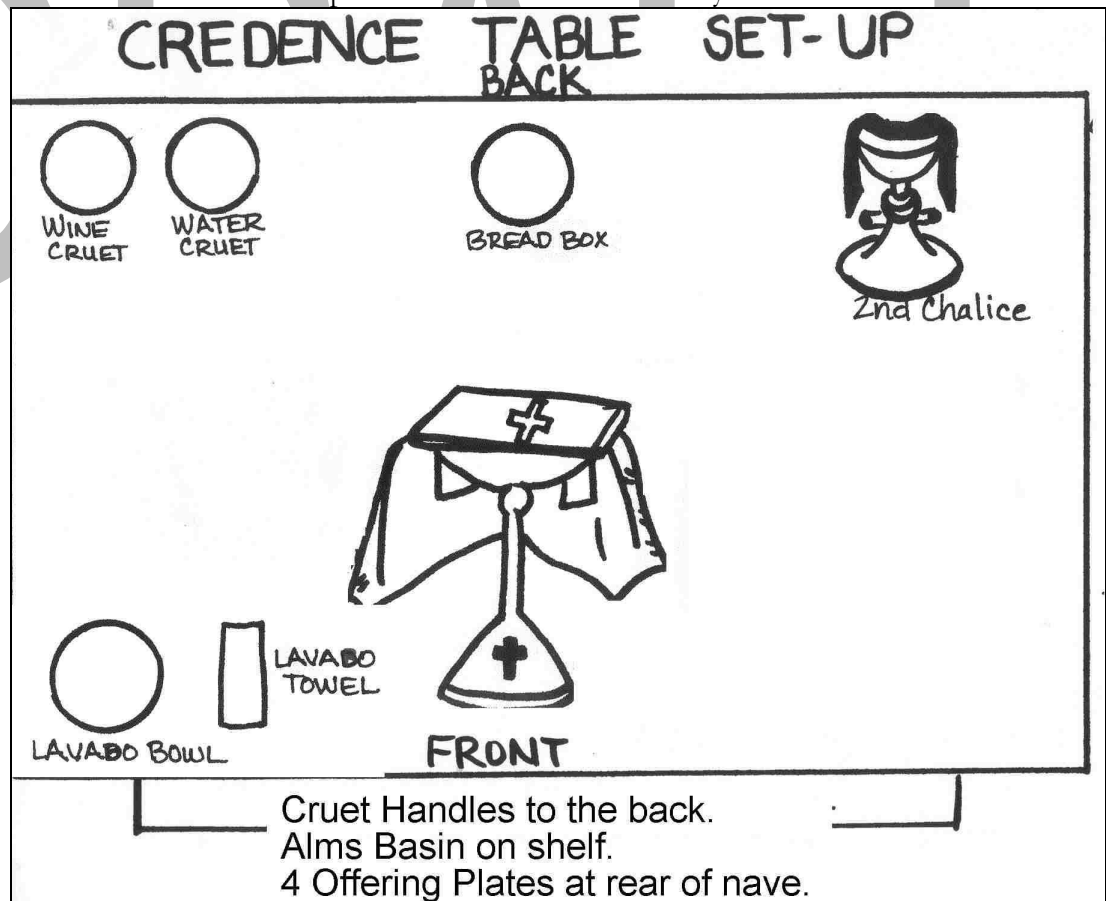
Preparing for Holy Eucharist

1. Altar Guild members on duty should arrive no later than 9:30AM, thirty minutes before the service.
2. A Prayer of Preparation should be offered at the communion rail.
3. The Primary Chalice Stack is prepared as follows:
 - a. A Burse and Veil should be selected that match the color of the day.
 - b. A Purificator is draped over the Primary Chalice, with the fold edge forward.
 - c. The Paten is placed on top of the Purificator.
 - d. A Priest Host is placed in the center of the Paten.
 - e. A Pall is placed on the Paten.
 - f. The Veil is draped over the Chalice/Purificator/Paten/Pall. The Veil should hang down on all sides; do not fold the back side up.
 - g. A clean Corporal is placed in the Burse.
 - h. The Burse is placed on top of the Veil, open edge to the back.



4. The Secondary Chalice(s) is(are) to be prepared as follows:
 - a. A Purificator is draped over the Chalice, with the fold edge forward.

5. The Communion Elements are to be prepared as follows:
 - a. Wine and Water
 - i. Pour 2 Cups of wine into the large glass Flagon.
 - ii. Pour ½ Cup of wine into the silver Cruet marked with a “V”.
 - iii. Fill the unmarked silver Cruet with water.
 - b. Hosts
 - i. Place 75 Peoples’ Hosts in the Ciborium, unwrapped.
 - ii. Insure that the Bread Box contains:
 1. A Priest Host
 2. At least 25 People’s Hosts, unwrapped.
6. Arrange the Credence Table as follows:
 - a. Silver Cruets are placed at the back left, handles facing to the wall, with the “V”-marked Cruet to the left.
 - b. The Bread Box is placed at the center of the back of the Credence Table.
 - c. The Secondary Chalice(s) is(are) placed at the back of the Credence Table at the right side.
 - d. An extra Purificator is placed between the Bread Box and the Secondary Chalice(s).
 - e. The Primary Chalice Stack is placed at the center of the front of the Credence Table. The front edge of the Veil is to rest at the edge of the table.
 - f. The Lavabo & Towel are placed to the left of the Primary Chalice Stack.



- g. The Alms Basin is to be placed on the shelf under the Credence Table.
- h. The Communion Veil is to be placed underneath the Credence Table.

7. The large glass Flagon and the Ciborium containing the Communion Elements are taken to the Chapel of the Holy Nativity and placed in the center of the altar.
8. The four offering places are taken to the west end of the church and placed on one of the tables behind the last row of pews.

After the Eucharist

All vessels should be removed to the Sacristy. Any elements that have been consecrated will have been reserved in the aumbry.

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