

ALTAR GUILD GUIDEBOOK

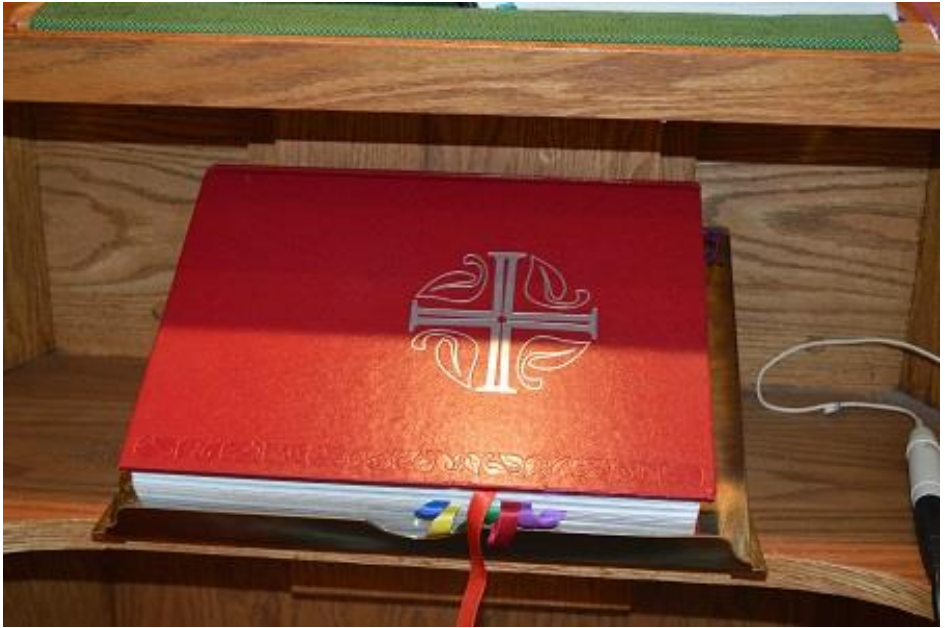
**Trinity Lutheran Church
Clarks Summit, Pennsylvania**

(November 2022 - Version 3.0)

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Altar Service Book



**In preparation for the service the
Altar Service Book is placed (*closed*)
on the shelf on the rear side of the pulpit.**

Flowers



**The flower vases are placed on the two shelves against the rear wall of the chancel.
The florist will place the flowers
in the vases.**

**If there are not any flowers for a given Sunday,
the vases should be removed
and placed in the sacristy.**

**Be careful not to handle the brass vases
without using a protective glove or cloth.**

Stored Vases and Liners



**The brass altar vases and the metal liners
(*when they are not being used*) are stored on
the shelf to the right of the sink in the sacristy.**

Artificial Flowers



If there are not any flowers for a given Sunday, the vases should be removed and placed in the sacristy.

The artificial flower arrangement (*stored in the resource room adjacent to the choir room*) are placed on the flower brackets in their place.

Additional Flower Arrangements



In the event that there is an additional arrangement of flowers presented for the service, that arrangement can be placed on the stand placed just to the right of the pulpit.

Offering Plates



**Make sure that the three offering plates
are placed in the alms basin
which in turn are placed on the credence shelf
against the wall to the left of the altar
(*in the area in which the acolytes are seated*).**

Paraments and Linens



The sets of paraments are stored on the special rack provided for that purpose in the sacristy.

Please make sure the paraments are placed across the storage rods without any creases.



Communion linens are stored in the lower section (*right hand side*) of the built-in cabinet in the sacristy.

The purple funeral pall to cover a casket during a funeral is also stored in this section of the cabinet.

Antependium Altar Parament



When the “antependium” type of altar parament is used, make sure that it is centered against the altar.



This parament is held in place by a wooden dowel.



The wooden dowel snaps into place behind the outer edge of the top surface of the altar.

Superfrontal Altar Parament



When the “superfrontal” type of altar parament is used, it is secured to the back of the altar using the velcro fasteners.



Make sure the superfrontal is secured in such a way that none of the white cloth that lays across the top of the altar falls down the front of the altar.

If it does, adjust the velcro fasteners at the rear of the altar.

The Fair Linen



The fair linen is placed across the altar.

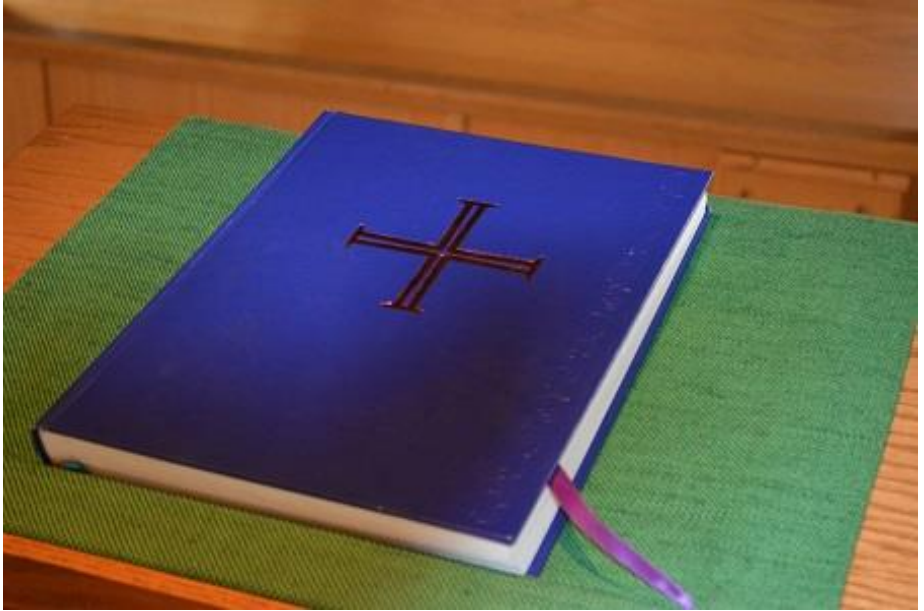
Make sure it hangs down an equal length on both sides of the altar.

Pulpit Parament



When placing the parament on the pulpit, it is very easy for it to be off center. Inspect it from the front carefully.

Lectionary Book



In addition, the lectionary book is placed on top of the reading desk on the pulpit.

Altar Candles



The two large candlesticks and oil fueled candles are used for all worship services. They are placed on the two stands behind the altar and in front of the cross.

Three Candle Candelabra



The three candle candelabra are used for the Good Friday “Tenebrae” service and are placed on the brackets that normally hold the flower arrangements.

The rear of the candelabra has an adjustment screw. This screw faces the wall.

The highest of the three candles on each candelabra faces the cross.



Because the candles are symbolical of life, they should be burned as long as possible. But when they become too short (*about 3 inches*) they should be replaced.

Paschal Candle



The paschal candle is placed in proximity to the baptismal font (*except from Easter Sunday through the Festival of the Ascension when it is placed in front of the altar at the base of the steps leading to the chancel*).

When in use, the paschal candle should be moved outside of the transept area (*and placed closer to the pulpit*) so that the flame is not close to the ceiling (*Christmas season and baptisms*).

Processional Candles



The processional candles are stored in the sacristy and need to be filled with oil in preparation for services at which they will be used.

Pew Candles



The pew candles are used for the Saturday evening liturgies (*when the services are held at a time of the year after the sun has set*) and at other festival services.

Window Candles



The window candles are used for the Saturday evening liturgies (*when the services are held at a time of the year after the sun has set*) and at other festival services.

These candles will burn through two worship services only if the flame on the candles are low.

Servicing the Oil Candles



The oil to refill the oil fueled candles is stored in the cabinet in the sacristy to the left of the carillon unit.



A wood rack is kept in the sacristy which will hold all of the window candles. *(if you prefer to service the candles in the sacristy rather than at each individual window.)*



The tip of wicks for all of the oil candles must be fed through the hole in the removable top of the candle.



Use a bent paper clip to draw the wick through the top of the candle. The exposed portion of the wick at the top of the candle will be in the form of a short loop. *(the shorter the exposed loop, the shorter the flame will burn.)*



After the wick has been drawn through the removable top of the candle, the paper clip can be removed.

If the exposed tip of the wick is too long (*which would produce too high a flame*), it can be shortened by pulling on the large end of the wick that goes into the oil reservoir within the body of the candle.



**Two racks in the resource room hold the 16
pew candles. *(These candles will usually
burn through three services if the flames
are not too high.)***

Banners



The banner is placed on the stand adjacent to the baptismal font. The particular banner that is used will most often match the color of the other paraments.



The banners are stored in the cabinet with the two large doors in the choir room. A pull-out rack allows access to the stored banners.



Banners, once they are fed onto an aluminum storage rod, are most easily placed into the storage rack from the bottom (*rather than trying to “feed” a banner into the rack from the top*).



Banners are changed by first removing the gold rope from one end of the banner.



The brass loop on the horizontal bar is removed from the vertical staff.

The horizontal bar is rotated so that the loop faces the banner. From this position the banner can easily be slid off the horizontal bar.

This procedure is reversed to mount the replacement banner on the horizontal bar.

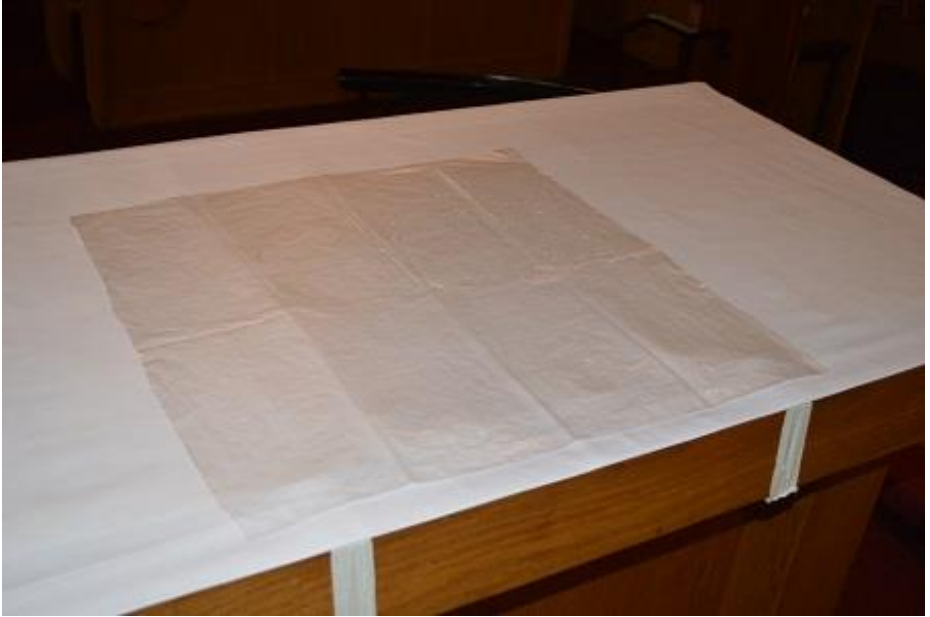
Thanksgiving for Baptism



**Services at which the liturgy for the
“*Thanksgiving for Baptism*”
is substituted for
“*The Order of Public Confession*,”
a pitcher of water is placed on the stand
immediately to the right
of the baptismal font.**

Holy Communion Preparation

(General Preparation)



A heavy wax paper protective sheet is placed on top of the fair linen to protect it against wine spills.



**A corporal communion linen is placed
over the top of the heavy wax paper
protective sheet.**



A special communion linen covers the Plexiglas shelf between the two large candlesticks.



**Two communion purificators are placed
on the left, rear edge of the
Plexiglas shelf between
the two candlesticks.**



Zip-Lock bags are used to store additional communion wafers in the event they are needed:

- 1- a 5 $\frac{3}{4}$ " whole wheat wafer**
- 2- twenty -five regular white wafers**
- 3- a few gluten-free wafers**



The three Zip-Lock packages of communion wafers are placed on the right side (*behind the large candlestick*) of the Plexiglas shelf.

Holy Communion Preparation

(Intinction: Using a whole wheat wafer - 5 $\frac{3}{4}$ " diameter)



The common cup is placed in the center of the altar.

Remember not to confuse the ciborium (*container for the wafers*) with the common cup. The common cup has a gold inner lining, the inner lining of the ciborium is silver.



A purificator is placed over the chalice.

A paten is placed over the purificator.

A 5 $\frac{3}{4}$ " whole wheat wafer is placed on the paten.



A 7" chalice pall is placed over the chalice, purificator, paten, and 5 $\frac{3}{4}$ " communion wafer.



The proper chalice veil covers the chalice and paten.



The matching burse is placed on the veil covering the chalice and veil.



A cruet with wine (*about $\frac{3}{4}$ "*) is placed in the center of the Plexiglas shelf.



A veil is placed over the cruet.

Holy Communion Preparation

(Intinction: Using a Celebrant's Host - 2 $\frac{3}{4}$ " diameter)



The common cup is placed in the center of the altar.

Remember not to confuse the ciborium (*container for the wafers*) with the common cup. The common cup has a gold inner lining, the inner lining of the ciborium is silver.



A purificator is placed over the chalice.

A paten is placed over the purificator.

A 2 ¾" celebrant's host is placed on the paten.



A 7" chalice pall is placed over the chalice, purificator, paten, and 2 ³/₄" celebrant's host.



The proper chalice veil covers the chalice and paten.



The matching burse is placed on the veil covering the chalice and veil.



The ciborium, containing a sufficient number of communion wafers for the service, is placed on the Plexiglas shelf.

(To determine the proper number of wafers to be placed in the ciborium, allow for the number of communion wafers that remain in the aumbry from the prior distribution.)

A cruet with wine (*about $\frac{3}{4}$ "*) is placed in the center of the Plexiglas shelf.



A veil is placed over the cruet and ciborium.

Holy Communion Preparation

(2 Chalices: Using a celebrant's host - 2 $\frac{3}{4}$ " diameter



**The pouring chalice (*notice the pouring lip*)
is placed in the center of the altar.**



A purificator is placed over the chalice.

A paten is placed over the purificator.

A 2 ¾" celebrant's host is placed on the paten.



A 7" chalice pall is placed over the chalice, purificator, paten, and 2 ³/₄" celebrant's host.



The proper chalice veil covers the chalice and paten.



The matching burse is placed on the veil covering the chalice and veil.

(Set-up using cruets.)



The ciborium, containing wafers for the service, is placed on the Plexiglas shelf.

(To determine the proper number of wafers to be placed in the ciborium, allow for the number of communion wafers that remain in the aumbry from the prior distribution.)

Two cruets with wine are placed on the Plexiglas shelf.

The common cup is placed on the shelf and is covered with a 6" chalice pall.

(Alternate set-up using the flagon instead of cruets.)



The ciborium, containing wafers for the service, is placed on the Plexiglas shelf.

(To determine the proper number of wafers to be placed in the ciborium, allow for the number of communion wafers that remain in the aumbry from the prior distribution.)

The flagon with wine is placed on the Plexiglas shelf.

The common cup is placed on the shelf and is covered with a 6" chalice pall.



A veil is placed over the communion vessels.



**Trays containing communion glasses
are placed on the folding brackets
in front of the first pew (*on the center aisle
of the main section of the church*).**



**Empty trays are placed on the folding brackets
in front of the first pew (*on the side aisles
of the main section of the church*).**



**Communion glasses and trays
are stored on a shelf on the right side
of the built-in cabinet in the sacristy.**



**A special tray containing
communion glasses for the choir
is placed on the right side of the keyboard.**

Baptism Preparation



The baptismal supplies are in the small cabinet in the sacristy.

Baptismal candles, baptismal vestments, the brass liner for the baptismal font, baptismal candle holders, and water for baptisms are stored in the cabinet.



A stand is placed in front of the processional cross in preparation for a baptism.

A baptismal candle and a baptismal vestment are placed on top of the stand.



The brass liner is placed into the baptismal font.

The liner is half-filled with water in preparation for the baptismal service.



A purificator is held in place on top of the baptismal font by the cover of the font.

(Remember to remove the purificator and the liner, and dispose of the water following the service.)

Previously Consecrated Elements



Wafers and wine that have been consecrated at a previous worship service are saved in the aumbry (*located to the right of the offering plates bracket*).

Remaining wine in the pouring chalice (*from a distribution using communion glasses*), and other consecrated wine that has not been used in a chalice is placed in a cruet and placed in the aumbry.

Wine remaining in the common cup should be poured on the ground outside the church.

Cleaning Supplies and Wine



Cleaning supplies and the bottle of wine that is currently being used for holy communion are kept under the sink in the sacristy behind the drape cover.

Additional Wine



Unopened bottles of communion wine are stored on the bottom of the right side of the built-in cabinet in the sacristy.

Pew Racks and Hymnals



Make a quick inspection to make sure that the card racks in the pews are neat and the pencils are sharp.

Also, make sure the hymnals are properly placed in the hymnal racks and the ribbons are neat.

Portable Vacuum Cleaner



If a touch-up cleaning is needed, a portable vacuum cleaner is available on top of the security system control box located in the choir room just inside the door to the sacristy.