

Chancel Care Guidelines

Before Service:

General:

1. Prior to each worship service check the bulletin to determine if there is a baptism scheduled and if communion is at the rail or by intinction and follow appropriate set up procedures.
 - a. The 5th Sunday of a month communion is by intinction but intinction may be used on other Sundays as appropriate. When in doubt, check with the Presiding Pastor.

Communion Setup:

1. Check church calendar for color of paraments. This calendar is found on the bulletin board in the sacristy. Paraments are stored in the pullout cabinet to the right of the sink. When changed, paraments are hung over the rods. Each color is on a separate rod. When placing paraments on the altar insure that they are evenly draped front to back and side to side. Place the clear plastic square sheet on top of the parament at the back center of the altar. This insures that spilled wine will not get on the paraments.
2. When needed change fair linen (when stained by wine, etc). The fair linens not in use are stored in the pullout cabinet and hung over the first rod. The fair linen is placed on top of the paraments centered on the altar.
3. When there is no baptism scheduled put about a glassful of water in the font along with a lighted candle. The candle is in a clear glass bowl, which is stored above the sink. The water is poured in the font for members entering or leaving the sanctuary may make the sign of the cross in remembrance of their baptism. At the end of the second worship service empty the- water and use it to water the plants. Extinguish the candle and place in cabinet above the sink.

Communion at the Rail Setup:

- a. The smaller chalice with the cross on the base is placed in the center of the altar with the cross facing the front wall (tapestry). The other chalice is placed on the credence (small table) at the front wall of the sanctuary to the right of the altar

as you face the tapestry. The chalices are placed in cloth bags and stored in the lower cabinets to the right of sink in the sacristy.

- b. Six (or more if required) communion cups are placed around the base of the chalice that is on the altar. A cup for the pastor, assisting minister, lectors and acolytes.
- c. Purificators are stored in the first drawer of the cabinet as you walk into the sacristy. A purificator is placed over each chalice. Two additional purificators are placed in the burse. The purificators are folded in thirds and never ironed.
- d. When setting up the altar the pall is placed on top of the chalice which has been covered with a purificator. The Pall is stored in the second drawer of cabinet as you enter the Sacristy.
- e. Hang the veil evenly over the pall. Use same color veil as paraments per the church calendar. When not in use the veils are hung on the rods in the pullout cabinet to avoid creasing.
- f. The corporal linen is folded in thirds and in thirds again, and placed in the burse. Corporal linen is stored in the second drawer of the cabinet as you enter the sacristy. Folds are never ironed in this linen.
- g. Burse is stored in the same drawer as the pall. Use the same color burse as paraments and veil. Burse is placed on top of the veil with the opening toward the tapestry. Items are placed in the burse with the folded corporal linen first and then the two purificators (napkins).
- h. The cruet is stored in the lower cabinet to the right of sink in the sacristy. The cruet is filled about 2/3 full with wine and placed on the counter for the ushers to carry to the altar along with the bread.
- i. The bread is placed on the round glass paten and left on the counter along with the wine. The glass paten is stored in the lower cabinet to the right of the sink. Receipts may be given to the Worship Commission Director for reimbursement.
- j. Twelve communion glasses are filled with grape juice and placed on the small silver tray next to the second chalice on the credence table. Grape juice (if unopened) is stored in the upper cabinet. Unused and opened grape juice should be stored in the refrigerator in the kitchen. In the center of the silver tray place five or six "Gluten Free" wafers for communion. The small silver paten is stored in the upper cabinet along with the large glass paten, the gluten free wafers are stored in the upper cabinet as you enter the sacristy and no longer need to be put in the freezer.

Communion by Intinction Setup:

- a. The communion cup cabinet should be moved to the Narthex.
- b. The ceramic chalice and paten are to be used and they are displayed behind the glass doors above the ushers' desk in the Narthex.
- c. Individual communion wafers and one large (3 to 5 inches) round wafer are placed on the ceramic paten.
- d. Ask the Presiding Pastor how many stations and vessels should be used.

Baptism Setup:

1. When the Baptism is at the second service, you may leave the water from the first service in the font, just remove the glass container with candle and return to the sacristy.
2. Place a small wooden table from the sacristy next to the Baptismal Font. The table is covered with the white linen cloth, which is marked and found in the pullout cabinet. This cloth may require ironing prior to placing on the table.
3. Place a small white napkin (with a red embroidered cross) on the table. This napkin is found in the top drawer as you enter the sacristy.
4. Place the Silver Bowl containing a small drop or two of olive oil on the right front of the altar. The oil and bowl are stored in the wall cabinet as you enter the sacristy. There is a small lidded silver round container (about the size of a quarter) containing oil that may be used instead of the bowl.
5. A stole (for infants or small children) or a book mark (for older children or adults) is placed on the altar near the oil.
6. A shell candle is also placed on the altar. Depending on the position of the Paschal Candle determines the placement of the shell candle. If the Paschal Candle is at the Baptismal Font, then the shell candle is placed on the small table by the font. All of the above gift items are stored in the upper cabinet as you enter the sacristy.
7. Before the start of worship check to see that the Paschal Candle is lit.
8. Just prior to the beginning of worship, fill the crystal pitcher with VERY HOT water and place it on the small table by the font. Crystal pitcher is stored in the upper cabinet as you enter the sacristy.

After Service:

General Cleanup:

1. All communion elements are removed from the altar and taken to the sacristy for cleaning and storage.
2. Wash the used communion cups, dry, and return to wooden cup trays. Completely fill trays. Place the filled trays in the wheeled cabinet. Place two empty trays on the first pew on each side of the altar.
3. When common cup or intinction is used the remaining wine is poured on the ground outside. Remaining wine in the cruet is poured back into the wine bottle, which is stored in the kitchen refrigerator. Wash and dry chalices and cruet, place in cloth bags and store in lower cabinet. If the silver paten is used, it should also be cared for the in the same manner. The remains of a loaf of bread should be eaten in the sacristy or taken home.
4. Put Corporal linen and purificators away in the labeled containers located in the drawers as you enter the sacristy. Wine stained or soiled corporal linen and purificators can be washed immediately in hot soapy water, or if necessary soaked in baking soda or sprayed with "OxyClean".
5. Soiled fair linen should be removed and laundered appropriately, and clean linen placed on the altar.
6. Fair linens are hung on the first rung of the pullout cabinet.
7. Hang the veil over the first rod of the pullout cabinet.
8. Store the burse and pall in the second drawer of the lower cabinet as you enter the sacristy.
9. Empty water from the font. A container along with a plastic cup or glass from under the sink is used for this purpose.

Baptism Cleanup:

1. When the silver bowl is used for the oil, wipe with a paper towel, then wash with hot soapy water, dry and store on shelf of wall cabinet as you enter the sacristy.
2. Clean the glass pitcher and store it with the silver bowl.
3. Fold and store the white table linen on the first rod of the pullout cabinet.
4. Return the small wooden table to the sacristy.

5. The small napkin with the red cross, shell candle, stole, or book mark are given to the family.
6. Extinguish the paschal candle.

Laundering Linens:

1. It may be necessary to take the linens home for laundry. If possible launder the linens separately. It is best not to use bleach. Use gentle suds and rinse thoroughly. Linens do not require starch. You can roll linens in a towel to remove excess moisture.
2. Ironing the linens while damp seems to work the best. It is best to iron the fair linen in the sacristy, because of wrinkling when transported. The linens should be ironed flat and not have ironed creases. The linens should be hand folded in thirds and then in thirds again.
3. If the linens are taken home, they should be returned before the 8:30am worship service the following Sunday.

Additional Reference Material:

Liturgical Word Definitions:

Burse: Square covered book-like item of various liturgical colors.

Chalice: Silver cup used for communion wine.

Corporal Linen: Square white linen cloth about 10 inches square.

Cruet: Glass pitcher like vessel that holds the wine.

Fair Linen: Large white linen cloth the size of the altar.

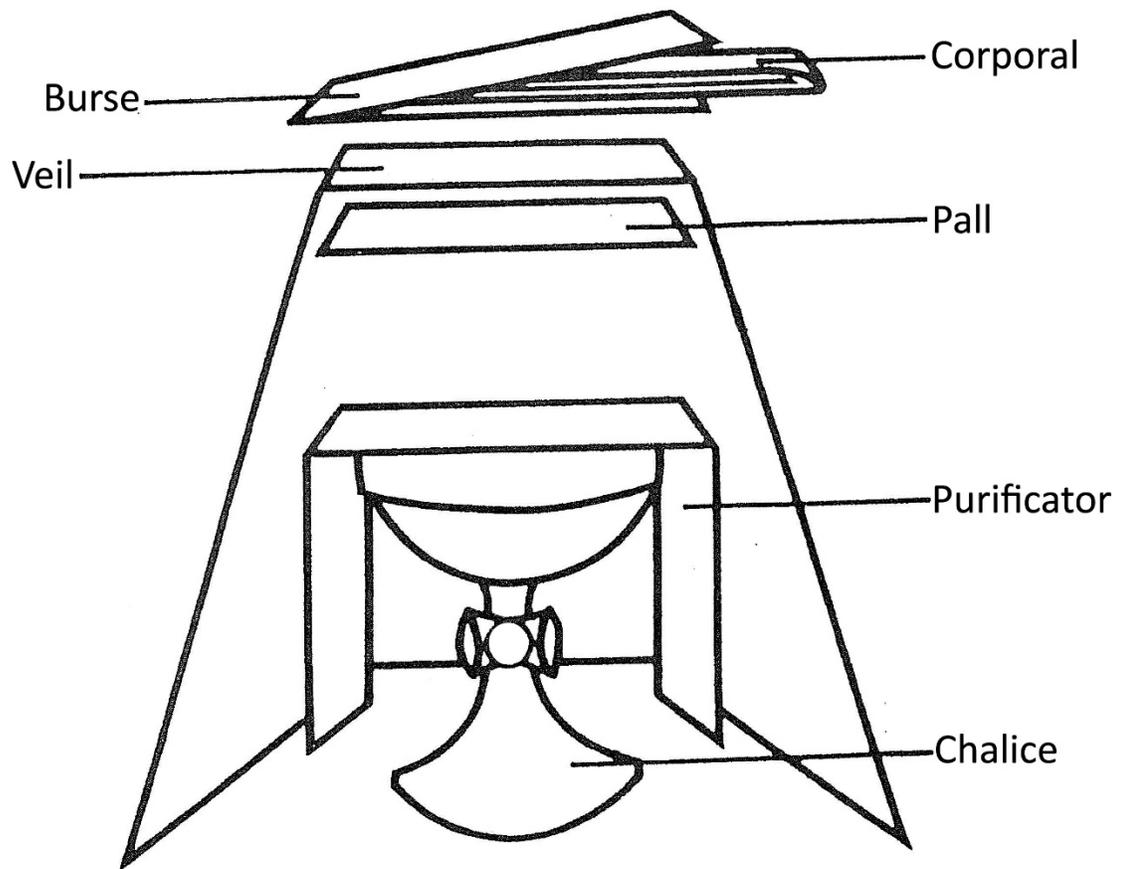
Pall: White cloth covered plexi-glass square.

Paraments: Cloth hangings of various liturgical colors for top of altar.

Purificator: Square white linen napkins.

Veil: Square liturgical cloth placed over pall.

Communion Wine Setup Diagram:



Thank you for your willingness to serve our community of faith as a chancel care member.

Chancel Care Checklist

Altar Setting:

1. Determine proper liturgical color for paraments and change if necessary.
2. Small Silver chalice covered with purificator and placed in center of altar.
3. Six communion cups set around silver chalice, with cross facing back.
4. Pall placed over chalice and veil draped over pall.
5. Burse containing folded corporal linen and two purifications, centered over chalice.
6. Large silver chalice, covered with purificator and placed on credence table.
7. Tray holding grape juice and the gluten free wafers placed on credence table.

Baptismal Font:

1. Pour small amount of water in font.
2. Place glass container holding candle in font.
3. Paschal candle placed in stand.

Altar Flowers:

1. Place flowers in wooden vase in front of the altar.

Communion:

2. Trays on top of stack should be filled completely with cups.
3. Two empty trays are placed on first pew on either side of altar.
4. Communion bread and wine is prepared and left on sacristy counter for ushers.

