

ST. MARK'S ALTAR GUILD



MEMBERS' HANDBOOK

**This edition of the St. Mark's Altar Guild
Manual is dedicated to the memory of our friend,
Evelyn Sinclair.
Requiescat in pace.**

Acknowledgements

Many people helped put this manual together. Thanks are due Sarah Rau for writing an earlier manual 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

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 Altar Guild Members' Manual

HISTORY

The Altar Guild is a relatively new ministry for lay people, dating only from the last half of the 19th 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.

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.



[THIS SECTION UNFINISHED]

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.

If a member finds an assigned date inconvenient, it is his or her responsibility to find a substitute. It is also his or her responsibility to phone, fax, or e-mail the change to the church secretary, so that the altered lineup can appear in the Sunday bulletin.

HOW TO SET A HOLY TABLE

Before the First Eucharist of the Day

1. Check the liturgical calendar for the correct color for hangings. The hangings are located in a closet in the vesting area.

2. Remove the dust cover from the altar, fold, and store near the chapel.

3. For most services, prepare the cart with the following equipment:

3 chalices (2 silver and 1 ceramic for juice)

2 intinction cups (1 silver for wine, 1 glass for juice, water cruet filled 2/3 full with water)

2 missal stands (unless there is only 1 celebrant)

2 Eucharistic candles (check length)

1 fair linen

1 corporal

3 or 4 purificators

1 pall

1 lectern hanging

1 pulpit hanging

1 veil

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 loaf of bread on breadboard, covered with bread cover

1 small green dish with 3 – 4 rice crackers

4. Set the altar according to the diagram in the Sacristy.

- Fair linen,
- Corporal unfolded in the center,
- 1 silver chalice (from black box), covered with purificator, then pall,
- glass grape juice cruet,
- silver water cruet,
- 3 additional purificators,
- 3 rice crackers in little green dish,
- 2 candlesticks,
- 1 or 2 missal stands,
- seasonal veil.



5. Place bread and wine on the small table near the Baptismal font.



6. 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.



8. Make sure the lay servers and the clergy know the difference between the chalices and the intinction cups.

After the First Eucharist

1. Immediately remove alms basins and place 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 vesting area.
5. 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.
6. 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 21 of this manual).

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. Rinse and/or wash vessels as described above. Put them into their protective coverings and store them in the appropriate cupboards.
6. 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 ** of this manual).
7. 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

CHURCH SEASONS: PREPARATION, SETUP, CLEANUP

SEASONS	HANGINGS	SPECIAL ARRANGEMENTS
Advent	Light blue	Advent candles in wreath
Christmas Eve	White	single white candle in wreath, candles in standing brass candelabra, 2 large Eucharistic candles on risers on either side of central altar; two extra alms basins; extra silver cruet; extra bread & wine; extra collection plates
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. 1,000 palms; 2 palm fans as decor; draped crosses
Maundy Thursday	Red	Coordinate with Holy Week Task Force, Paschal candle, wicker baskets, extra wine & wafers to be used next day
Good Friday	None	Communion of Reserved Sacrament
Easter Vigil	White	Paschal candle; large Eucharistic candles, standing brass candelabra, table candelabra, standing wooden candelabra; possible Baptism
Easter	White	sparkling Burgundy; extra bread; extra silver cruet; 2 extra collection plates
St. Mark's Day (if it falls on a Sunday)	Red	
Day of Pentecost (first Sunday)	Red	Possible Baptism
Pentecost	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 candelabras in baptismal font area.

b. 14 candles (with followers) in the table candelabras on the high altar.

c. Two large Eucharistic candles in brass candlestands 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.

e. Extra equipment needed: Small silver cruet containing extra wine (set on altar) Another bottle of wine, opened and stashed under the credence table behind the pulpit; 2 wooden collection plates, in addition to 4 silver ones

NB: Someone should be appointed *candlemeister* to coordinate safety precautions with beads, replace guttering candles before the second service, and watch for "accidents waiting to happen" during both services.

Cleanup

a. After each Christmas Eve service, make sure that candles in standing brass candelabras 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 candelabras. Time allowing, the standing brass candelabras should be de-waxed (use hair dryer and liquid wax remover)

Epiphany: White festival hangings for Epiphany Sunday, then green for remainder of season.

Lent: Purple hangings

Ash Wednesday (ask clergy about setting out collection plates): Hangings: Purple, Lectern, Pulpit, Veil

The Ash Wednesday service will be small, and held at three times: 7 am, Noon, 7 pm. The Rector will face the Baptismal area while doing the service.



Setup:

- Fair Linen
- 2 Eucharistic Candlesticks
- Corporal
- 2 Purificators
- 2 Chalices
- Water Cruet
- Gluten free wafers
- 2 small silver bowls with ashes. (placed on Altar but NOT under veil)

From Janice Brown: Paul has always had me set the Altar sideways for Ash Wednesday -- that is with the celebrants facing the windows and the candlesticks on the high altar side and the baptismal font side. When we have an assoc/assist, both Paul and assist/assoc have always come --- therefore two of everything. There are few folk at 7AM (20-30 max) so we have never done intinction or grape juice. But --- who knows what they will want next year.

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

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 purple drapes for crosses (in vesting closet) and iron if necessary.
- Place purple drapes on high altar cross, processional cross, and hanging cross (you'll need someone to lower and raise the hanging cross)
- Arrange palm fans on altar or retables in large brass vases. Secure with paper clips, Scotch tape, and florist foam. Consider adding springerei fern and/or dried purple or red statice.
- Iron high altar cloth if necessary
- Consider putting out the linen and large Eucharistic candlesticks ahead of time.

b. On Sunday, set high altar

- 3 chalices
- 2 intinction cups
- 1 nonalcoholic intinction cup (at 11:00 A.M.)
- 3 patens
- Table candelabras on retables
- Eucharistic candles on altar or at side of altar
- Small credence table under shelf (retable) to right of altar
- Bread & wine on the pulpit platform of the high altar

c. On Sunday, arrange for distribution of palms

- Locate large basket on top of cupboard in Sacristy. Place it in courtyard.
- Place large credence table from vesting area in courtyard.
- Distribute 450 stripped palms at each service. Use remainder to scatter along the processional path.

Cleanup

- a. Remove all candles
- b. Leave crosses draped.

c. Store leftover palms in basket in sacristy.

ORDERING PALMS for PALM SUNDAY

In 2006, St. Mark's was purchasing palms from one source. Fan palms are used for decoration of the high altar. Palm strips were distributed to the congregation for the procession on Palm Sunday. The strips came from over-harvested trees. There were people on the Worship Committee who wanted St. Mark's to become more ecologically friendly so we became a customer of the ECO-Palms project out of the University of Minnesota. These palms are of the sustainable harvesting system, whereby only what is going to be used is harvested. The livelihood of Mexican and Guatemalan farmers is directly linked to their participation in this project. We began our support in 2007.

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: Order from the Eco-Palms Project, orders@ecopalms.org or www.ecopalms.org. There are 3 case sizes and we have had to experiment with the numbers. In 2010 we ordered 2 small cases they were barely enough. In 2011 we ordered 1 small and 1 medium case. In 2011 the cost was \$155.60. **ECO-PALMS NEED TO BE PRE-PAID.**

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

A notebook containing past orders will be placed in the Sacristy. 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 refrigerator overnight.

Maundy Thursday: Red hangings

Footwashing: The only responsibility of the 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 Holy Week Task Force.

Setup

- As many chalices as possible (get the one from the undercroft)
- 2 intinction cups
- 1 nonalcoholic alternative cup
- No patens, instead see below
- 4 wicker baskets
- 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
- Bread and wine (usual placement on credence table near front door in nave)
- Container of wafers (for Communion of Reserved Sacrament on Friday)
- Extra wine (for Communion of Reserved Sacrament on Good Friday)

Good

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

Cleanup

- Remove all purple hangings, but leave the crosses draped.
- Return the chalice to the undercroft.

Good Friday:

No hangings. Clergy may handle Communion of the Reserved Sacrament themselves, but if an Altar Guild member plans to attend, she or he can offer assistance.

Setup:

UPDATED 4/12/12: Paul asked that we keep the altar bare, and on the credence table, only put the following:

- Corporal
- Chalice (2- 1 for common cup, 1 for intinction)
- Purificators (2)

- Flagon of sacramental wine from Maundy Thursday
- Bread from Maundy Thursday
- Red stoles (2)
- Optional – candlesticks.

These will be brought up to the altar at the time of communion.

Easter Vigil: 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. An extra supply of used candles is placed on the small credence table behind the pulpit, along with bobeches to guard against dripping.

Preparation:

- See if sexton can remove purple drape from the hanging cross after the Good Friday ceremony. Also ask him to bring out the four wooden candelabras and place them at each corner of the center altar.

- Remove purple drapes from the other two crosses

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 1 towel on side on font. Put baptismal candles (one per candidate) on credence table in baptismal area.

Recruit a few "strong backs"-to help move the wooden candelabras after the service.

Setup:

- 2 chalices
- 1 intinction cup
- 1 nonalcoholic alternative cup
- 2 patens
- No alms basins
- Tall Paschal candle with follower behind baptismal font
- 2 brass floor candelabras in the baptismal area (14 candles with followers)
- 2 central altar candlesticks on the pulpit
- 2 acolyte torches in their stands at the lectern

- Large Eucharistic candles on wooden risers next to center altar
- 4 wooden floor candelabras at each corner of altar platform (28 candles with followers—if we have enough!)
- 30 used altar candles on credence table
- 60 bobeches (?)

Cleanup:

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

Easter: White festival hangings

Setup (in addition to regular Sunday procedures):

- Balloons (not responsibility of altar guild)
- Table candelabra on high altar retables (projections above the altar)
- 2 large Eucharistic candlesticks on wooden risers next to center altar
- 2 brass floor candelabras in baptismal area

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

- No flagons
- 6 one-liter bottles of chilled sparkling Burgundy. 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).
- 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.

This is generally a high altar service. See Palm Sunday instructions

Thanksgiving: White festival hangings

Coordinate with Task Force re decorations.

Setup

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

Special Saints' Days

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

SPECIAL SERVICES: BAPTISMS, WEDDINGS, & FUNERALS

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.

area

- 14 candles in two standing brass candelabra in baptismal area

- Place on side of font: 1 shell Bottle of oil (from portable Communion set) 1 towel

- 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

- 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 rector.

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, soak the dirty linens in water with a little salt or borax. If stains are heavy, sprinkle the salt or borax directly on the spots.
- Spray lipstick, wine, and other stains with 409, Fantastick, 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 a home-made favorite 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.

- If stains still remain, repeat the salt, borax, or Biz soak. If this doesn't work, soak in a mild solution of bleach and water FOR NO MORE THAN FIVE MINUTES. Wash and rinse again. It is imperative to remove all the bleach to prevent the cloth from yellowing when it is ironed.

- DO NOT PUT LINENS IN THE DRYER (with exception of drip-dry fair linen and adjunct clergy albs. Line dry instead.

Ironing the Linens

- Linens MUST BE IRONED REALLY DAMP! 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, 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.

- Don't iron the drip-dry fair linen and adjunct clergy albs. Ironing destroys their wrinkle-proof quality.

- RETURN THE LINENS WITHIN THE WEEK!

Polishing the Brass and Silver

Most brass and silver is polished on Polishing Days—one shortly before Christmas; the other shortly before Easter. 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

• 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.

DEFINITIONS [May need to add more]

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

censer: container in which incense is burned (also see *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 baptism

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, etc. are placed

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

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

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 21st 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. Paul R. Abemathy is 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 and/or Groom (Member: yes () no ())

Contact phone number/fax/email:

Contact address:

Date and time of wedding:

Date and time of rehearsal:

Presiding rector(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

Candlelighter/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:**

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?:**

Chalices/intinction cups/nonalcoholic 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

ALTAR GUILD TASKS 2011-2012

9:00 Coordinators:

11:15 Coordinators:

The main function of the coordinators is just as the name suggests: to coordinate between the church office and the members of the Altar Guild. 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. In recent years, we have developed a pattern of a senior coordinator who serves for 1 year, assisted by a second coordinator, who is in training to be in charge the following year. It is understood that this leadership will rotate among the membership.

9:00 scheduler/roster:

11:15 scheduler/roster:

Scheduling begins with a copy of the worship calendar for the coming year, usually issued in the summer. Typically, two altar guild members are assigned to each service. When there is one service (such as in the summer months, 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.

Purchasing:

- 1) grape juice & rice cracker supply
- 2) sacristy supplies (soap, sponges, polish, tape, etc.)

Ordering:

- 1) candles & communion wafers
- 2) palms (& ashes, if needed)

Sewing (both repairs and new items):

- 1)
- 2)

Weddings:

- 1)
- 2)
- 3) back-up

Funerals:

- 1)
- 2)
- 3) back-up

Brass polishing coordinators (2 X 2 times per year):

- 1) December: (a)_____ (b)_____
- 2) Spring: (a)_____ (b)_____

Training new members (Need 1 or 2 per group):

- (9:00)
- (11:15) :

Worship committee attendee/ Communications: (AG coordinator or someone who lives on the Hill)

- 1)
- 2)

End of the year dinner coordinators:

- 1)
- 2)

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.

Prepare budget in the fall (part of worship):

- 1)
- 2)

Update, edit, upload, and print manual so all have access to a copy:

- 1)
- 2)

Update inventory:

- 1)
- 2)

Communion box to Shrinemont: TBD