

*Revised June 2016*

# ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL ALTAR GUILD



## MEMBERS' HANDBOOK

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This edition of the St. Mark's Altar Guild  
Manual is dedicated to the memories of our friends,  
Evelyn Sinclair  
Peggy Pecore  
Bert Cooper  
and  
Holly Madsen  
*Requiescant in pace.*

## Acknowledgements

Many people helped put this manual together. Thanks are due Sarah Rau and Doris Burton for writing earlier manuals upon which this one is heavily based, to Evelyn Sinclair who began editing for this edition, to Gretchen Wilson who provided the data on ordering palms, to Karen Falk and Janice Brown who provided information on Ash Wednesday, to Ruth Ann Hess for information on candles. Susan Sedgewick read several proofs and Karen Falk used her computer skills to produce the final version. Janice Brown also provided much valuable feed-back on a previous edition of the manual. Verger David Deutsch provided information on the 5 PM Service. Mary Cooper prepared an invaluable inventory and information on the history of the items contained therein. Anne Headley and Mary Jo Detweiler gave helpful feedback and saved the editors from numerous errors. Thank you all.

This is truly a work in progress and will benefit from the input of old and new Altar Guild members.

Karen Falk and Robert Headley

Editors

June 2016

### **The National Altar Guild Association Prayer**

**by The Rt. Rev. E. Don Taylor, Vicar Bishop of New York City**

Most gracious Father Who has called me Your child to serve in the preparation of Your Altar, so that it may be a suitable place for the offering of Your Body and Blood;

Sanctify my life and consecrate my hands so that I may worthily handle those Sacred Gifts which are being offered to You.

As I handle holy things, grant that my whole life may be illuminated and blessed by You, in whose honor I prepare them, and grant that the people who shall be blessed by their use, may find their lives drawn closer to Him Whose Body and Blood is our hope and our strength, Jesus Christ our Lord.

AMEN.

**St Mark's Episcopal Church,  
Capitol Hill  
Altar Guild  
Members' Manual**

**HISTORY**

The Altar Guild is a relatively new ministry for lay people, dating only from the last half of the 19<sup>th</sup> century. Its roots, however, may be traced back to the earliest history of the church.

In the early days of the church, the duty of caring for the Altar and Sanctuary was the responsibility of the priests and attendants. Later, care of the vessels, books, and buildings was assigned to several minor orders of the church, including monks, nuns, and lay persons.

Today, some churches still assign these duties to nuns. In most churches, however, these duties are now performed by a group of lay volunteers known collectively as the Altar Guild.

At St. Mark's the Altar Guild has two teams, one for each of the regular two Sunday morning services. The entire guild comes together twice a year to polish the silver and brass liturgical and in June of each year for its annual potluck dinner. Members are assigned to serve on a Sunday based on a rota.

**WHAT DOES THE ALTAR GUILD DO?**

- Serves God and this parish
- Assists the clergy
- Prepares the altar for all services
- Cares for the vessels and linens
- Assists with weddings, baptisms, and funerals
- Provides training and mentoring for new members.

**THE SACRISTY: WHAT IT IS, WHERE IT IS AND WHAT'S IN IT**

The sacristy is the small locked room where the altar goods are kept and where the Altar Guild stores many of the items it uses every Sunday. It also contains a sink for washing the Communion vessels. The Communion silver is stored in the cabinets on the right side of the sacristy as shown in the photograph below.





**Sacristy Closet**



**Sacristy Closet showing hangings  
and wine storage**

**[THIS SECTION UNFINISHED – need to label cabinets and correct perspectives]**



## WHO DOES WHAT WHEN?

Schedules are prepared by members of the 9:00 A.M. and 11:15 A.M. services respectively, based on information in the St. Mark's calendar and the Episcopal church calendar. These schedules usually cover a three- or four-month period. The 5:00 P.M. service on Sunday is handled independently of the Altar Guild.

If a member finds an assigned date inconvenient, it is his or her responsibility to find a substitute, then email or phone the change to their scheduler, who will notify the office of the revised lineup for the Sunday bulletin.

## HOW TO SET A HOLY TABLE (for 9 AM and 11:15 AM services)

### Before the First Eucharist of the Day

1. Check the liturgical calendar for the correct color for hangings. The hangings are located in the closet in the sacristy.
2. Remove the dust cover from the altar, fold, and store near the chapel.
3. For most services, prepare the cart (which is stored in the sacristy) with the following items:
  - 3 chalices (2 tall silver and 1 ceramic for juice)\*
  - 4 wider-mouthed intinction cups (2 silver for wine, 2 small silverplate for juice)
  - water cruet filled 2/3 full with water)
  - 2 missal stands (unless there is only 1 celebrant)
  - 2 Eucharistic candles (minimum 8" tall at beginning of service)
  - 1 fair linen
  - 1 corporal
  - 3 or 4 purificators
  - 1 pall
  - 1 lectern hanging
  - 1 pulpit hanging
  - 1 veil
  - Lectern Bible
  - Gospel Book on Pulpit
  - large alms basin
  - 4 small alms basins with maroon bags placed in each
  - 2 flagons of wine (total of 2 – 3 bottles of wine used)
  - 1 pitcher for grape juice
  - 1 loaf of bread on breadboard, covered with bread cover [Bread covers have seasonally colored embroidered crosses; *some priests request that the loaf be partially sliced on the bottom for ease of breaking.*]
  - 1 small green dish with 3 – 4 rice crackers
  - Credence table cloth

\* These are the clergy's preferred intinction cups:



4. Set the altar according to the diagram on page 13.

- Fair linen,
- Corporal unfolded, wrong side up for collecting crumbs, cross facing the high altar in the center
- 1 silver chalice (from wooden box), covered with purificator, then pall
- glass grape juice cruet
- silver water cruet
- 3 additional purificators
- 4 rice crackers in little green dish
- 2 candlesticks
- 1 or 2 missal stands
- seasonal veil

#### **HOW TO SET A HOLY TABLE (for 5 PM Contemplative service)**

The set-up for communion at the 5 pm service uses some implements from the sacristy and some from the 5 pm service cart kept in the area in front of the chapel. The vergier for a particular service does the set-up and clean-up.

**From the sacristy the vergier brings to the nave:**

- Three ceramic vessels for wine and grape juice
  - One large green ceramic chalice donated to the 5pm service
  - One yellow ceramic chalice
  - One small round ceramic cup, used for grape juice, and donated to the 5pm service. The grape juice is obtained from the supply in the sacristy.
- A bread board
- A bread cover
- A wafer holder and two wafers
- A basket into which donations and visitor forms from the back of the bulletin can be placed. This basket is put on the table by the organ pipes.
- A paper bag into which the money and forms are placed; the bag is put into the safe.

**From the 5pm service cart the vergers:**

- Takes two pillar candles on two small glass dishes and places them on the altar.
- Takes three small white paper napkins to be used as purificators and places them on the chalices and cup.

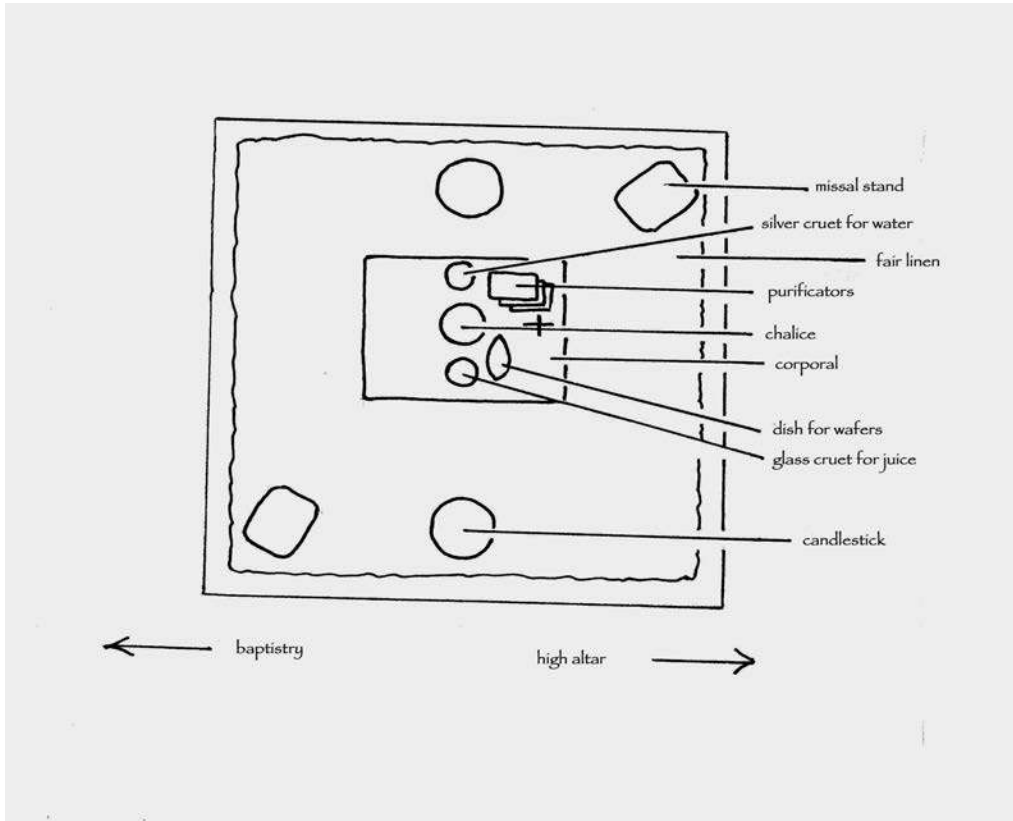
**Note:**

- A supply of 3x6 inch pillar candles for the altar was bought by vergers David Deutsch. When these eventually run out, discussion about whether the Altar Guild will buy replacement candles can take place.
- No altar linens are used.

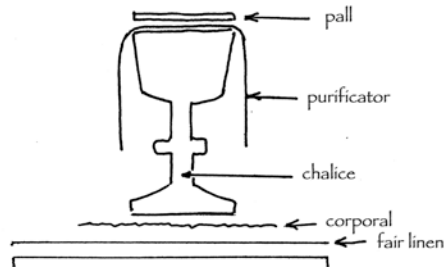


**Altar ready for worship**

**[NEED PHOTO OF ALTAR WITHOUT VEIL]**



**Aerial view of altar**



**Side view of chalice**

Place bread and wine on the credence table near the baptismal font.



Place all alms basins on the lower shelf of the credence table behind the pulpit, and place the remaining vessels on the top shelf of the credence table.



### **After the First Eucharist (9 A.M. service)**

1. Immediately remove alms basins and secure them in the sacristy.
2. Remove all other used vessels and breadboard from the altar and credence table. Leave the missals, candles, and veil in place on the altar. Make sure candles are straight and not too short.
3. Check to make sure fair linen is still clean. If not, replace it with another one.
4. Put all alms into a paper bag. Tape, date, and deposit the bag in the safe in the closet opposite the entrance to the sacristy. (This closet unlocks with the BB key.)
5. Disposing of remaining wine or grape juice. For wine left in chalices: some members prefer to take the blessed wine to the garden to return it to the earth. Others do not have this preference. It is best to ask your partner as to their preference deferring to the one who wishes to take the wine to the garden. The plastic blue pitcher is available for collecting wine for disposal. Wine left in flagons can be returned to the wine bottle for giving to the pub or giving back to the parishioner who brought it.
6. Rinse out the flagons and intinction cups. Do not immerse chalices in water; simply dip the rims in soapy water and rinse, being careful not to get the intricate stems wet. Replace all items on the tea tray.
7. Make sure opened bottle of grape juice is stored in the refrigerator.
8. Gather all dirty linens and take them home to launder. Be sure to soak and/or launder them immediately (see instructions for washing and ironing on pages 28-29).

### **Before the Last Eucharist of the Day**

1. Set up tray as described above, adding a crystal goblet half-filled with grape juice.
2. Place items on altar, small table near baptismal font, and credence table as described above.

### **After the Last Eucharist**

1. Immediately remove alms basins and secure them in the sacristy.
2. Remove all vessels from altar and credence table.
3. Remove all linens, hangings, and veil.
4. Put all alms into a paper bag. Tape, date, and deposit the bag in the safe in the vesting area.
5. Disposing of remaining wine or grape juice. For wine left in chalices: some members prefer to take the blessed wine to the garden to return it to the earth. Others do not have this preference. It is best to ask your partner as to their preference deferring to the one who wishes to take the wine to the garden. The plastic blue pitcher is available for collecting wine for disposal. Wine left in flagons can be returned to the wine bottle for giving to the pub or giving back to the parishioner who brought it.
6. Rinse and/or wash vessels as described above. Put them into their protective coverings and store them in the appropriate cupboards.
7. Make sure opened bottle of grape juice is stored in the refrigerator.

8. Gather all dirty linens and take them home to launder. Be sure to soak and/or launder them immediately (see instructions for washing and ironing on page 23 of this manual).
9. Recover the altar with the dust cover. This is usually found in the area next to the chapel, but occasionally it may be near the baptismal font or in the sacristy. Make sure all lights are out and all doors are locked. sacristy door must be double locked
10. Return Bible and Gospel to Sacristy after last service.



## CHURCH SEASONS: PREPARATION, SETUP, CLEANUP

SEASONS	HANGINGS	SPECIAL ARRANGEMENTS
Advent	Light blue	Advent candles in wreath (need to be ordered every other year)
Christmas Eve	White	<p>Metal Advent wreath with 4 white 1 ½ -inch diameter white candles (replacing the 4 colored Advent candles), a 2-inch diameter candle called the Christ Candle, goes in the center of the wreath.</p> <p>Depending on greening plans 14 white candles go in standing brass candelabra, 2 large Eucharistic candles on risers on either side of central altar. Put out two extra alms basins; extra bread &amp; wine; extra collection plates</p>
Christmas	White	
First Sunday in Epiphany	White	Epiphany star above altar
First Sunday after Epiphany	Green	Possible Baptism
Epiphany	Green	
Lent	Purple	Broken glass cross
Ash Wednesday	Purple	Ashes and silver finger bowl
Palm Sunday	Red	High altar. 500 palms; 4 palm fans as decor; draped crosses

Maundy Thursday	Red	Coordinate with Holy Week Task Force. Paschal candle, See p. 27 for Altar details.
Good Friday	None	No communion per Priest-in-charge
Easter Vigil	White	When held at St. Mark's: Paschal candle; large Eucharistic candles, standing brass candelabra, table candelabra, possibly the standing wooden candelabra; possible Baptism.
Easter	White	Champagne, sparkling cider; extra bread; 2 extra collection plates  Altar guild member should arrange for a cooler to be placed near the credence table.
St. Mark's Day (if it falls on a Sunday)	Red	
Day of Pentecost (first Sunday)	Red	Possible Baptism
Pentecost Season	Green	
All Saints' Day (Nov. 1)	White	High altar; possible Baptism
Thanksgiving	White	Coordinate decorations with Task Force

**ADVENT:** Light blue hangings

**CHRISTMAS:** White festival hangings

**Setup for Christmas Eve**

- a) 14 candles (with followers) in standing brass candelabra in baptismal font area.
- b) 14 candles (with followers) in the table candelabra on the high altar.
- c) Two large Eucharistic candles in brass candle stands placed on wooden platforms and set on either side of the center altar. No candles on the altar.
- d) For each service, four 1-liter bottles of wine or three 1.5 liter bottles. Flagons are filled as usual with extra bottles placed on the credence table.
- e) 2 wooden collection plates, in addition to 4 silver ones

**Cleanup**

- a) After each Christmas Eve service, make sure that candles in standing brass candelabra are snuffed out. Briefly remove followers and push the soft wax out, then replace.
- b) At de-greening time, the Altar Guild members scheduled for that Sunday should remove and put away candles and candelabra. Time allowing, the standing brass candelabra should be de-waxed (use hair dryer and liquid wax remover).

**EPIPHANY:** White festival hangings for Epiphany Sunday, then green for remainder of season. Be sure to check the calendar in the sacristy which shows the correct color to use on a given Sunday.

**LENT:** Purple hangings (unless as noted)

**ASH WEDNESDAY: Celebrant to face the high altar:** Hangings: Purple, Lectern, Pulpit, Veil

Altar Guild member on duty will bring two slices of lemon to help clean hands.

**Setup**

- Fair linen
- 2 Eucharistic candlesticks
- Corporal
- 2 purificators
- 3 chalices
- Water cruet
- Gluten free wafers
- 2 small bowls with ashes. (These are placed on Altar but NOT under veil; clergy will mix olive oil with ashes; only one small bowl is needed if there is only one priest at service)

**Credence Table (behind pulpit)**

- 2 clear china bowls with a wedge of lemon in warm water. (lemon juice cuts the ashes and cleans fingers better)
- Paper towels
- Alms basin and collection plates

**Credence Table (in back)**

- 1 wine flagon with one bottle of wine bread or wafers in silver container
- 1 alms basin

## **PALM SUNDAY: Red Hangings**

### **Setup**

- a) On Saturday before Palm Sunday, setup as follows:
  - Locate red drapes for crosses (in vesting closet) and iron if necessary.
  - Place red drapes on high altar cross, processional cross, and hanging cross. (Someone will be needed to lower and raise the hanging cross.)
  - Arrange palm fans, using round brass vases, on the high altar.
  - Iron high altar cloth if necessary.
  
- b) On Sunday, as usual
  
- c) On Sunday, arrange for distribution of palms
  - Place large credence table from vesting area in courtyard.
  - Locate large basket in sacristy and place it on credence table in courtyard.
  - Distribute stripped palms at each service.

### **Cleanup**

- a) Remove all candles.
- b) Leave crosses draped.
- c) Store leftover palms in kitchen refrigerator. They will be used for the Saturday “Walking with Jesus.” The remainder will be used for making ashes for next year and for composting.

## **ORDERING PALMS for PALM SUNDAY**

(Ordering should be done in January.)

FAN PALMS: Order from Grant T. Orr Company, Gaithersburg MD 20898 (301-670-6175 or 800-371-0409) Grant can also be reached directly on his cell phone: 301-370-0290. Our standard order has been 2 bags of fan palms for about \$30 - \$35. We are on automatic order. He will assume we want the same order each year unless we contact him otherwise. He is extremely nice to deal with.

ECO-PALMS: (Since 2007, St Mark’s has used ecological friendly palm procured from ECO-Palms, a project out of University of Minnesota. This project supports sustainable harvesting of palms in Central America)

Order from the Eco-Palms Project, [orders@ecopalms.org](mailto:orders@ecopalms.org) or [www.ecopalms.org](http://www.ecopalms.org). In 2016 we ordered one large case with 500 palms for approximately \$175. ECO-PALMS NEED TO BE PRE-PAID. The person ordering will need to pay up front with a credit card and then get reimbursed by St. Mark’s. We will be adjusting quantities to order as 1 large case has been noted to be too large.

**IT IS IMPORTANT TO PUT SOME PALM FRONDS ASIDE FOR 5 PM SERVICE!**

A notebook containing past orders is held by the person responsible for palm orders. It will also contain articles and some phone numbers.

Once the palms are delivered to the church, they need to be opened for air circulation and placed in the refrigerator in the kitchen. The fan palms come out of the box but are left in their cellophane sleeves. For the ECO-Palms, open the box and spread bunches for air circulation.

For Palm Sunday, the palms are placed on basket type trays for distribution to the congregation. They are readied on brass polishing day and placed in the refrigerator overnight.

### **MONDAY NIGHT CONFESSION SERVICE**

Service of Confession and Laying on of Hands

Eucharist in center; use pillar candles rather than altar candles. Talk to clergy about use of silver or ceramic.

### **TENEBRAE (Currently on the Wednesday of Holy Week)**

The Altar Guild's job is to support this service by making sure that all items are available to clergy, but they are not required to be at this service.

#### **Setup by clergy:**

Uncover altar; use six pillar candles on saucers arranged on pulpit

## **MAUNDY THURSDAY: Red hangings**

Foot washing is responsibility of verger: The only responsibility of the Altar Guild is to know where the towels are located (in large plastic bags on the top of the vesting closet).

### **Preparation**

Coordinate Altar Guild activities with clergy and Head Verger.

### **Setup**

Set altar with 5 chalices, three for the choir (wine, grape juice, intinction), gluten -free wafers, flagons, etc.

- No patens, instead see below
- Table captains will provide chalice and basket for their tables.
- Eucharistic candles on the altar or 2 large standing Eucharistic candles on either side of the altar
- Paschal candle on pulpit protrusion in front of high altar (verger arranges)

NB: After Communion, the clergy will clear the altar, so one member of the Altar Guild needs to be in the sacristy to receive the items as they are brought back.

### **Stripping and Washing the Altar**

Three or four members of the Altar Guild will be assigned to Maundy Thursday for stripping the altar. Two or three will go to the altar to receive the items from the priests and take them to the sacristy where the remaining member will receive them. The priest will wash the altar with warm water (Altar Guild to provide water and cloth). This is accomplished in silence.

After Cross is lowered, and positioned on altar, remove all red hangings.

## **GOOD FRIDAY:**

No hangings. No Altar Guild needed.

### **Setup**

Check with clergy. Some may prefer to have the altar bare with all items,

## **EASTER SATURDAY:**

### **Walking with Jesus service for children**

- Sunday service setup with grape juice
- Youth minister will provide bread.
- Set altar with candles and grape juice for Eucharist.

## **EASTER VIGIL (When scheduled):** White festival hangings

At this service the Paschal candle is lit and members of the congregation take candles and light them from the Paschal candle.

### **Preparation**

If Baptism is to take place, remove lid of font, fill large brass ewer with warm water and place on floor next to the font. Place shell, oil, and one towel on side of font. Put baptismal candles (one per candidate) on credence table in baptismal area and leave them in their decorative boxes.

### **Setup**

- 2 chalices
- 1 intinction cup
- 2 nonalcoholic alternative cups
- 2 patens
- No alms basins [Check with clergy about this]
  - Tall Paschal candle with follower behind baptismal font
- 2 brass floor candelabra in the baptismal area (14 candles with followers)
- 2 central altar candlesticks on the pulpit
- 2 acolyte torches in their stands at the lectern
- 2 large Eucharistic candles on wooden risers on either side of center altar
- Check with the Vergers as to where the candles are to be placed in order to give to the attendees at the appropriate time.

### **Cleanup**

- Make sure all candles are extinguished immediately.
- Take followers off candles in candelabra and poke the wax out. Replace candles in standing brass candlesticks in the baptismal area.
- Remove candles from the wooden candelabra.
- Return the wooden candelabra to the storage area behind the organ.
- Drain water from baptismal font and replace lid.



**EASTER SUNDAY:** White festival hangings

**Setup** (in addition to regular Sunday procedures):

- Table candelabra on high altar retable (projections above the altar)
- 2 large Eucharistic candlesticks on wooden risers next to center altar
- 2 brass floor candelabra in baptismal area

**NOTE:** Regular altar candlesticks and large Eucharistic candles are carried in by members of the processional.

- No flagons
- 3 one-liter bottles of chilled Champagne. Remove foil from bottles, but leave wire protectors. Place bottles in regular place on credence table near front door of the nave. (Put a cloth under them if they have been chilled so the moisture doesn't ruin the table).
- 1 bottle of sparkling cider
- 2 loaves of bread
- 6 collection plates

**Cleanup**

- Make sure all candles are extinguished immediately.
- Remove candles and followers from brass floor candelabras in baptismal area.
- Follow directions in Special Services section for disposal of baptismal water.

**PENTECOST:** Red hangings for first Sunday; green for remainder of season

**ALL SAINTS' DAY:** White hangings

**THANKSGIVING:** White festival hangings

Coordinate with LPT to where this service is to be

**Setup**

- 2 chalices
- 1 intinction cup
- 2 patens
- 2 collection plates

## **SPECIAL SAINT'S DAYS:**

If a Saint's Day falls on a Sunday, the hangings vary depending on tradition. Consult the calendar and/or clergy to determine the proper hanging. If St. Mark's Day falls on a Sunday, use red hangings.

**Baptisms:** White festival hangings

(N/B): Baptism is especially appropriate on the following occasions: Easter Vigil, Day of Pentecost, All Saints' Day or Sunday after All Saints' Day, Feast of the Baptism of our Lord (the First Sunday after the Epiphany).

### **Preparations**

- Find out from the clergy how many people will be baptized at each service in order to determine how many baptismal candles will be needed.
- Remove lid from baptismal font.
- Brass Ewer: fill about half full with warm water. Set on floor next to font.
- Place on side of font: Bottle of oil and 1 special embroidered purificator (blue baby lion)
- Place correct number of baptismal candles on small credence table in baptismal area, along with votive candle holders. Make sure that Paschal candle has been placed behind the baptismal font.

## **Weddings: White festival hangings**

### **Preparations**

- The bride and/or groom will contact either the Altar Guild chairperson or the presiding Altar Guild member to arrange an interview. This interview can often be conducted during the time between the two Sunday services.
- The chairperson or member should spell out clearly that the Altar Guild is not responsible for opening or closing the church. Such arrangements need to be coordinated with the sexton and with the designated florist, musicians, etc.
- The chairperson will fill out the Wedding Arrangements Form (See Appendix I) during the interview. She will point out that neither the sacristy nor the vesting area is available for dressing. Rooms downstairs may be used per arrangement with the sexton. Pitchers of water can be made available for the wedding party from the kitchen, but not from the sacristy. The chairperson should also recommend that if Communion is to take place, the wedding party should bring the bread and wine at the time of the rehearsal to avoid any last-minute hassle on the day of the wedding.
- After the interview, the chairperson may wish to assign arrangements to another member of the Guild. If the bride or groom is a member of St. Mark's, the chair may e-mail and/or telephone Guild members to see if any of them are invited to the wedding, as an invited member would be the logical person to act as server. Otherwise the chair may request a volunteer or opt to do the wedding herself.
- The chairperson will send the Wedding Arrangements Form to the following persons: the bride and/or groom; the Altar Guild member(s) handling the wedding; and the church administrator to establish the correct candle fee.
- If the bride and/or groom want to have the page-long history of St. Mark's to slip into the program, the chairperson should send out a copy about a month before the wedding. In that way, the wedding party can have the sheet photocopied and inserted.
- On the day of the wedding, the designated Altar Guild member should arrive at least half an hour before the service begins.

## **Funerals: White hangings**

### **Preparation [CHECK ON NEW LOCATIONS]**

- Casket: Locate the large purple funeral pall hanging in the vesting closet. Place the pall over the last row of chairs nearest the baptismal font and it will be placed over the casket when it is brought in.
- Cremation: Place credence table on high altar side of the center altar. In the right drawer of the sacristy, there are a purple and a white cloth. Leave that on the credence table as a cover for the urn. Alternatively, if the ashes are to be placed in the columbarium, you may set up a credence table in the high altar area near the columbarium. Coordinate with the priest.

### **Setup**

If communion is requested, setup as usual, with attention to expected number of guests. The family will provide bread and wine. Establish who will bring the bread and wine to the altar.

## **HOLY HOUSEKEEPING**

### **Washing the Dishes**

- Tradition requires that consecrated wine be either drunk or poured onto the earth, not thrown down the drain.
- Don't immerse the chalices in soapy water. Otherwise, their stems will get wet and tarnish. Just wash the rims in very hot, soapy water.
- Dry all items thoroughly and store them in their felt bags.

### **Doing the Laundry**

- As soon as possible after the service, spray the stained linens with the spray available near the sacristy sink. (see more about pre-treating linens below.) Some find soaking the dirty linens in water with a little salt or borax works well. If stains are heavy, sprinkle the salt or borax directly on the spots. If stains still remain, repeat the salt, borax, or Biz soak. Badly-stained linens may be soaked for a day or two in Oxyclean and hot water. Chlorine bleach should be avoided at all costs as it degrades the fabric. Linens with irremovable stains may be placed in box in sacristy marked for that purpose. This box looks like a hat box and is on the left end of the long shelf in the sacristy. The linens team will check them for salvaging these linens.
- **DO NOT PUT LINENS IN THE DRYER** Line dry instead.
- Spray lipstick, wine, and other stains with 409, Fantastic, Shout, or some other stain remover. Another effective strategy is to presoak linens in Biz non-chlorine bleach and then launder, adding more Biz to the water.

- Another option is Anne Headley's home-made blend: equal parts of:
  - white vinegar
  - sudsy ammonia
  - liquid Wisk
  - water

Combine in a spray bottle. Those who use it find it as effective as any commercial product.

- Launder in cold water.

### **Ironing the Linens** [CHECK WITH Marcia Knutson about ironing the linens]

- Linens **MUST BE IRONED DAMP (However, if they are too damp, the fabric can be scorched thereby ruining it.)** Steam pressing dry linens, even on the highest setting, just won't do. Best case scenario is to iron linens soon after they have been washed. If you can't do that, let them line dry, then sprinkle water on them and put them in a plastic bag. Put the bag in the refrigerator until ironing time.
- When ironing, fold purificators the long way into thirds; then fold once more in thirds so that red cross appears on the outside. **DO NOT IRON CREASES.** Press the cloth until it is as smooth as possible, let it air dry some more, then simply fold the piece into its proper form. Remember that corporals are folded inside out. The large high altar cloth should be rolled around a cardboard tube.
- If you can't press the linens at home, there is an iron and ironing board in the sacristy.
- **RETURN THE LINENS WITHIN THE WEEK!**

### **Polishing the Brass and Silver**

Most brass and silver is polished on Polishing Days—one on the first Saturday in December; the other on the Saturday before Palm Sunday. However, some items, such as candle followers and collection plates need polishing more frequently.

#### **Supplies**

- Newspapers (used to wipe soft wax off items after they've been boiled)
- Rags (for polishing)
- Screwdrivers (1 regular, 1 Phillips, to take apart the candelabra)
- Small bowl (to hold nuts, bolts, & washers)
- Brass polish (polish of choice is Nevr Dull. which can be purchased at most hardware stores)
- Silver polish (Wenol is currently the polish of choice)
- White dishpan under sink in sacristy (for boiling the brass)
- Tongs (for removing brass from boiling water)
- Tea cart (for transporting items from sacristy to Parish Hall and back)

## **TRICKS OF THE TRADE**

- **LINE SINK WITH NEWSPAPER BEFORE POURING BOILING WATER OVER ITEMS TO REMOVE WAX.**
- DON'T THROW WAXY WATER DOWN THE DRAIN. TOSS IT OUT THE KITCHEN DOOR INTO THE COURTYARD.
- DON'T BOIL ANY ITEM THAT HAS BEEN LACQUERED! (INTINCTION CUPS, LARGE BRASS FLOOR CANDELABRA, PASCHAL CANDLESTICK, & BAPTISMAL PITCHER)
- To clean the brass floor candelabra and the Paschal candlestick, use the steam cleaner stored in the right-hand cupboard under the sink in the sacristy. After the wax is loosened and partially removed, finish the operation with the liquid wax remover found in the sacristy under the sink.
- Don't forget to polish the Paschal candle's follower and the followers on the large standing Eucharistic candles.
- Because the followers for the Eucharistic candles and table candelabra are used so frequently, they need to be polished more often than twice a year—especially after holidays and weddings.

## **KEYS**

All altar guild members are provided two keys: One marked "BB" to the Vesting area and closets; the other marked "SG" is to the Sacristy. Only Altar Guild members, Vergers and Clergy, and Junior Warden have this key. The Cleaning crew does not have this key; when they clean the Sacristy they need to be escorted by someone who the key. At the end of the day, the last person needs to make sure the bolt lock is engaged.

## CANDLES

According to the National Altar Guild Association, ([www.nationalaltarguildassociation.org](http://www.nationalaltarguildassociation.org)), candles became routinely associated with worship in the Middle Ages. In the days before electricity candles provided both literal and symbolic light. By 1547 King Edward VI issued an injunction that called for two lights on the high altar “for the signification that Christ is the very true light of the world.” During the 19<sup>th</sup> century Ritualistic Controversy in the Anglican Church, some wanted to ban the use of altar candles altogether, but these efforts never got passed in the General Convention. Today altar candles continue to be an important part of our services.

In the early days beeswax candles were more likely to be used in churches. They didn’t give off the unpleasant odors associated with those made from animal fats and churches were able to afford them. By the 19<sup>th</sup> century candles were being produced by machines and stearic acid was incorporated into the production. The candles we use today still incorporate these two basic ingredients, beeswax and stearin, derived from stearic acids in animal or plant oils. Beeswax candles are more expensive, but are odorless, dripless, smokeless, and burn more slowly. Most churches, including St. Mark’s, use candles that are a mixture of the two, often a 50/50 mix. The candles we work with include those used for both regular weekly services as well as those used for special services or events, including Baptisms, Weddings, Funerals, Advent, Christmas, and Easter. Here are some brief descriptions of types and uses of candles in our care:

- **Altar Candles** – These candles are the mainstay of our regular weekly services, where they sit atop the central altar, on either side of the Chalice. They are topped with brass Followers to prevent wax from dripping onto Altar linens. Altar Candles are a first choice for extra candles during special services, and wedding parties have an option to purchase them from us for their personal use. Altar Candles should be at least 8” tall; when they burn below that, they are placed with the Torch Candles.
- **Torch Candles** – Torch Candles carried by Acolytes during morning services consist of used Alter Candle stubs, burned down to less than eight inches. The 5pm service uses the taller, torch stands stored in the Chapel area. Larger diameter candles are used for these. They may be candles previously used in the wreath during the Christmastide season, or they may be other candles of a similar size.
- **Baptismal Candles** – Small, commemorative Baptismal Candles are used during baptismal services and given to participating families as a keepsake.
- **Advent Candles/Christ Candle** – Saint Mark’s uses colored, blue and pink candles in the hanging Advent Wreath for the four Sundays of Advent. Serum blue has been preferred by the Episcopal Church for Advent in recent times, over purple, for being less penitential and more expectant. One candle is lit for each of the four Sundays in Advent. In our tradition, the pink candle is lit on the third Sunday. A larger, white Christ Candle is

placed in the center of the wreath and is lit on Christmas Eve. From Christmas Eve until Epiphany, during the Christmastide season, the colored candles are replaced with white candles.

- **Eucharist Candles** – These large, tall candles may be used on the high altar during services, or as an addition to other special services, especially during the Christmas season.
- **Paschal Candle** – The largest of all our candles, the Paschal Candle is lit during the Easter Vigil, to symbolize resurrection and light in the world. It continues to be lit for Sunday services throughout the Easter season. This candle is also used for baptisms, funerals, and other special services as desired.

NAME	SIZE	LOCATION	INVENTORY	ORDER SIZE	LAST ORDERED	WHEN TO ORDER
<b>Altar Candles</b>	7/8 x 12"	Sacristy Cabinet #3	120 as of (10/13/15)	24 candles per box; 6 boxes per case	Nov 2014	About 1 case per year, depending on extra use for weddings
<b>Torch Candles (Hand-carried)</b>	7/8 x less than 8"	Altar Candle stubs stored in box on Sacristy counter	Ongoing box full of used stubs	N/A	N/A	N/A
(Standing)	1 ½ x various	Sacristy Cabinet #3	9" – 1 white 16" – 3 white 15" – 4 beige 17" – 2 beige	2 per box	(See white Advent wreath candles)	As needed, or make use of used Advent wreath candles
<b>Baptismal Candles</b>	Standard	Sacristy Cabinet #4	55 as of (10/13/15)	50 candles per box	Feb 2015	Keep at least a dozen on hand
<b>Advent Wreath Candles</b>	1 ½ x 16"	Sacristy Cabinet #3	Colored: none White: 3 (10/14/15)	2 per box	Oct 2015 1 set of colored and 1 box of white are on order	Traditionally, a new set every year.
<b>Advent Christ Candle</b>	2 x 16"	Lower cabinet, with collection plates	6 as of (10/13/15)	2 per box	Dec 2014	Traditionally, a new one every year. We are currently overstocked.
<b>Eucharist Candles</b>	2 1/16 x 36"	Hall closet #3	2 as of (10/13/15)	1 per box	Dec 2014	As Needed; can be used several years.
<b>Paschal Candle</b>	2 3/8 x 36"	Stands in Baptistry	1 as of (10/13/15)	1 per box	Dec 2014	As Needed; can be used several years.



**DEFINITIONS** [RKH - WE NEED TO ADD MORE, TO CHECK DEFINITIONS, ADD SOME PRONUNCIATIONS, AND STANDARDIZE USAGE IN BODY OF MANUAL.]

**acolyte:** at St. Mark's, a person who lights and extinguishes the candles, carries the cross in the processional and recessional, and carries the torches through the various parts of the service

**alb:** a full-length white ecclesiastical vestment with long sleeves

**alms basin:** see collection plate

**bobèche:** a collar on a candle to catch drippings fair linen: the large altar cloth on which the Eucharistic vessels are placed (see also: **follower**)

**candelabrum** (plural: candelabra):

**censer:** container in which incense is burned (see also: **thurible**) chalice: the cup for the wine of Holy Communion

**chancel:** the part of a church around the altar. At St. Mark's this area is between the rood screen and the high altar and is usually used only by the choir and the organist

**chrism:** consecrated oil used in especially in baptisms and for anointing the sick.

**ciborium:** a covered cup for holding the consecrated wafers of the Eucharist

**collection plate:** the silver or wooden plates lined with red cloth drawstring bags in which offerings are placed; sometimes called offertory plates or alms basins

**corporal:** a small linen cloth put in the center of the altar on which the bread and chalices for the Eucharist are placed

**credence table:** table on which alms basins and other items for the service are placed. We have two, one behind the pillar next to the pulpit where the alms basins are kept on the lower shelf and the additional chalices are placed on the top and a second one at the rear of the nave where the bread and wine are placed before the service.

**cruet:** a small container with a stopper for holding liquids during Communion; a silver one is used for holding water and a glass one is used for holding grape juice

**ewer:** a large pitcher used to hold baptismal water

**fair linen:**

**flagon:** a pitcher for the Eucharistic wine

**follower:** a brass collar placed on the top of a candle to catch drippings (see also **bobèche**)

**intinction:** the act of dipping the Eucharistic bread into the consecrated wine so that the communicant receives both together.

**lectern:** the stand from which a portion of the Scriptures is read during services

**lectern strips:** the hangings placed on the lectern

**missal:** a large book containing the prayers, readings, and rubrics for the celebration of Communion

**nave:** the main part of the church building, extending from the chancel to the front doors

**offertory plate:** see **collection plate**

**pall:** a light square covering, usually of stiffened linen or linen-covered plastic squares, placed over the chalice during Communion

**paschal candle:** an a tall, thick Easter candle; it is also used during baptisms

**paten:** a metal disk or plate used to hold the bread during Holy Communion

**purificator:** a small linen cloth used in the Eucharist to wipe the chalice and dry the celebrants' fingers and lips

**pulpit fall:** the hanging that fits over the front of the pulpit

**retable:** a shelf protruding from the high altar

**rood screen:** an ornamental screen, serving as a partition between the nave and the chancel

**sacristan:** at St. Mark's, one of the chairs of the Worship Committee

**sacristy:** the room where the linens and Eucharistic vessels are kept

**sexton:** a church employee in charge of maintenance (St Mark's currently contracts for maintenance services and does not have a sexton.)

**thurible:** container in which incense is burned

**thurifer:** the acolyte who carries the thurible veil: the cloth used to cover the Eucharistic vessels

**verger:** a church caretaker. At St. Mark's the person who oversees and coordinates all aspects of the church service

**vesting area:** the room where the clergy, acolytes, and lay readers dress and assemble prior to the church service

# Appendix 1

## ST. MARK'S HISTORY AND PLACE IN THE COMMUNITY

*by Bert Cooper*

The church was built in two phases, beginning in 1888 and completed in 1894 with the addition of the chancel and the spire. The style of the church is Romanesque, with rounded arches instead of the usual Gothic pointed arches. The Romanesque style was continued in 1926 when the parish hall was added. In 1965-66 the nave was restored and a central altar was added. In 1990-92 the basement was developed into an undercroft as a legacy for the 21<sup>st</sup> century.

The artistic glory of the church is its stained glass windows, most of which are German works by Mayer of Munich dating from 1888 to 1931 in the nave and chapel/library. The window over the baptistry is an early Tiffany window (1888) depicting Christ leaving the praetorium, as portrayed by Gustave Dore. The clerestory windows are by Mayer (1905-1916, 1942, 1938, 1946-47), Lamb (1936-37), and Willett, Connick, and Brenda Belfield (1981-86). The small window in the vestibule depicting the Winged Lion of St. Mark was made by Lamb in 1976.

The parish began in the late 1880s as a mission to Federal workers on Capitol Hill, and it flourished at the turn of the century when it was the Pro-Cathedral (1896-1902) of the Washington Diocese, created in 1895, before construction of the Washington Cathedral. From its beginning St. Mark's has focused on innovative worship, Christian education, artistic expression, and social outreach. These concerns have continued over the years, and the Christian education program has evolved since the late 1950s in ways that address practical ethical concerns in the context of Christian values amidst the conflicting options of real life.

The Rev. Michele Morgan is currently the Priest in Charge and The Rev. R. Justice Schunior is the Associate Rector. The Rev. Paul R. Abernathy (1996 - 2015) was our eleventh rector, succeeding Jim Adams (1966 -1996), Bill Baxter (1954 -1966), and other outstanding rectors since our first rector, A. Floridus Steele (1867-1893). We look forward to further growth and evolution in our second century on this Capitoline Hill, as a citadel of enlightened, inclusive, and tolerant Christianity.

## Appendix 2

### WEDDING ARRANGEMENTS FORM

**Name of Bride/Groom/Spouse A** (Member: yes ( ) no ( ))

**Name of Bride/Groom/Spouse B** (Member: yes ( ) no ( ))

**Contact phone number/fax/email:**

**Contact address:**

**Date and time of wedding:**

**Date and time of rehearsal:**

**Officiant(s):**

**Altar Guild member presiding:**

**Contact phone number:**

**Approximate number of guests:**

**Altar location and orientation:**

**Flower arrangements** (arranger, vases, disposal after ceremony):

**Pedestals** (with flowers)

**Candle options: [CHECK FOR CURRENT CHARGES]**

- Pair of small Eucharistic candles @\$20
- Pair of large Eucharistic candles @\$25
- Fourteen candles for pair of standing brass candelabra @\$50
- Fourteen candles for pair of standing wooden candelabra @\$50 (2 pairs available)
- Five candles in Advent wreath (\$90 if new, \$45 if used)
- Four candles in Advent wreath (\$65 if new, \$32.50 if used)
- Single candle in Advent wreath (\$25 if new, \$12.50 if used)
- Candles for pair of torches: \$20
- Torches
- Candle lighter/extinguisher (to be used if someone is designated as lighter extinguisher)

**Linens:**

- Embroidered cut-work fair linen for center altar
- Fair linen and crocheted frontal piece for high altar

**Hangings:** White festival

**Embroidered kneelers** (placement):

**Cross options:** Advent wreath / mirror cross / hanging wooden cross/Epiphany cross

**Bread and wine placement choose one**

- Credence table set to side of high altar
- Pulpit projection
- Credence table behind pulpit in center altar area
- Small table located in baptismal font area (This would be used if two people are designated to carry bread and wine up at the appropriate time)

**History sheet in program?:**

**Communion?:** If yes,

- Chalices/intinction cups/non-alcoholic alternative:
- Bread (one pound loaf that will break and not crumble-put in vesting area at rehearsal time)
- Wine (two bottles for every 70 communicants— 1 large & 2 regular or 3 regular bottles for 150 communicants). Should be put in vesting area at rehearsal time)
- Lay servers?
- Placement of missal

**Location of reception:**

**Other instructions:**

## Appendix 3

### **YEARLY ALTAR GUILD TASKS**

#### **9:00 and 11:15 Coordinators:**

The main function of the coordinators is just as the name suggests: to coordinate between the clergy, Liturgy Planning Team, and the members of the Altar Guild. They also prepare budget in the fall for submission to the Worship treasurer. Communication skills and organizational ability are essential. Reminders of upcoming events, announcements of changes in procedure, and the occasional crisis management are typical of the duties. It is understood that this leadership will rotate among the membership.

#### **Prepare 9:00 and 11:15 schedule/roster:**

Scheduling begins with a copy of the worship calendar, generally for the coming church season. Typically, two altar guild members are assigned to each Sunday morning service. When there is one morning service, we like to schedule one person from each service, thus providing an opportunity to work together and get to know each other. It is wise to schedule an experienced person with a newer member, thus providing on-the-job training.

Make arrangements for the purchasing of: grape juice & rice crackers and sacristy supplies (soap, sponges, polish, tape, etc.) and the ordering of: candles & communion wafers and palms (& ashes, if needed).

**Check to see if sewing** is required (both repairs and new items):

**Select Coordinators for Weddings and Funerals:**

**Select Brass and Silver polishing coordinators**

**Make arrangements for the training of new members**

**Select end of the year dinner coordinators:**

Coordinating the dinner takes two or three people. Tasks include verifying the parish hall and kitchen reservation, making sure that someone has a key to the kitchen, sending out reminders to the members of the 9:00 and 11:15 crews, inviting special guests (typically including the clergy, the heads of worship, and the head verger), setting the meeting agenda, deciding on who will conduct the meeting, collecting RSVPs and information on food offerings, and arriving early enough to set up tables as desired. The same people will clear up after the dinner and secure the space upon leaving.

**Update, edit, upload, and print manual so all have access to a copy****Update inventory****Make sure communion box for All Parish Retreat (Claggett) is ready**

## APPENDIX 4

[Appendix 4 will be the inventory when it is completed]