

10:30am Service

Before the Service

1. When you arrive at the Cathedral, check in with the Head Acolyte.
2. Once you are checked in, congregate in the hallway, not the sacristy. This is so that we do not interfere with the sacristans or clergy as they prepare for the service.
3. Arrive early enough to be vested and ready for rehearsal at 10:00am.
4. If you are a torch bearer, ensure that you have a match book in your alb.
5. At 10:00am, the Silver Team, Crucifer, Thurifer and Verger practice the Gospel procession with the Gospeller.
6. If the procession is starting at the Chapel, the Crucifer should place the Processional Cross in its holder behind the organ. The Silver Team should place their torches behind their chairs at the entrance to the Chapel.
7. If the procession is starting at the Baptismal Font, keep your equipment with you. Silver Team will still have to place their torch stands behind their chairs.
8. Ten minutes before the service is to start: Brass Team light the candles in the following fashion:
 - a. Light the candle snuffers in the sacristy and walk out to the center of the sanctuary, facing the nave. Once there, reverence the altar by bowing the head slightly, being careful not to lean into the flame on the end of your snuffer!
 - b. During Eastertide, light the Paschal candle first. Ensure that you have the snuffer for the wax candle, NOT the oil candles.
 - c. Light the Eucharistic Candles on the altar.
 - d. Turn and light the Office Lights on the back wall of the sanctuary. Light them from the inside - out, like you are opening a curtain from the center at the beginning of the service.
 - e. During Advent, light the candles on the Advent Wreath. On Christmas, start with the Christ candle.
 - f. Light the torches for the Icon if it is present.
 - g. Once all the candles are lit, retire to the sacristy (do not blow the flames out until you have completely entered the sacristy) and prepare for the procession.

9. Five minutes before the service, gather for prayer as directed by the Verger.

The Procession

1. Line up for the procession. The order is as follows:

Verger

Brass Crucifer Brass
Torch Torch

Choir

Sunday School Children

Chalice Bearers

Verger

Thurifer

Silver Gospeller Silver
Torch Torch

Clergy

2. As the procession starts: Brass and Silver Teams check to see that your torches are at the same level.

3. When processing up the side aisle from the Chapel, there is not room to be three abreast so the Brass Torches trail slightly behind the Crucifer and the Silver Torches stay in front of the Gospel Book. Move to three abreast at the Aisle.

4. As the procession reaches the Altar Rail: Brass Torches pause before the first step to allow the Crucifer to get ahead.

a. Crucifer: continue up the steps to the sanctuary without stopping, and move to the right of the Altar. Replace the Processional Cross in it's holder behind the organ.

b. Brass Team: continue up the steps behind the Crucifer and head to the left of the Altar. Place the torches in their holders in the hallway outside the sacristy.

c. Chalice Bearers: continue up the steps to the sanctuary, and stand in front of your seats.

d. Thurifer: break left at the Altar and stand in the hallway just outside the sanctuary and wait for your cue to return for the censuring of the Altar.

e. Silver Team: continue up the steps and head to the right at the Altar. Place your torches in their stands.

During the Service

1. After the Collect of the Day, be seated.

The Word of God

1. Following the Second Lesson, at the phrase "The Word of the Lord":

a. Crucifer: take your place in front of the organ.

b. Silver Team retrieve your torches and fall into place behind the Crucifer.

c. When the Silver Team is in position the Thurifer nods to the Crucifer and walks to the front of the Altar.

d. Thurifer: take two steps down and turn to face the Altar.

e. Crucifer: take one step down and turn to face the Altar.

f. Silver Team: stay on the sanctuary level, and move into position on either side of the Gospel Book, lining up with the Eucharistic Candles on the Altar.

(ALTAR)

Gospeller

Silver

Silver

Torch

Torch

(STEP) Crucifer (STEP)

(ALTAR RAIL) (STEP) Thurifer (STEP) (ALTAR RAIL)

(STEP) Verger (STEP)

g. When the Gospeller picks up the Book and turns, Gospel Team turn in unison. Torches turn inward. Crucifer and Thurifer, turn in the same direction that the Gospeller turned. Once the procession is ready, the Verger will turn and lead you out into the nave.

h. Silver Torches keep pace with each other, not the Gospel Book. The Gospeller will keep pace with you.

i. The Verger and Thurifer will turn off to the left into the opening in the pews. Crucifer will continue past the opening and stop and turn around at the first full pew.

j. Torches when you reach the Crucifer, stop and turn inward toward the Gospel Book. The Gospeller will then hand the Book to the Crucifer, whose hands are extended ready to receive it.

k. After the announcement of the Gospel, the Gospeller will cense the Book. Then the Thurifer will step behind the Gospeller forming a cross with the other Acolytes.

Verger

Thurifer

Silver Torch Gospeller Silver Torch

Crucifer

2. At the conclusion of the Holy Gospel, turn in the direction the Gospeller turns and return to the Altar. Verger and Thurifer continue up into the sanctuary and return to their positions. Torches and Crucifer stop at the Altar while the Gospeller returns the Book to the pillow.

a. The exit is a three step move:

- (1) Gospeller leaves to the left.
- (2) Silver Torches leave to the right.
- (3) Crucifer follows the Silver Torches to the right.

b. Return the torches to their stands, and be seated for the Sermon.

3. At the peace, 1st Server remove the Gospel Book and pillow from the Altar, and place it on the bottom shelf of the Credence Table.

The Holy Communion

1. 1st Server:

a. At the Offertory Sentence (p. 376 in the BCP) which is usually, "*Walk in love, as Christ loved us and gave himself for us, an offering and sacrifice to God*": bring the Dressed Chalice to the Assisting Priest/Deacon at the Altar. As the Priest or Deacon takes the Corporal, remove the Pall, bow to the Assisting Priest/Deacon, and return it to the Credence Table.

b. Taking the Wine Cruet in your right hand and the Water Cruet in your left hand, return to the Altar.

c. When the Assisting Priest/Deacon takes the Wine Cruet, switch the Water Cruet to your right hand.

d. Take back the Wine Cruet in your left hand and give the Water Cruet to the Assisting Priest/Deacon.

e. Switch the Wine Cruet back to your right hand and take back the Water Cruet in your left hand.

f. Bow to the Assisting Priest/Deacon and return the Cruets to the Credence Table.

g. If a Verger has not already done so, place the Silver Bookstand on the Altar, to the left of the elements as you face them.

h. If a Verger has not already done so, retrieve the Altar Book from the Celebrant's Desk and place it on the Bookstand, being careful not to rearrange the ribbon markers.

i. Return to the Credence Table, and prepare to retrieve the offering plates.

2. 2nd Server:

a. When the Celebrant begins to Cense the Altar, prepare for the washing of hands by picking up the Lavabo Bowl and placing the Lavabo Towel over the same arm. With the other hand, retrieve the Water Cruet from the Credence Table.

b. When the Thurifer turns to cense the congregation, move to the Celebrant. Pour the water liberally over the hands of the Celebrant, being careful not to spill. When the Celebrant is finished

washing, they will dry their hands with the Lavabo Towel. When they have returned the Lavabo Towel to your arm, bow to them. If no one else wishes to have their hands washed, return to the Credence Table to unload.

3. When the offerings are brought to the Altar, 1st Server and Crucifer move to the Altar behind the clergy in preparation to remove the gifts. Wait for the Priests to reverence the people and offerings, then (if they are not handed to you) take the offerings ACROSS THE ALTAR.

Crucifer take the basket and place it next to the organ, being careful to allow the organist a path to leave. 1st Server take the Offering Plates, and place them in the Sacristy.

4. At the Lord's Prayer, 1st and 2nd Server pick up the remaining Chalices and Paten, minimizing your movements.

5. Stay still during The Breaking of the Bread.

6. At: "[Alleluia.] *Christ our Passover is sacrificed for us; Therefore let us keep the feast. [Alleluia.]*" move to the altar and place the Chalices on the RIGHT side of the Sacrament, and the Paten on the LEFT side of the Sacrament.

7. 1st Server: If a Verger has not already done so, remove the Altar Book and Bookstand. Return the Bookstand to the Credence Table, and the Altar Book to the Celebrant's Desk.

8. 2nd Server: If the Wine Flask has been emptied, remove it from the Altar and place it on the Credence Table.

9. All other Acolytes: At "*The Gifts of God for the People of God...*" move down to join the rest of the clergy in a semi-circle behind the Altar and prepare to receive Communion. Once you have received Communion, either take a Chalice and move to your assigned position or return to your seat.

NOTE: If the Reserved Sacrament is needed at the Altar, remember to carry only *ONE* at a time. DO NOT carry both the Body and the Blood of Christ at the same time.

10. 1st Server: At the conclusion of Communion, fold the Corporal on the Altar and return it to the Sacristy, ensuring that all of the Blessed Sacrament is on an unfolded Corporal, not the bare counter.

Recessional

1. As the final Hymn begins:

a. Crucifer retrieve the Cross and return to the side of the pew in front of the organ.

b. Brass Team retrieve your torches and move into position at the side of the Canon's Pews.

c. Silver Team fall in behind the Crucifer, leaving your torches in the stands, and Chalice Bearers get in line behind the Silver Team.

3. When the Crucifer and Brass Torches are in position, move as a unit to the front of the Altar and prepare to exit, Crucifer taking one step down, and face the congregation. (DO NOT stop in front of the Canons' Stalls, continue moving all the way in front of the Altar).

4. Silver Team, Chalice Bearers and Thurifer follow the Brass Team, but stop in front of the Canons' Stalls, waiting for the Brass Team to begin the Recessional.

5. When the Brass Team is ready, the Verger will turn and lead the processional out.

6. When the Brass Team has vacated the area in front of the Altar, Silver Team, Thurifer and Chalice Bearers move into position and follow the Choir.

After the Service

1. Brass Team extinguish the Candles as follows:

a. With the candle snuffers, move to the center of the sanctuary and reverence the Altar.

b. Extinguish the Eucharistic Candles on the Altar first.

c. Move to the back of the Sanctuary and extinguish the Office Lights, starting from the outside and working your way in to the center, like you are closing the curtains at the end of the service.

d. During Advent, extinguish the candles on the Advent Wreath, leaving the Christ Candle to be put out last.

e. During Eastertide, extinguish the Paschal Candle.

f. Return the candle snuffers to the Sacristy, and remove your vestments.

2. At the conclusion of the service, ensure that you return to where you were seated and clean up the area. Remove the programs and return

the BCPs and Hymnals to their holders. DO NOT throw away any programs that have notes written on them. Give these to the Verger.