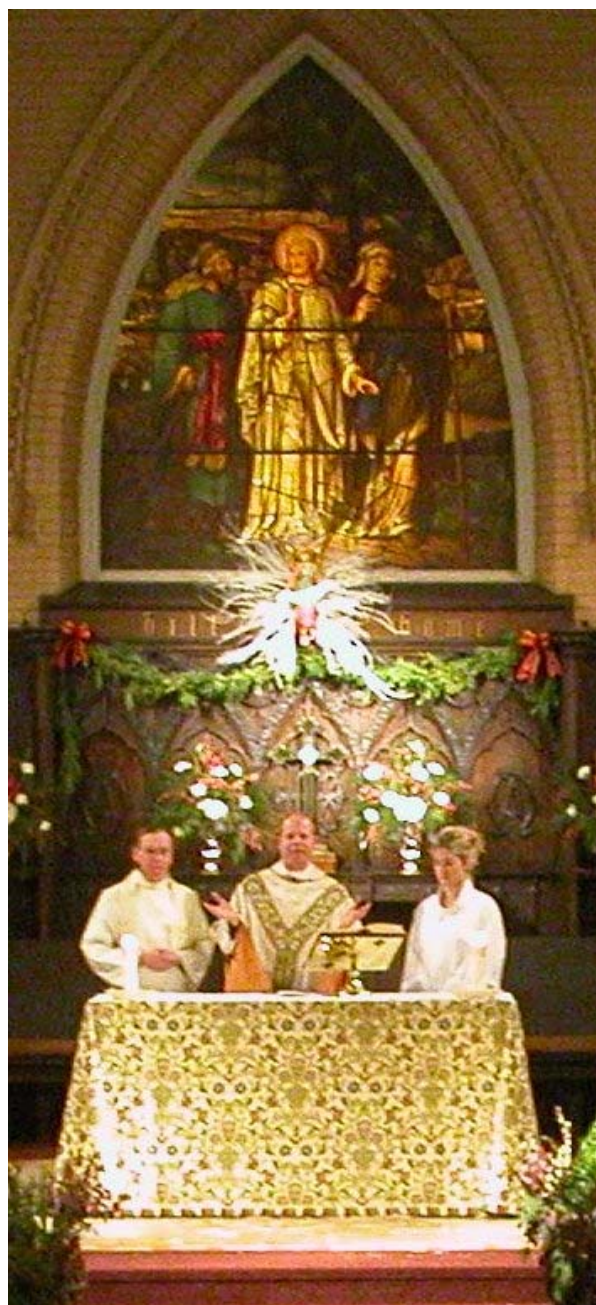


The Work of the People

Worship Leadership Guidebook



Chancel Guild 2007

Introduction

Season by season, Sunday by Sunday, worship service by worship service, the many people who give of their time and talent to ensure that all is ready, who welcome, read, pray, serve, offer bread and wine are part of our treasure as a parish. *You* are part of that treasure.

In this guidebook you will find some reminders of things you already know but have perhaps forgotten; details of things that may be new to you; and hopefully shared wisdom that will help you in your role in worship leadership.

When you welcome in the visitor and the parishioner alike, we meet Christ in one another. When you read scripture and help the listener hear the story, perhaps for the first time, you help draw them in. When you offer intercessions you put into words or give space for words that which we need to offer up to God. When you assist the clergy as a server you help to put the liturgy in motion. When you offer the bread and the wine you feed the gathered community. When you work behind the scenes to set the holy hardware and the gifts of wine and bread in place you ensure that we are ready – ready to welcome, the listen, to pray and to be fed.

Thank you for all that you do to support the worship life of the parish.

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Chancel Guild

Jesus said to them, "I am the bread of life. Whoever comes to me will never be hungry, and whoever believes in me will never be thirsty..."

John 7.35

It takes many hands to prepare the worship space for our Sunday services and the other services that mark our journey through the liturgical year. The Chancel Guild is assisted in this endeavour by the members of the 9.30 teams and the server's guild.

The Chancel Guild does the core set up, usually on Saturday, ensuring that all is ready for the 8 a.m. service, preparing the basics for the 9.30 and 11.15 a.m. services and tidying the chancel.

The Presider at the 8 a.m. service completes set up for that service. The 9.30 teams swing into action by cleaning up following the 8 a.m. and setting the credence and gifts tables for the 9.30 service.

Following this service they ensure that the 'holy hardware' is clean and ready for the change over to the 11.15 service.

Either members of the chancel guild or the server's guild do the final set up for the 11.15. The chancel guild members complete the cleanup following the service.

Your role in ensuring that 'all things are now ready' is invaluable to those who are providing worship leadership in the chancel – clergy and servers alike.

Chancel

Saturday Set up

Chancel Set up

- Dispose of any flowers that remain from previous week. If there are new flowers for this week, water them in the sacristy and then place on reredos.
- Remove any dust covers from chancel and chapel altars; examine fair linen on altars and replace as necessary.
- Place fair linen on both chancel and chapel credence tables.
- Check colour for Sunday, and change frontals and antependium as necessary.
- Check all candle wicks, and trim to one-half to three-quarter inch. Trim edges of candles to eliminate ridges. (Note: If followers need cleaning, first carefully scrape with a knife; rinse under running hot water; if wax still remains, remove with solvent; allow to cool, and replace.) Place candles on main and chapel altars.
- Place brass cross on chancel credence table.
- Check presence light in side chapel; replace if necessary.

Set up for 8 a.m. service

- Open vault to begin setup. (As you remove each vessel, polish with a soft towel.)
- Dress principal chalice for the 8:00 service with (in order): chalice¹, purificator, matching paten with priest's host, pall, veil, and burse with extra purificator inside — hinge of burse usually faces the people. (We have no veil and burse in either green or blue; they are therefore omitted during their respective seasons, Ordinary Time and Advent, and the extra purificator is placed directly on top of the pall.)

Set up for 9.30 a.m. service

- Dress another principal chalice — this one for the 9:30 service — with the Anniversary Chalice, purificator, pall (note: no paten is used on this chalice at this service), and, on top, a second purificator.
- Dress two final chalices, also for the 9:30 service: a purificator, paten (use the IHS and boxy patens), and pall on each, and, on top of one of the palls, the anniversary paten. (Note: The number of chalices may change with the season; check for updates posted in or near the vault.)

Set up for 11.15 a.m. service

- Fill ciborium with **150** people's hosts (from the Peak Frean box).
- Small bread box: half full with people's hosts (if you want a number, 35).
- Small, loaf-shaped bread box: filled with rice people's hosts.
- Big bread box: about half full with people's hosts — celebrant must be able to transfer hosts *either* from box to ciborium *or* from ciborium to box.

Final steps

- Clean the two crystal cruets. Fill with wine: the large one up to the top of the bottom attachment of the handle, and the small one to the shoulder. (NOTE: The amount of wine as well may change with the season; check as above.)
- Replace vessels: principal chalice in middle (if you used a veil, the embroidered

¹ Use any chalice except the Anniversary Chalice. This congregation is small — as are those at the weekday services — and the amount of wine needed would disappear in the bottom of the Anniversary Chalice. Use it only for the 9:30 and 11:15 services.

cross should face out); the small crystal cruet and small bread box in front; the ciborium and one chalice to one side of the principal chalice, with the remaining chalices on the other; the large crystal cruet, the small silver cruet, and the large bread box on the shelf below.

- Clean brass collection plates with a soapy washcloth, and dry with towel. (If marks are stubborn, use brass polish.) Ensure that doilies for both brass and wooden plates are correct liturgical colour. Return plates to vault.
- Partially set up for Sunday's 8:00 a.m. service: Place a corporal on altar in side chapel, and a wooden collection plate on table just outside.
- Close inner doors; replace missal stand on floor; close vault door, turn handle to slide bolts home, then spin combination dial to secure.
- Check furniture: Bishop's chair centred under window, and presider's chair pulled out from wall; chair and kneeling desk at the nave end of each communion rail.
- With soapy washcloth and dry towel, clean communion and stair rails. (Again, if marks are stubborn, use brass polish.)
- Water the flowers, and polish the vases.
- Dust as necessary.

Saturday set-up for wedding (in addition to above)

- Change frontal and antependium to white, if they are not already. Use white damask burse and veil.

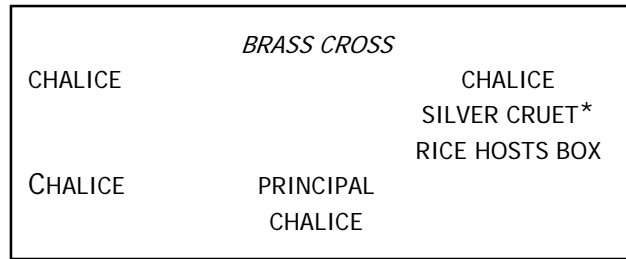
Chancel set up for the 9.30 service

You are a vital part of the smooth transition from one service to another. Thank you for helping.

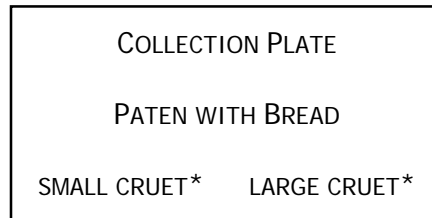
There are two tasks that need to be performed: first, the Chancel needs to be prepared BEFORE the Eucharist; second, the vessels and Chancel need to be tidied up AFTER the Eucharist.

1. BEFORE the Eucharist (allow 15 to 20 minutes):
 - a. The chalice and paten from the 8:00 a.m. service need to be washed. Simply rinse them under HOT water and dry. Place the soiled purificator in the plastic box beside the sink. (Put chalice aside until needed in step c, below.)
 - b. Dress the principal chalice as follows, if it is not already prepared:
 - i. Anniversary chalice
 - ii. Purificator (from the top drawer, draped across the chalice)
 - iii. Pall (flat, embroidered linen-covered square)
 - iv. Veil (large square of embroidered silk)*
 - v. Burse (square 'envelope' matching the veil)*
 - vi. Spare purificator

NOTE: We have no veil and burse in either green or blue; they are therefore omitted during their respective seasons, Ordinary Time and Advent, and the spare purificator is placed directly on top of the pall.
 - c. Three more chalices are required as follows (most may already be prepared):
 - i. Chalice
 - ii. Purificator
 - iii. The largest patens we have — the anniversary, IHS, and boxy patens.
 - iv. Pall
 - d. Fill:
 - i. The silver cruet (found in the vault) with cold water. (Run the tap until it is really COLD.)
 - ii. The two crystal cruets with wine (if not already filled): the large cruet to the top of the bottom attachment of the handle; the small cruet full. (This may vary with the time of year; updates will be posted in or on the vault.)
 - e. Set up the various stations:
 - i. The ALTAR: Spread out a corporal in the centre, with the cross closest to the celebrant. Place a pew leaflet, opened to the PREPARATION OF THE GIFTS under the right side of the corporal. (Leave the missal stand in the Sacristy; it will be carried in by one of the servers during the preparation of the gifts.)
 - ii. The CREDENCE TABLE (in the Chancel): Place four chalices on the table (the number may be smaller in the summer) with the principal chalice in front and two to the left of it and one to the right. You also place the rice wafer box and the silver water cruet on this table, its handle* facing away from you.



iii. The OFFERTORY TABLE (in the aisle at the back of the nave): Cover with a tablecloth from the plastic bin in the book carts by the welcome desk. Place on it the two wine cruets, handles toward the altar; the 9:30 (super-sized) paten with the bread; and a wooden collection plate (from the vault).



iv. Place an open corporal — one of the ones marked ‘ablutions’ — on the work counter just inside the Sacristy door.

2. Make a quick double check:
 - a. Altar, Credence Table, Offertory Table
 - b. Hardware in place
3. Relax. You are now finished until the end of the Eucharist.

4. AFTER the Eucharist (allow 10 to 15 minutes)
 - a. Make sure the Ablutions have been done and the candles are out.
 - b. Collect: Anything from the Credence Table except for the brass cross.
 - c. Return: The Missal stand with the Missal to the Sacristy.
 - d. Put soiled linen in the plastic container beside the sink.
 - e. Wash all the silver under HOT water — you may also need to use some dishwashing detergent — and then dry (see NOTE below). Place the dry silver on the work table for the team setting up the 11:15 service.
 - f. With a soapy washcloth and a towel, wash and dry the brass communion rails in the Chancel.
 - g. Remove any 9:30 leaflets and hymn books. Clergy and server copies of the hymn book should be put in the rack in the Sacristy.

5. You are now finished and can EXIT, STAGE LEFT. Thank you. (The 11:15 team should arrive in a moment to set up for that service.)

Important Notes on Drying Chalice:

1. Dry the base first: Grasp the chalice in the middle, using the towel to protect you from the hot metal, and dry carefully into the nooks and crannies.
2. Dry the bowl second: Cover the palm of your holding hand with one end of the towel (this will dry the outside); place the stem of the chalice between the middle fingers to cradle the bowl AND to prevent it from snapping off; and dry the inside of the bowl with the free end of the towel, paying careful attention to the lip.

If you have any questions, ask Christopher Cantlon or the clergy. And once again, thank you — your help is greatly appreciated.

Chancel set up for the 11.15 service

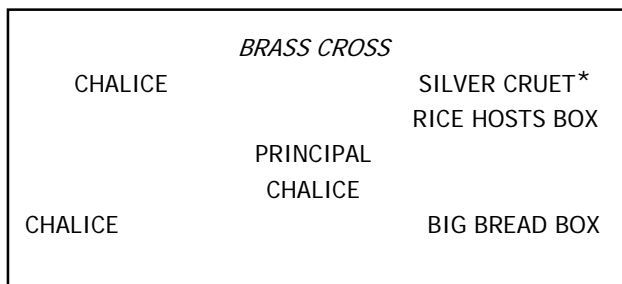
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There are two tasks that need to be performed: first, the Chancel needs to be prepared BEFORE the Eucharist; second, the vessels and Chancel need to be tidied up AFTER the Eucharist.

Before the service

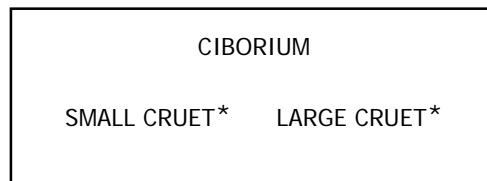
- Remove missal stand from altar, if necessary, and place in sacristy. (It will be brought to the altar during the preparation for the Eucharist.)
- Check corporal from 9:30 service and reverently dispose of any crumbs; place corporal (or new one, if old one soiled) on altar.
- Dress principal chalice, using the Anniversary Chalice, purificator, paten with priest's host, pall, veil, and burse, with an extra purificator inside burse. (As before, if there are no veil and burse, place extra purificator on top of the pall.)
- Dress two additional chalices, with purificator, paten (using the two largest — i.e., the IHS and 'boxy' — patens) and pall.
- Refill silver cruet with cold water.
- Fill the large crystal cruet up to the bottom of the bottom attachment of the handle with wine, and the small cruet full (again, these amounts may change with the season; check for updates posted in or near the vault).

1. Set up credence table as below:



(* Cruet handle towards wall.)

2. Set up table in centre aisle as below:



(* Cruet handles toward altar.)

- Set out corporal on sacristy work counter for ablutions.
- Check that pew leaflets are on prayer desks and at servers' places. The pew leaflets for the servers should be tucked inside the hymnal at the opening hymn — so the servers can quickly find the words after taking their places. Open another leaflet to THE LORD'S PRAYER, and slide partly under the right side of the corporal on the altar.
- Check lectern: lectern facing straight, set at lowest position; microphone stand off-centre right (from reader's point of view), vertical adjustment lock tightened, with microphone facing reader.

* * *

After service

- Check candles, and trim if necessary (including the Paschal or Advent candles)
- Check corporal from main altar; if there are crumbs, reverently dispose of them.
- Put soiled purificators and corporals in container beside sink.
- Wash the communion chalices and patens in hot, soapy water, and dry.
- Wipe remaining silver with soft cloth. (Pay special attention to drying the inside of the silver cruet.)
- Wash large crystal cruet; dry and leave, unstoppered, in vault.
- Check small crystal cruet for spills, and clean if necessary; fill with wine to the shoulder.
- Check colour for next Eucharist — most likely the following Wednesday noon, but could be Sunday p.m. — and dress principal chalice: Chalice (one of the smaller ones, remember), purificator, matching paten with priest's host, pall, veil and burse (if applicable) with extra purificator inside, and corporal on top of burse.
- Fill small bread box as before.
- Make sure big bread box is filled as before.
- Return principal chalice, bread boxes and cruet to vault.
- Put patens, ciborium, remaining chalices, and silver cruet in bags, and place in vault.
- Leave the Bible on the lectern, but put away the Gospel book. (If there is an evening Eucharist, leave out the Gospel book as well.)
- Close inner doors; place missal stand on floor; close vault.
- Set out second chair beside assistant's chair for evening service.
- Leave out candles and the stand microphone at the lectern.
- With soapy washcloth and dry towel, clean communion and stair rails.
- Flowers may have been given away; top up the water for those that remain, and water the ivy. (Replace flowers that have been given away with ivy.)

IMPORTANT NOTES ON DRYING CHALICES:

1. Dry the base first: Grasp the chalice in the middle, using the towel to protect you from the hot metal, and dry carefully into the nooks and crannies.
2. Dry the bowl second: Cover the palm of your holding hand with one end of the towel (this will dry the outside); place the stem of the chalice between the middle fingers to cradle the bowl AND to prevent it from snapping off; and dry the inside of the bowl with the free end of the towel, paying careful attention to the lip.

If you have any questions, ask Christopher Cantlon or the clergy. And once again, thank you — your help is greatly appreciated.

Ironing (if ever needed)

- Remove linen from freezer; defrost — *carefully* — in microwave oven.
- Iron linen on wrong side (to prevent shine).
- Fold corporals in even thirds, good side in.
- Fold purificator in wide thirds, good side out, with cross bottom right.

Glossary of Terms

Alb – the white robe worn by altar servers. (From the Latin word *alba*, “white [garment]”.)

Boat person – a server (typically younger) who accompanies the thurifer (see below) and carries the “boat” – a vessel containing grains of incense – during high feasts such as Christmas, Epiphany, Easter, Pentecost, and All Saints.

Burse – a case made of two squares, covered with the same material of the same colour and design as the veil (see below). It sits on top of the veiled chalice, and contains the corporal (see below) or, more often here at CoR, an extra purificator (see below). The word is derived from the same Latin word that gives us the term “purse”.

Breadbox – small silver box for communion wafers; typically found on the credence table

Chalice – a cup used to hold the wine during the celebration of the Eucharist, and by means of which the consecrated wine is distributed.

Chancel – the part of the church where the altar stands.

Ciborium – a tall, silver, cup-like container (usually with a lid) which holds communion wafers during the Eucharistic Prayer (or consecration); brought up by the gift-bearers at the beginning of the Offertory.

Credence table – the small table (a side-table, really) on which the communion vessels are placed while not in use at the altar. At CoR, it stands to the left of the sacristy door.

Crucifer – literally, “cross-bearer”. The altar server who carries the cross (and serves table at the 9:30 a.m. service)

Cruet – a glass or silver vessel which contains either wine or water. At CoR, wine is normally in one of two glass cruets, both of which are brought up by the gift-bearers at the Offertory: (1) a large one, which remains on the altar for the Eucharistic Prayer, and (2) a smaller one, whose contents are emptied into the principal chalice, and which then is taken to the credence table.

Epistle acolyte – carries a taper behind and to the right of the processional cross, and serves the table at the 11:15 a.m. service.

Gospel acolyte – carries a taper behind and to the left of the cross.

Liturgical colours – the colours proper to the seasons of the Church Year. They are traditional in the sense of being customary, not in the sense of belonging to the non-negotiable foundations of Christian faith and worship. The colours are as follows:

- Green – for use in “Ordinary Time,” the numbered Propers after Christmas/Epiphanytide and before Lent, and after Pentecost until Advent. Green is the colour of the growing seasons, spring and summer. Why do we also don it in January and February? Probably because it is the default-mode colour for more than half the Church Year; what other colour can we wear when we are no longer doing Christmas and Epiphany, and have not yet entered our penitence-mode? Here at CoR, the altar and the clergy continue to be vested in green through Ordinary Time, but we no longer have a green burse and veil (see above and below); the last remaining green set became too threadbare for use around 1995, and the decision was made not to replace it.
- White (or gold) – for use from the Easter Vigil/Easter Day until the Day of Pentecost; and on all feasts of our Lord – e.g. Epiphany (January 6th) and the Baptism of the Lord (Sunday following Epiphany), the Presentation (February 2nd), the Annunciation (March 25th), the Transfiguration (August 6th), St Mary the Virgin (August 15th), All Saints’ Day (November 1st), the Reign of Christ (Proper 34/The Last Sunday after Pentecost), &c. Also to be used for weddings and funerals. White is the colour associated with the purifying mission of Jesus Christ (the incarnation and the resurrection) – humanity’s sins have been bleached out by his person and work, there is no alloy of any other colour to compromise us any more. (Gold also has the same symbolism – pure gold is metal utterly refined and purged in the crucible, without any contaminating allot.)
- Red – for use on all days of Holy Week (Palm Sunday through Good Friday), the Day of Pentecost, and Holy Cross Day (September 14th). Also to be used on the feast-days of martyrs. Red is the colour of blood that has been shed; it is also the colour of flame (as at Pentecost’s “tongues as of fire”).

- Blue – for use through the season of Advent only. In the usage of the mediaeval English church, blue was the colour associated with the Blessed Virgin Mary – hence the hue known as “Marian blue”.
- Purple – for use throughout the season of Lent (Ash Wednesday until Palm Sunday). Why purple should have been specially associated with penitence is one of the more puzzling puzzles of the Christian tradition.

Nave – the main body of the church, where the pews are. The term seems to have been derived from *naos*, the Greek word for “temple” – not (as has sometimes been supposed) from *navis*, the Latin word for “ship”.

Narthex – the open space at the back of the church, behind the nave and inside the inner doorway, where we gather after the liturgy for refreshments and conversations.

Pall – a square of cardboard, stiff plastic, or (occasionally) glass, covered with white linen, which sits atop the chalice. It is designed to protect the wine from flies and other insects that may take a dive into the cup and drown happy in the beverage. (If such an accident happens during the Eucharistic Prayer the PC – or if during the communion, the minister administering the chalice in question – is expected to remove the insect and dispose of it as discreetly and unfussily as possible. The normal procedure is to consume the now sacrament-soaked bug. It is considered extremely bad form for the unfortunate minister to leave the dead thing in the sacrament, or to make anybody else consume the offending bug.)

N.B. The word *pall* may also describe the large cloth covering (formerly black or purple, now usually white or gold) draped over a coffin at funerals.

Paten – a plate that holds the principal loaf or the priest’s host (see below) to be used during the Eucharistic Prayer. Most patens at CoR are small silver plates which sit atop the chalices, until unpacked and readied for distribution of communion. (The “principal paten,” however, is the gold-plated one, which goes with the “principal chalice,” whose inner bowl is also gold-plated.) At the 9:30 liturgy, there is a very large silver paten on which rests the loaf of bread; this, with the loaf on it, is brought forward by the gift-bearers at the Offertory.

Priest’s host – the large wafer on the principal paten, for use at the 11:15 liturgy. The term is derived from the Latin word *hostis*, meaning, “sacrifice” or “oblation”. Formerly, only the PC and, by courtesy, any other clergy who happened to be present (bishops and priests, but not

deacons) could receive the host in communion. We at CoR treat this custom as a matter left to the discretion of the PC.

Purificator – white linen cloth (actually a linen handkerchief, normally with a cross embroidered into the upper right-hand corner) used to wipe the chalice clean after each use when giving communion.

Thurifer – a server who carries and swings the *thurible* (a.k.a. *censer*) during high feasts such as Christmas, Epiphany, Easter, Pentecost, and All Saints. The terms *thurible* and *thurifer* come from the Latin word *thus*, *thuris*, “incense”. So a thurible is an incense-container, and the thurifer is the incense-bearer.

Veil – a large square of silk cloth, which covers the principal chalice and paten until they are placed on the altar at the Preparation of the Gifts. The veil is in one of the liturgical colours of the Church Year (see above) and often has symbols embroidered in gold thread. (These appliqués are called orphries, and indicate the front of “the communion pack”. This means that, when a server places a veiled communion-pack on the altar, the orphrey should always face the congregation – not the deacon.) As noted above, CoR has no veil (or burse) in green.

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