

Customary for Solemn Eucharist – Sunday, 9:00am

Episcopal Church of the Transfiguration

Before the Service

Altar Guild

Arrive at least 30 minutes prior to the start of the service.

On the Altar should be placed

- a. two candles
- b. two corporals, one in center and one beside it to the right,
- c. Missal and stand

The Tabernacle should be unlocked, and key left in the lock.

On the Ambo should be placed the Lectionary Book and a glass of water (in the slot underneath).

The Oblations Table at back of Nave should be covered with linen. In the ciborium place the number of wafers specified in the Liturgical Manual under the section “Communion Bread.” Also place the large silver flagon, matched silver cruets with wine and water, and the Gospel Book with correct reading marked with ribbon.

In the Niche place

- a. “Stack” (primary chalice with purificator, paten with Celebrant’s host, covered with pall
- b. Three chalices with purificators
- c. Two extra patens
- d. Eucharistic Visitor kits filled and ready
- e. Bread Box with 50 additional unconsecrated host

The candles should be lighted in this order

- a. Paschal Candle (only during Eastertide, on baptismal occasions, and for funerals)
- b. Two altar candles
- c. Large stand candles (Big Six)
- d. One votive at both devotional shrines (Holy Family frieze and Mother and Child icon)

Acolytes

See section titled “Acolytes” in the Liturgical Manual for a list and description of roles.

Arrive 30 minutes before the start of the service.

Vest in cassock and surplice (cotta).

If candles are not already lit, use lighting wands in sacristy to light in the order specified above. Light the torches.

When the Emcee directs, Crucifer, Torch Bearers, First and Second Servers carry the processional cross, torches, and banner outside via the south transept doors, and then proceed into the South Building corridor to line up for procession outside the entrance to the Church Office.

Deacon (or Assistant Priest)

Check that the proper reading is marked in Gospel Book.

Vest in alb and stole. Deacon (typically) wears the dalmatic.

Sound Tech

Unlock the cabinet, turn on the system, and ensure that all wireless mics have adequate battery power. Check the batteries in the hearing-assistance devices, and ensure they are available for congregational use.

Check the Notices to determine who serves in speaking roles during the liturgy (Presider, Preacher, Deacon, etc). Each mic is assigned a name, and should typically be worn by that person. The corresponding mic should then be carried to the Sacristy no later than 15 minutes before the service, so the minister can vest with it.

Sound Tech should check that mic is properly and effectively positioned on the wearer.

Use the bulletin to mark cues and make other helpful notes to direct volume and other controls.

Entrance Rite

Emcee makes certain that all liturgical participants are in the corridor of South Building no later than 10 minutes before the service. The order of Procession is:

Crucifer
Torchbearers
Choir
First Server (Banner)
Second Server
Eucharistic Ministers
Preacher
Emcee
Deacon
Celebrant

7-8 minutes before the start of service the Celebrant leads the group in prayer. The Deacon then says, “Let us go forth in peace,” and the people respond, “In the Name of Christ. Amen.” The procession then *quietly* moves to the Gathering Space.

At the conclusion of the voluntary, the Rector formally greets the congregation from the Ambo.

- a. While the Rector greets the people, the procession moves into the Narthex.
- b. Approximately 15 seconds of quiet follow the greeting. If Rector’s greeting was short, Emcee should wait until 9:00 to chime the Sacring Bell.
- c. Emcee instructs ushers to open doors to Nave.

After time of quiet, when everyone is in place, the Emcee chimes the Sacring Bell three times to signal the start of worship.

- a. The Opening Acclamation is said from the back of the church, *before* the opening procession and hymn.
- b. After the Acclamation, the Song of Praise begins, and the procession enters the church.
- c. Crucifer and torches turn to the left at the Altar Rail (no bowing) and move into the south transept and put away the cross and torches. Then they move to their seats and join in the hymn.
- d. First and Second Server turn right and make their way to put away the banner and find acolyte chairs on the north side.
- e. EMs enter the sanctuary gates and move to their respective sides, standing below the first Altar step.
- f. Preacher takes place right of middle, next to EMs.
- g. Emcee moves to left of middle, immediately left of Celebrant.
- h. Deacon moves to right side, immediately to the right of Celebrant.
- i. Celebrant steps into space in the center, holds out hand, and entire procession bows deeply.



After reverencing

- a. EMs move to their seats.
- b. Presider and Emcee move in a line up the steps to take places on at sedilia.
- c. Deacon processes Gospel Book to Altar, places it in center, bows, and moves to place at sedilia, on right shoulder of Celebrant.
- d. Preacher sits in first chair on north side of chancel.

At conclusion of opening hymn, Celebrant, Deacon, and Emcee take places at Altar to say the Collect of the Day. Then, entire Altar Party, including EMs, sit when the Celebrant sits.

The Ministry of the Word

During the Collect of the Day the Lector enters the north side of the chancel, bows toward the Altar, and then moves to base of stairs to the right of EMs. When people are seated following the Collect, Lector moves to the Ambo, waits for the church to be completely seated, and then reads the Lesson.

- a. Lessons are introduced as directed in Lectionary Book.
- b. At the end of the Lesson, Lector pauses for a moment (approximately two or three seconds), looks up at the Congregation and says, “The Word of the Lord.”
- c. If reading both lessons, Lector takes one step back from the Ambo while the Psalm is said or sung, then steps forward to introduce and read the second Lesson.
- d. If there are two lectors, Lector One departs from Ambo immediately after the reading, retracing steps to north transept. Lector Two moves to foot of steps at start of Psalm, and to the Ambo near the completion of the Psalm. The second lesson is introduced, read, and concluded in same way.
- e. At completion of Second Lesson, Lector closes the Lectionary Book and places it on small, hidden shelf on Ambo (clearing room for Preacher’s notes). Lector then retraces steps to north transept.

In preparation for the reading of the Gospel

- a. During the recitation of the Psalm, First and Second Servers (now Torch Bearers) move *quietly* to retrieve torches. They hold torches and wait behind wall as Second Lesson is read.
- b. When the Gospel Alleluia begins, Torch Bearers move immediately around the chancel to the front of the chancel rail and gates, leaving open the space at the gates. The Emcee moves ahead of the Torch Bearer on south side of chancel and takes place in middle of torchbearers, in the middle of the opening at the chancel gates. Torch bearers should be careful to walk at an equal pace around the chancel, so that they remain parallel and arrive at the gates at the same time.
- c. The Deacon retrieves Gospel Book from Altar and moves to base of chancel steps.

For the Gospel Procession

- a. At Deacon’s signal, the Emcee turns and leads the procession into the aisle, with the Torch Bearers slightly ahead of the Deacon. Procession stops at the second pillar.
- b. The Emcee turns and receives Gospel Book from Deacon. Torch Bearers turn and face each other, holding torches aloft at equal height, parallel to and directly facing Gospel Book. The torches are held to light the Gospel Book.



After the Gospel is proclaimed,

- a. The Deacon turns and carries Gospel Book slowly up aisle, flanked by Torch Bearers. The Emcee follows, and moves around the side of the chancel, not entering the gates. Torch Bearers turn left and right, returning the torches to their holders.
- b. The Deacon moves into Sanctuary and places Gospel Book on the Altar, directly in the center.
- c. The Preacher then goes to the Ambo. All are seated with the Celebrant sits.

After the sermon, the Preacher returns to preacher's chair, and the Celebrant stands and begins the Creed (or Baptismal Covenant on specially designated occasions). During the Creed, Emcee walks behind Altar, through north transept, to notify Children's Chapel.

Prayers of the People, Confession of Sin, and Peace

The Prayers of the People are led by Lector Two or sung by a member of Choir during certain seasons (Advent, Christmas, Lent, and Easter).

- a. As the final paragraph of the Creed begins ("We believe in the Holy Spirit...") Lector Two takes the Parish Intercession Book from its stand and moves to north side of chancel, at base of Sanctuary steps.
- b. At the end of the Creed Lector Two moves to Ambo and leads intercessions exactly as they appear on form enclosed in Intercession Book.
- c. Lector Two remains standing at Ambo as Presider prays concluding collect.
- d. Lector Two then places Intercession Book to far left end of the Altar, and retraces steps to north transept.

The Deacon invites the Confession of Sin.

- a. EMs kneel
- b. Deacon and Emcee kneel on south steps of Sanctuary.
- c. Preacher kneels on north steps of Sanctuary.
- d. Celebrant moves behind Altar and bows deeply.
- e. After an appropriate silence (approximately 10 seconds), the Deacon begins Confession.

After the absolution, the Celebrant motions for People to stand and declares the Peace. The only exception is on the first Sunday of month, when Birthday/Anniversary Prayers are offered. On those days, Presider moves to base of chancel steps, invites congregation to sit, and everyone observing birthday/anniversary to come forward.

The Peace should be shared freely among Altar Party.

During the Peace,

- a. the Emcee removes the Ambo, carries the stack to the Altar and places in the center of the Corporal.
- b. First Server moves next to the Sedilia (the Emcee's chair) and waits for the Ushers to come forward
- c. the Ushers begin carrying forward the oblations of Bread and Wine to the Altar. They present them at the Altar and to the First Server, even if the Offertory Sentence is not yet completed.
 1. Two Ushers carry the oblations (one with two small silver cruets, the other with the ciborium and large flagon). The remaining Ushers carry plates.
 2. Oblation Bearers walk directly through the gates and approach the Altar.
 3. One Usher hands the two small cruets of wine and water to First Server on left (south) side of Altar. Usher should hold them by the handle, and First Server should take them *not* by the handle – this way the cruets are handed to the Deacon with the *handles out*. First Server then carries cruets around Altar to present to the Deacon.
 4. Other Usher presents the Flagon and Ciborium by setting on the Altar, directly on the center linen (Corporal) for the Deacon to use.
 5. Ushers turn around, walk back down steps, receive plates from outside Ushers, bow, and then begin passing the plates.



The Altar Party sits when the Celebrant sits (after the oblations are offered).

At the Offertory

During the Offertory Anthem, the Deacon sets the Altar with the help of the First Server.

- a. Ciborium is opened and lid moved.
- b. Large flagon is opened and water is poured in it.
- c. First Server presents the two small cruets with handles facing the Deacon: first wine (marked with small red dot on the lid), then water. Each cruet is handed from the right hand. Chalice is filled with the small cruet of wine.
- d. First Server receives back the two small cruets and carries them to the Niche.
- e. Deacon and First Server then return to their seats.



During the Anthem, the Second Server moves to the center of the Altar Rail, puts the large cushion down in the middle, and closes the gates (dropping the locking bars quietly and carefully). Second Server then reverences the Altar and returns to her seat.

At conclusion of Anthem

- a. Emcee moves to chancel gate with collection basin and Celebrant and Deacon move to places at the Altar.
- b. Ushers carry the offering plates down aisle the moment the Anthem is finished, and present the plates to the Emcee at the Altar Rail gate. Then bow to each other, then depart via the side aisles.
- c. The Emcee carries plates and places on right (north) side of Altar
- d. Crucifer moves to the Sanctus Bell and kneels.
- e. All others in the Sanctuary stay in their places and face the Altar.



Great Thanksgiving and Communion

The Celebrant begins the Eucharistic Prayer, singing Dialogue and Preface.

After the Proper Preface concludes, the Crucifer rings the Sanctus Bell three times. See the section titled “Sanctus Bell” in the Liturgical Manual, or the cue card for each Eucharistic Prayer, for detailed instructions on the ringing of the bell.

The Lord’s Prayer is sung.

All should observe the sacred silence at the Fraction.

During the Fraction Anthem

- a. Celebrant subdivides the large host.
- b. Emcee retrieves one additional chalice and two patens. Chalice should be handed carefully to the Deacon, behind the Celebrant. Patens should be carefully set on the corporal, next to the consecrating paten.
- c. Deacon fills the second chalice from the flagon. The Celebrant fills two patens with consecrated host.

At the end of the Fraction Anthem, the Celebrant elevates the Paten and the Deacon elevates the Chalice for “The gifts of God...”. The bell is rung three final times. Assisting clergy, Emcee, EMs, and acolytes move to places near Altar to receive communion

Communicating the Altar Party and Congregation

The Celebrant and Deacon receive communion in both kinds.

The Celebrant then communicates the bread to the Emcee and one EM on the north side of Altar, then to one EM on south side of Altar. The Deacon presents the chalice in the same order.

The Preacher, Assisting Priest, one EM, and youth acolytes stand to receive on north side of Altar. Two EMs, and all other acolytes stand to receive on south side of Altar. The Celebrant communicates those on north side of Altar, and the Deacon communicates those on south side of Altar. Two EMs who received communion first retrieve chalices and communicate those remaining behind them.



After receiving communion, the Emcee retrieves two additional chalices from Niche and brings to the Altar, waiting until the area is clear of all clergy and EMs before moving behind the Altar. The Emcee then fills the two chalices from the flagon, places purificators next to them, and steps back, signaling to the remaining two EMs to retrieve the chalices.

After the EMs have taken their chalices, the Emcee hands the flagon to Crucifer, who stands with it in the center of the chancel, on the middle step.

The Celebrant communicates the north-half of front rail. The Deacon communicates south-half of front rail. The Preacher communicates north transept rail. The Assisting Priest communicates south transept rail.

The first two EMs who receive move to the front rail on their respective sides. The next two EMs move the transept railing on their respective sides.

Ushers have the following duties:

- a. Come forward immediately after the Celebrant says, "The Gifts of God for the people of God (take them in remembrance that Christ died for you, and feed on him in your hearts by faith with thanksgiving)." Do not wait for the choir to begin the anthem or the Acolyte to strike the bell three times before coming forward.
- b. Two ushers stand at front of center aisle to direct people to the rails. These ushers must pay careful attention to ushers directing transepts so that line may be efficiently fed to the side rails in 6-8 person clusters
- c. Two ushers stand by first pews and move back row by row inviting people to leave their row and join the lines moving forward.
- d. One usher should be stationed in each transept to indicate to usher at center aisle there is space at the side rails

During Communion, the Emcee

- a. Clears the Altar of anything not needed for administering the Sacrament
- b. Returns the Parish Intercession Book to its stand.
- c. Retrieves the EV kits from the Niche and places on southwest corner of Altar

- d. Pays attention to the clergy to ensure adequate bread and wine. If supplies run low, the Emcee should retrieve the Bread Box or extra glass cruet of wine from the Niche to be consecrated by the Celebrant.

Note: It is not necessary to bring out the Reserved Sacrament from the Tabernacle.

When all present have received Communion

- a. EMs take their chalices to the Niche and cover with their purificator. Then *together* they return to their seats.
- b. Clergy place their vessels on the Altar and return to their seats.
- c. The Deacon, aided by the Emcee, clears the Altar. Extra host is carried to the Niche.
- d. Second Server opens the Communion rail gates and moves the cushion aside.
- e. All stand for the Post-Communion Prayer.
- f. Acolytes move behind the chancel to retrieve cross, torches, and banner.
- g. EVs move out from behind chancel and stand on northside of Altar to receive kits

Dismissal

The Celebrant leads the Post-Communion Prayer.

The EVs receive communion kits from the Deacon, as the Celebrant and congregation say presenting words.

The Celebrant says the Blessing, and Deacon says the Dismissal (if no Deacon, it is said by the Celebrant).

As the closing hymn begins

- a. Cross and Torches move from the South Transept to the head of the Aisle and stand facing the Altar.
- b. The First Server retrieves the Banner and stands with the Second Server next to their chairs until the procession moves, falling in after the EMs and EVs.
- c. The Altar Party, led by the Deacon, moves around the Altar counter-clockwise to the center facing the Altar. The Preacher and Assisting Clergy move into position to the Deacon's right.
- d. EMs line up in the positions they had at the Entrance at the bottom step of chancel.



- e. The Deacon (or Preacher, if no Deacon) picks up the Gospel Book and processes it out.
- f. Led by the Celebrant all (with exception of Crucifer, Torch Bearers, and Deacon) reverence with a deep bow and turn toward congregation.
- g. The Crucifer and Torches turn and proceed slowly down the Aisle, followed by the others in the same order they entered

At the end of the procession,

- a. The Gospel Book is returned to the Oblations Table.
- b. Altar Guild members meet the Celebrant, Deacon, and Preacher in the Narthex to take their outer vestments.
- c. Acolytes, Emcee, and EMs proceed down the North Corridor and back into the church through the North Transept.
- d. EVs depart the Church unless first needing to return to the Sacristy.
- e. Emcee proceeds to the North Transept doors and alert the other ministers when they should enter the space. At that time, the Emcee should lead them down the side aisle and ask attendees to give the Acolytes and EMs space to proceed down the aisle towards the Sacristy.

Following the Service

EMs retrieve the chalices from the Niche and perform Ablutions (according to Rite of Ablutions found in the Liturgical Manual).

Torches are extinguished, but all other candles remain lighted afterward for the 11:15 service.

The Emcee should refer to the “Emcee Checklist” in the Clergy Vesting Room for further post-service duties.