

ALTAR GUILD HANDBOOK



MOUNT OLIVE LUTHERAN CHURCH
MINNEAPOLIS, MINNESOTA

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BEFORE THE SERVICE

Opening Up

Lights

If you arrive at church before the building keeper has turned on lights in the sanctuary, switches are to the right of the back row of pews as you face the altar, in the southwest corner of the nave. Turn on as many lights as you need to see where you are going.

Preparing the Altar

Flowers

Flowers are in the refrigerator.

- Make sure the florist's foam in the canisters is wet.
- Place the flowers in the brass vases on either side of the altar.

Vessels

Communion vessels are kept in the vault in tarnish-retardant bags. For the first service, you need:

- Ciborium
- Gold and silver chalices
- Two intinction cups
- Paten
- Flagon (Two flagons are needed for services with attendance over about 65. Check with the pastor if you are not sure how many will be needed.)
- **Vessels can be easily scratched, so handle with care!**

Linens

Most linens are kept in plastic storage boxes in the upper left cabinet. Instructions are taped to the lid of the pink-topped plastic box. You need:

- Corporal
- One large, one medium, and two small palls
- One long, folded purificator
- Post-communion veil
- Nine large purificators
- Two small purificators

You will also need the following, which are kept in the vault.

- Chalice veil in the liturgical color for the day
(See liturgical calendar on radiator shelf)
- Long credence table cloth for narthex credence table
- Short credence table cloth for chancel credence table

Communion Elements

- Wafers and the large hosts are kept in the vault.
- Consecrated wine is in the glass cruets in the vault. (Summer months in the refrigerator)
- If a bottle of wine is open, it will be on the floor in the vault. Unopened bottles of wine are kept in the closet to the right of the sink.
- A bottle of wine is also kept in the cabinet under the green counter in the vesting sacristy, in case more wine is needed during a service.
- On the first Sunday of the month, take a new bottle of wine from the closet in the working sacristy, and put it in the vesting sacristy. The wine that has been in the vesting sacristy should be put on the floor in the vault and used next.

Procedure

- Pour all consecrated wine into one flagon. Add new wine, and fill the flagon to no more than an inch and a half from the top. (If more flagons will be needed, fill those, too.)
- Place about 200 wafers in the ciborium. (The wafers are packaged in rolls of 100, and the ciborium will hold about 250 when it is *really* full.)
- Place a large host on the paten.
- If you expect more than 200 people at worship, put extra wafers in the pyx and place the pyx on the chancel credence table.

Note: Christmas and Easter

- In addition to the two gold flagons, fill the large silver flagon with wine for Christmas Eve, the Vigil of Easter and the second service on Easter morning.

Setting the Altar and Credence Tables



Lay the corporal, centered, on the fair linen.

Center the empty gold chalice on the corporal and drape the long folded purificator over it.



Set the paten, holding the large wafer, on the gold chalice.



Lay the large pall on the paten.



Drape the chalice veil over everything so that the front edge just touches the altar mensa (top).

Pull the front and rear corners out in neat points.

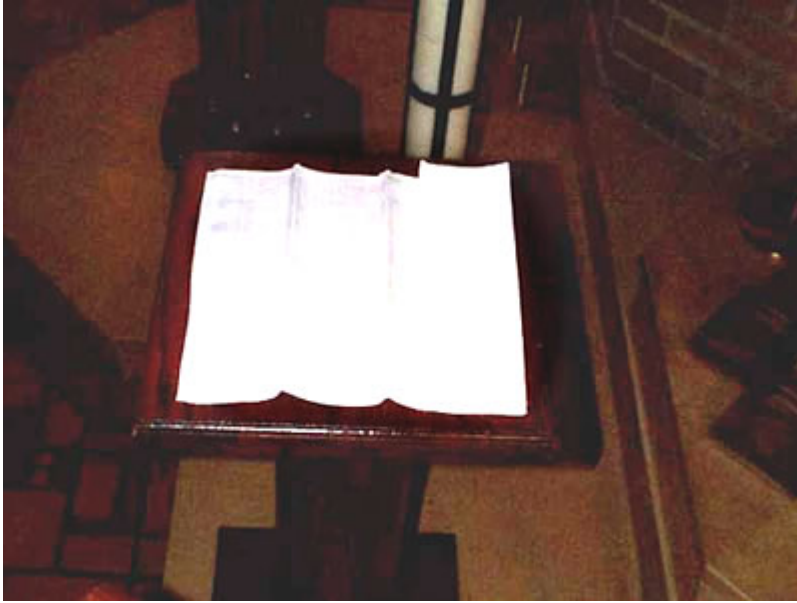


Arrange two small and four large purificators and the post-communion veil to the left of the corporal.



Place the following on the chancel credence table as shown.

- Credence table cloth (shorter one)
- Large silver chalice covered with the medium-size pall
- Two intinction cups, each covered with a small pall
- Missal on the stand



Place an unfolded purificator on each of the pedestals at the communion stations.

On top of that cloth, place a folded purificator.



Place the following on the credence table in the narthex.

- Credence table cloth (longer one)
- Ciborium with wafers
- Flagon(s)

Other Duties



Place the two empty glass cruets and the empty pyx on a purificator on the green counter in the vesting sacristy.

If the glass cruets contained consecrated wine which you poured into the flagon(s), you will need to wash and dry them.



Place a pitcher of ice water and four clean glasses on the silver-colored tray on the desk in the vesting sacristy.



Place a glass of ice water on the ledge to the left of the steps leading to the pulpit.

Miscellaneous

- Check the baptismal font for water and add more if needed.
- Refill the ice cube trays and return to the refrigerator freezer compartment.
- Close all doors, except to the ambulatory.
- Lock the wood door in front of the vault.
- Hang the keys on the hook in the ambulatory doorway.

BETWEEN SERVICES

Clean-Up

Preparations

- The sacristan and acolytes will have brought vessels, linens, and consecrated bread (and perhaps consecrated wine, if there was a lot left over) from the first service to the working sacristy.
- Unlock doors and cabinets as needed. Keys should be hanging on hook inside the ambulatory doorway.

Vessels

- Put the dish tub (stored in the cabinet under the sink) in the sink. Put several inches of warm water and a little dish soap in the dish tub.
- Dish towels are kept in the upper left cabinet. Place a clean, dry towel on the counter to the left of the sink, and set vessels on this towel as you wash them.
- Wash chalices and intinction cups and rinse. Dry the vessels thoroughly.
- Carefully wash wine drips and wipe fingerprints off the flagon used for the first service. Wipe fingerprints off the ciborium.
- Hang wet clothes on the rods on either door under the sink.

Linens

- Put soiled linens in the plastic box marked, “soiled linens,” located on the bottom shelf of the upper left cabinet, and return the box to the cabinet. Unfold damp or wet linens to aid in drying. **Do not place cover on box, as damp linens may mildew.**
- Determine what additional linens are needed. Linens set out for the first service that are still clean may be used again.
- You will need:
 - Corporal
 - One large, one medium, and two small palls
 - One long folded purificator
 - White post-communion veil
 - Nine large purificators
 - Two small purificators
 - Chalice veil in liturgical color of the day (See liturgical calendar on radiator shelf)
- Credence table cloths in the chancel and narthex should still be in place.

Preparing Communion Elements for Second Service

- Wafers and the large hosts are kept in the vault.
- If a bottle of wine is open, it will be on the floor in the vault. Unopened bottles of wine are kept in the closet to the right of the sink.
- There may be consecrated wine in the flagon from the first service. Add new wine to fill the flagon to no more than an inch and a half from the top.
- Take a second flagon from the vault and fill it with wine. Usually only one flagon is used for the first service. Two flagons are needed for services with attendance over 65.
- Add wafers to fill the ciborium. Wafers are packaged in rolls of 100, and the ciborium will hold about 250 wafers when it is *really* full.
- If you expect more than 200 people at worship, put extra wafers in the pyx and place it on the chancel credence table.
- Leave the filled ciborium and flagons on the table in the working sacristy. The sacristan will carry them to the narthex credence table shortly before the second service begins.
- Place a large host on the paten.

Setting the Altar and Credence Tables

Flowers

- Flowers should still be in place in the brass vases on either side of the altar from the first service

Linens and Vessels (See photos on pages 6, 7, 8 and 9)

- Lay the corporal, centered, on the fair linen. (It may already be in place from the first service.)
- Center the empty gold chalice on the corporal and drape the long folded purificator over the chalice.
- Set the paten, holding the large wafer, on the gold chalice.
- Lay the large pall on the paten.
- Drape the chalice veil over everything so that the front edge just touches the altar mensa (top).

- Pull the front and rear corners out in neat points.
- Arrange two small and four large purificators and the white post-communion veil to the left of the corporal.
- Place the following on the chancel credence table:
 - Shorter credence table cloth. (It usually is already in place from the first service.)
 - Large silver chalice, covered with the medium-sized pall.
 - Two intinction cups, each covered with a small pall.
 - Missal on the stand. (It may still be on the altar from the first service.)
- Place an unfolded purificator on each of the pedestals at the communion stations. On top of that, place a folded purificator. (These may still be in place from first service.)

Other Duties

- Place the two empty glass cruets and the empty pyx on a purificator on the green counter in the vesting sacristy. (May still be in place from first service.) See photo page 10.
- Place a pitcher of ice water and four clean glasses on the silver-colored tray on the desk in the vesting sacristy. (May still be in place if not used in first service.) See photo page 10
- Place a glass of ice water on the ledge to the left of the steps leading to the pulpit. The used glass from first service may still be on the pulpit ledge. Wash and refill it. See photo page 11

Miscellaneous

- Refill any empty ice cube trays and return to the refrigerator freezer compartment.
- Close all doors, except to the ambulatory.
- Lock the wood door in front of the vault.
- Hang the keys on the hook in the ambulatory doorway.

AFTER THE SECOND (or ONLY) SERVICE

Clean-Up

Preparations

- The sacristan and acolytes will have brought vessels, linens and consecrated wafers and wine, if any, to the working sacristy. Check vesting sacristy and altar to be sure.
- Bring in water pitcher and glasses from vestry sacristy and pulpit.
- Unlock door to safe and overhead cabinet. Keys should be hanging on the hook in the ambulatory doorway.

Elements

- If the sacristan has not already done so, pour any consecrated wine from flagons into the glass cruet(s) and place the cruet(s) on the purificator on the third shelf in the vault. (Summer months place cruet(s) in the refrigerator.)
- If the sacristan has not already done so, empty any consecrated wafers from the ciborium to the pyx and place the pyx on the purificator on the third shelf in the vault.

Vessels

- Put the dish tub (kept in the cabinet under the sink) in the sink and put several inches of warm water and a little dish soap in the tub.
- Dish towels are kept in the upper left cabinet. Place a clean, dry towel on the counter to the left of the sink, and set vessels on this towel as you wash them.
- Wash and rinse all vessels.
- Dry the vessels thoroughly.
- Put each clean, dry vessel in its tarnish-resistant bag. Place the vessels on the second shelf in the vault.
- Wash and dry all used glasses from the vesting sacristy, including the glass from the pulpit ledge.

- Wash and dry the plastic water pitcher.
- Return clean glasses and pitcher on the silver-colored tray to the desk in the vesting sacristy.
- Put soiled linens in the plastic box marked, “soiled linens,” located on the bottom shelf of the upper left cabinet. Unfold damp or wet linens to aid in drying, and return the box to the cabinet. **Do not place cover on the box as damp linens may mildew.**
- Check the altar, communion station pedestals, and narthex and credence tables, and bring any linens left there to the working sacristy.
- Return clean, unused linens to the appropriate plastic boxes located in the upper cabinet to the left of the sink.
- Place the following clean linens in the burse, kept in the pink-topped plastic box (upper cabinet to the left of sink), ready for the next service:
 - One large, one medium and two small palls
 - Nine large purificators
 - Two small purificators
 - One long folded purificator
 - Corporal
 - White post-communion veil
- Place the chalice veil and credence table cloths in the appropriate boxes in the vault.

Flowers

- Remove the metal liners containing the flowers from the brass vases on either side of the altar.
- Return flowers to the refrigerator in the working sacristy.

Closing Up

- Lock the upper cabinet and return keys to the hook at the doorway to the ambulatory.
- Close and lock the vault and the wood door to the vault.
- Close and lock all doors in the vesting and working sacristies, except ambulatory doors. (The building keeper may already have locked some of these doors.)

SPECIAL SERVICES

Baptism

The pastor and vicar or sacristan will move the baptismal font to the center of the chancel. The large glass bowl should be centered on the font.

Materials Needed

- Silver tray (left side of second shelf in the vault, under the gold paten)
- Brass ewer (third shelf in safe)
- One baptismal candle for each candidate (right side of upper shelf in vault). Save the box to give to the parents at the end of the service.
- Stock (small container for anointing oil) If the stock is not in the vault, check with the pastor.
- Olive oil (cabinet above sink)
- One small purificator (plastic storage box in left cabinet)
- One baptismal napkin for each candidate with candidate's initials (left drawer by sink). (Made and provided by Naomi Peterson)
- Baptismal banner for each candidate (made and provided by Margaret Polzin)

Procedure

- Pour one or two drops of olive oil in the stock. Leave the oil stock uncapped on the tray.
- Place the stock, candle, purificator, and baptismal napkin on the silver tray, as pictured.
- Place the tray with the items on the lower shelf of the chancel credence table.
- Fill the ewer with warm water, and pour the water into the font bowl.



- Fill the ewer with warm water again, and place it behind the font, as pictured. (Sacristan may have done this already.)
- Place the banner on a pole, and then put the pole in the stand behind the stair rail on the lectern side. See picture below. (The stand and pole are usually stored on the stairway to the north transept balcony.)



After the Service

- Give the baptismal banner and the box for the candle to the parents at the close of the service.
- Retrieve any items used for the baptism from the chancel that the acolytes and sacristan did not bring to the working sacristy.
- Wash and dry the silver tray and ewer and return them to the safe.
- Return the stock to the vault or to the pastor's office.

The pastor and vicar or sacristan will move the font back to its spot by the lectern.

Simple Communion Services (Midweek Noon, Weddings, Funerals)

Communion elements should be placed on the credence table in the chancel, not in the narthex. Usually only one flagon and intinction cup are needed. Check with Pastor regarding expected attendance. Set the table in the following sequence:





CARE OF LINENS, VESSELS, AND FURNISHINGS

Removing Wax

From Linens and Albs

- Scrape off as much wax as possible with a table knife.
- Place an absorbent cloth under the area to be treated.
- Apply *Weiman Wax Away* or *E-Z Task Candle Wax Remover* liberally to area. Let soak 3 to 5 minutes.
- Using a table knife, gently scrape until wax is removed. For heavy wax, apply remover a second time, let soak and then scrape again.
- Rub liquid laundry detergent into stained area.
- Launder immediately in hot water containing laundry detergent.

Note: Weiman Wax Away can be purchased in a variety of stores. *E-Z Task Candle Wax Remover* can be obtained at St. Patrick's Guild at \$15.95 per quart.

From Kneeling Cushions

- Place ice cubes in a plastic bag and apply to stained area. Hold it there until the wax is hard.
- Scrape off as much wax as possible with a table knife.
- Lay a white paper towel over the stained area. Heat an iron to medium-hot and press it over the towel, moving the towel as it absorbs the wax.

From Vessels

- Run warm water over the wax until softened.
- With a clean soft cloth or white paper towel, *gently* rub the vessel to remove the wax.

From Floors

- Scrape off wax using a single edge razor scraper or table knife.
- In the working sacristy, scrape off wax before washing floor with warm water to which detergent has been added.

Cleaning the Altar, Chancel and Sacristies

The altar, chancel area (including lectern, pulpit, and steps to nave) and working and vesting sacristies should be cleaned periodically or as needed. Especially, these areas should be cleaned prior to Advent and Easter.

Altar

- Remove fair linen and altar candles. Gently wash marble with warm water and dry immediately with a soft towel. Replace fair linen and altar candles.

Chancel

- The wood panels should be thoroughly dusted together with the chairs, clergy pews and credence table.
- Wax should be removed from the tile floor, including the steps to the nave. The tile floor and steps should then be washed with warm water to which a *small* amount of dish detergent has been added. Dry immediately with soft cloths.

Working Sacristy

- Wax should be removed from work surface areas and then washed with warm water to which a *small* amount of dish detergent has been added.
- Wax should be removed from the vinyl tile floor and then washed with warm water to which dish detergent has been added. If needed, apply tile wax to the floor or ask the Sexton to do this.

Vesting Sacristy

- Work surface areas should be dusted and the desk top cleaned with glass cleaner.
- The carpet in the sacristy (including leading into the pulpit) should be vacuumed.

CARE OF CANDLES

Replacing Candles at Altar and in Wood Candelabras

Procedure

- Half fill a 3# coffee can with water and place on burner in working sacristy to heat.
- Remove brass followers from the two altar candles. Remove used candles from the candelabra. Remove wax from brass followers by dipping into hot water. Use piece of wire with a bent end (located under sink) to lower brass into and remove from water. Use caution - **brass parts will be hot**. Wipe off melted wax with paper towels. Polish with *Brasso* if needed.
- Insert new candles (18"), making sure they are in straight alignment. Place brass follower on each candle, making sure wick is straight.
- Remove brass followers from candles in wood candelabras; remove used candles.
- Disassemble brass components by taking out the screws. Work with only one wooden candelabrum at a time so you can use the one from the other side of the altar as example when reassembling.
- Remove wax from brass parts by dipping into hot water. Use piece of wire with a bent end (located under sink) to lower parts into and remove from water. Use caution - **brass parts will be hot**. Wipe off melted wax with paper towels. Polish with *Brasso* if needed (kept in cupboard above sink).
- For each candle, reassemble brass components in reverse order as taken apart, securing with screw.
- Insert new candles (16"), making sure they are in straight alignment. Place brass follower on each candle, making sure wick is straight.
- Repeat procedure for other wood candelabra.

Replacing Candles in Processional Torches and Lectern Torches

Procedure

- Remove brass followers from torches; remove used candles.
- Remove wax from brass followers by dipping into hot water. Wipe off melted wax with paper towels.
- Remove clear plastic bobeches. Remove wax by scraping with straight edge razor blade knife. **Do not** dip in hot water.
- Disassemble brass components by removing screw. Work with one torch at a time so you can use the other one for example when reassembling.
- Use hair dryer (stored in closet on top shelf) to heat brass components. Remove melted wax with paper towels. Polish with *Brasso* if needed.
- For each candle, reassemble brass components in reverse order as taken apart, securing with screw.
- Insert new candles (12”), making sure they are in straight alignment. (You may have to place masking tape around the base of the candle so it seats securely.)
- Place clear plastic bobeches on candles. Place brass follower on each candle, making sure wick is straight.
- Repeat procedure for other torches.

Cleaning Candle Lighters/Snuffers

Procedure

- To remove wax and soot from candle lighters/snuffers, dip snuffer part in hot water. Wipe off melted wax and soot with paper towels. **Do not** dip the wick in water. Polish with *Brasso* if needed.

SUPPLIES

- Supplies are ordered from St. Patrick's Guild as needed:

1455 Randolph Avenue
 St. Paul, MN 55105
 651-690-1506
 Contacts: Steve, Mark, and Tim

- Orders over \$150 are delivered free of charge. If the order is under \$150, Margaret Polzin will pick it up and bring it to church.
- There is an annual sale in July, and St. Patrick's also calls the church if sales are held at other times.
- The church has a standing order for palms and a paschal candle. Pastor confirms the order.
- The following quantities of supplies are needed for approximately one year:

Item	Type	Quantity	Price
Angelica Wine	3LT, 4/case	10 cases	\$51.95 /case
Cavanaugh Altar Bread	Whole Wheat 1-1/8", 1000/box	6 boxes	13.50 /box
Large wafers (hosts)	50 per box	1 box	4.75 /box
Candles:			
Seven-day	MK761, 12/case	5 cases	33.95 /case
Candelabra	S3, 18/box	8 boxes	3.01 /candle
Altar	S2, 12/box	1 box	4.62 /candle
Torch	1-1/2" x 12" 2/box	6 boxes	6.40 /candle
Aisle	S4, 7/8" x 12"	14	2.22 /candle
Baptismal	First Light	6	1.95 /candle
For Easter Vigil	6", 250/box	1 box	37.50 /box
Cardboard bobeches (wax catchers)	125/pack	2 packs	7.50 /pack

Note: All prices are subject to change.

FLOWERS

Altar Flowers

The church has a standing order for delivery of two altar bouquets on Friday for each Sunday worship with:

Chicago-Lake Floral
2850 Chicago Av
612-827-4100
Contact: Judy or Ernie

A flower chart (made by Naomi Peterson) is posted on the bulletin board at the beginning of each calendar year. Members and friends of the congregation can sign up to donate the altar flowers on a specific Sunday.

Inquiries and/or special requests should be made through Naomi Peterson who is our contact person with Chicago-Lake Floral.

Paschal Garden

Each year two weeks prior to Psalm Sunday, a notice is posted in *The Olive Branch* saying that donations will be received for the Paschal Garden.

Approximately 30 flowering plants are then selected by Naomi Peterson and brought to the church during Holy Week. On Holy Saturday morning the Paschal Garden is arranged by Naomi Peterson, assisted by Marcella Daehn. After the second service, the plants are then distributed to shut-ins, the elderly and others.

WHO DOES WHAT

- **Albs, cleaning:** Marcella Daehn, JoAnn Sorensen
- **Baptismal banners:** Margaret Polzin
- **Baptismal napkins:** Dorothy Odlaug/ Margaret Polzin. Naomi Peterson embroiders the initials.
- **Candles, replacing:** Margaret Polzin
- **Fair linen, washing and ironing:** Marcella Daehn
- **Flowers, ordering, and flower chart:** Naomi Peterson
- **Flowers, delivering:** Naomi Peterson (Margaret Polzin and Lydia Iverson are the back-ups)
- **Linens, washing and ironing:** Margaret Polzin, Marcella Daehn
- **Noon Lenten services, set-up and clean-up:** Marcella Daehn, Margaret Polzin
- **Scheduling:** Assistant Director (currently Christina Harrison)
- **Supplies, ordering:** Margaret Polzin

ALTAR GUILD MEETINGS

- Meetings are held at 9:30 AM on the first Sunday of September, November, January, March, and May.
- Each November, guild members elect a director (or co-directors), an assistant director, and secretary.
- A representative of the sacristans and acolytes (currently Kate Sterner) will usually attend altar guild meetings.
- A member of the altar guild (currently Marcella Daehn,) attends all worship committee meetings and reports to the altar guild about guild-related matters.

MAKING A BAPTISMAL BANNER

Materials

- One yard of heavy weight material such as canvass or similar fabric. (60 inches wide; natural color).
- Dowel (1/2 inch diameter)
- Screw eyes
- Cording
- Felt (colors: black for cross; dark and light blue for shell; orange or red for butterfly; purple or black for lettering).
- Templates for cross, shell, butterfly, letters and numerals.
- Elmer's glue.

Procedure

- Cut fabric into 20 inch wide pieces (you will have three).
- Machine sew a one inch hem along the sides and bottom.
- Machine sew a 1 and 1/2 inch casing at top of banner.
- Cut the various symbols and letters out of felt, using the templates as guides. You will need letters and numerals for the **child's first name, child of God, and date of baptism**. (Ask Pastor for correct spelling of child's first name and date of baptism).
- Position the symbols and letters on the fabric. Fasten with Elmer's glue.
- Fasten the screw eyes into the ends of the dowel. (May need to pre-drill the holes.)
- Insert dowel into casing at top of banner.
- Secure cording to banner by inserting ends of cord into screw eyes and tying. Leave enough slack so there is about two inches between the banner top and the hook on pole when hung.
- Hang completed banner on pole; place the pole in the wood stand and position it between the lectern and hand rail. The stand and pole are stored on the stairway landing to the north transept balcony.

Note:

Margaret Polzin has been making the banners and has the templates. She asks Karl Starr to cut the dowels to length and insert the screw eyes.

DUTIES & INFORMATION FOR SPECIAL SEASONS

(Altar Guild duties are marked with a bullet)

Advent

Altar Frontal and Chalice Veil

- Prior to the first Sunday in Advent, bring the blue altar frontal and chalice veil down from its storage box in the closet at the top of the stairs to the south balcony.
- Using the steam iron **on the wrong side**, carefully press out any folds in these items. (The iron is stored in the left cupboard above the sink in the working sacristy.) Lay a bed sheet beneath the ironing board to protect the frontal from floor soil.
- Remove the fair linen and the waxed corporal from the altar and carefully set aside.
- Bring the two metal bars from the back of the closet in the working sacristy to the altar. With one person holding the frontal in place, insert the bars into the pocket at the rear of the frontal. Center the frontal on the altar.
- Replace the fair linen and waxed corporal.
- Place the chalice veil with the other veils in the vault.

Advent Wreath

- Prior to the first Sunday in Advent, bring the black wrought iron wreath stand down from the landing at the top of the stairs to the south balcony.
- Place the wreath stand in the chancel on the pulpit side.
- Place four candles (torch size) into the holders on the wreath stand.
- Arrange greens around the base of the candles, fastening with floral wire as needed. Make sure no greens are near the flame of the candles. The greens are replaced for each of the four Sundays in Advent. (Currently, Naomi Peterson does this task.)

Side Aisle Wall Candles

The Sacristan hangs the black metal candle holders onto the wall brackets (12 on each side, including the transept and 3 for the choir loft for a total of 30). (The metal holders are stored in a box in the working sacristy closet.)

Place blue glass candles in each holder (30), checking to see that the wicks are upright. These are lit for each liturgy during Advent.

Also place two blue glass candles on the pedestals in the north side chapel.

Christmas

Removing Advent Altar Frontal and Advent Wreath

- After the last Sunday in Advent and prior to Christmas Eve, remove the Advent altar frontal from the altar, carefully fold using tissue paper between folds and, together with the Advent chalice veil, place back in its storage box in the closet at the top of the stairs to the south balcony.
- Return the metal bars to the closet in the working sacristy.
- Remove the used candles and the greens from the Advent wreath stand. Remove any wax that may be on the stand by scraping with a table knife and/or by softening the wax with the hair dryer and rubbing off the softened wax with a paper towel or cloth.
- Return the wreath stand to storage at the top of the stairs leading to the south balcony.

Center Aisle Candelabras and Candles

- After the last Sunday in Advent and prior to Christmas Eve, position the wood candelabras on every other aisle pew, seven on each side. (Candelabras are stored on the rack behind the vestments in the vesting sacristy.)
- Secure the candelabras by removing the set screw on every other pew and replacing the screw through the hole in the metal plate.
- Place the metal wax catchers on the top of each candelabrum.
- Insert 12 inch candles making sure they are in straight alignment.
- Place a brass follower on each candle making sure the wick is upright.
- Because of air circulation, some candles may have to be replaced. Ceiling fans should be **turned off**.

Side Aisle Wall Candles

After the last Sunday in Advent and prior to Christmas Eve, the Sacristan removes the blue glass candles (12 on each side including the transepts and 3 in the choir loft for a total of 30) and replaces them with white glass candles.

Replace the two blue glass candles on the pedestals in the north transept chapel with two white glass candles.

Processional Torches

The Sacristan places the glass chimneys on the two processional torches for use while the trees and greens are up. (The chimneys are stored in the glass door cupboard in the vesting sacristy.)

Crib

The Sacristan places the crib in the chancel on the lectern side and provides the hay for the crib. (The crib is stored in the closet at the top of the stairs to the north balcony.)

Christmas Trees and Crismons

Two 20 ft. trees are ordered by Dan Adams (Properties Committee). With two helpers (currently Tom Stanley and Scott Mortenson) the trees are placed in the chancel mid-week prior to the last Sunday in Advent. (The tree stands are stored in the closet at the top of the stairs to the south balcony.)

- The tree stands are **checked for water** by Altar Guild members on Sundays and by the Sexton during the week (leave a reminder message for him).
- After the last Sunday in Advent, a special crew hangs the lights and crismons on the trees. (Committee members have included: Margaret Polzin, Marcella Daehn, Stan and JoAnn Sorenson, Jack Olson, George Oelfke, Peter Nekola, Kathy Thurston and Muriel and Elmer Jaster.) This is a three to four hour task.
- Two strings of lights are used for each tree. New lights were purchased in December, 2005. (Lights are stored in the closet at the top of the stairs to the south balcony.)
- The crismons are stored in marked boxes for each tree (North and South) in the closet at the top of the stairs to the south balcony. Margaret Polzin handles the repair or replacement of crismons.
- Using two card tables in the chancel, lay out the crismons for each tree. **Handle crismons carefully as they are very fragile.** The crismons are hung beginning at the top of each tree following the photos for the position of each one.

Hanging the Greens

The Worship Committee orders the garlands and wreaths for the nave. (Approximately 200 feet of garland and 20-22 wreaths are used.)

Members of the congregation are invited and encouraged to participate in *Hanging the Greens* at the close of the second worship service on the last Sunday in Advent.

The Worship Committee also provides refreshments after the second worship service on that day for those participating or remaining to visit.

Flowers for Christmas

- Approximately 13 white poinsettias are selected and purchased. (Currently, Naomi Peterson does this task.)
- Set five poinsettias in white pots and place three on the gradine and one each on the flower stands. (The white pots are stored in the cupboard in the vesting sacristy.)
- Place four poinsettias on each side of the chancel at the top of the steps.

Candles for the Choir

- Prepare 30 small individual candles (6") with cardboard bobeches. Place in a box and take to the choir room for the choir's use during singing of *Silent Night* at the Christmas Eve liturgy. Let the Cantor know that the choir candles are ready.

Epiphany

Epiphany Liturgy

Prior to the Epiphany liturgy, the Epiphany star is hung in the chancel. (Currently, Warren Peterson, Worship Committee, does this task.)

The white side aisle wall candles remain in place through the Transfiguration Sunday liturgies.

Mount Olive's tradition has been to leave the Christmas greens and trees up through the Epiphany liturgy on January 6.

In 2006, January 6 fell on Friday. Because Mt. Olive's annual liturgical conference was scheduled for Saturday, January 7, the Worship Committee decided that the Christmas decorations should be down for the conference. This was done on Thursday, January 5.

Removing the Christmas Greens and Trees

Members from the CPR crew, Altar Guild and other volunteers are recruited to remove the Christmas garlands, wreaths and trees and to clean up the fallen needles in the narthex, nave and chancel. This is a four hour task for a crew of approximately 12 people.

Each crismon is carefully taken down, placed in a plastic bag and put in the box marked for that tree (North and South). **Handle crismons carefully as they are very fragile.** The boxes are stored in the closet at the top of the stairs to the south balcony. If any crismons need repair, give them to Margaret Polzin.

The lights are removed from the trees, wound on cord holders, and returned to storage in the closet at the top of the stairs to the south balcony.

The trees are sawed into short lengths to aid in removal. The tree stands are cleaned, dried thoroughly and stored in their boxes in the closet at the top of the stairs to the south balcony.

The garlands are taken down, cut into short lengths and placed in large plastic bags. The wreaths are taken down and also placed in large plastic bags.

Presentation of Our Lord (Candlemas)

- Prepare one 12 inch candle, with brass follower for use by Pastor.
- Prepare approximately 65 individual 6" candles with cardboard bobeches for use by the congregation. (Check with Pastor regarding anticipated attendance.)
- Place in box marked "Return to Working Sacristy". (Boxes are stored in the closet at the top of the stairs to the south balcony.)
- Bring the candles to the chapel-lounge where the worship service begins with the blessing of the candles.

Transfiguration Sunday

After Transfiguration Sunday and before Ash Wednesday, the white side aisle wall candles and the metal holders should be removed. The metal holders should be placed in the marked storage box and returned to the closet in the working sacristy.

Lent

Ash Wednesday

- After Transfiguration Sunday and before Ash Wednesday, the altar cross, processional cross and icon in the side chapel are veiled in purple.
- Press the three purple veils, using the steam iron. Lay a bed sheet under the ironing board to protect veils from floor soil. Each veil is tagged for its usage. (Purple and black veils are stored in a box on the top shelf of the radiator cupboard in the working sacristy.)

Maundy Thursday

At the close of the evening service, the altar and chancel are stripped of all furnishings in preparation for Good Friday.

Good Friday

- On the morning of Good Friday, remove the purple veils on the altar cross, processional cross and icon in the side chapel.
- Re-attach the appropriate tag to each veil, fold it and place it back in the storage box.
- Remove the three black veils from the box and press them, using the steam iron. Lay a bed sheet under the ironing board to protect veils from floor soil.

(Currently, Warren Peterson, Worship Committee, and Marcella Daehn, Altar Guild, veil the crosses for Lent and Good Friday.)

Easter Vigil and Resurrection Liturgies

Hand Held Candles for Easter Vigil

Prior to the morning of the Easter Vigil, the Altar Guild prepares hand held candles as follows:

- For Worship Leaders: 8 candles (12") with brass followers, place in a box and place in vesting sacristy.
- For Choir: 30 candles (12") with white plastic bobeches. Place in a box and take to the choir room. Let the Cantor know that the choir candles are ready.
- For Congregation: 250 candles (6") with cardboard bobeches. Place in boxes marked "Return to Working Sacristy" and place boxes on the table in the narthex. (The empty boxes are stored in the closet at the top of the stairs to the south balcony.)

Chancel Furnishings

On the morning of the Easter Vigil, the Sacristan and Acolytes should move the furnishings that were stripped from the altar and chancel on Maundy Thursday, back to the altar and chancel.

- On the morning of the Easter Vigil, replace the candles at the altar and in the wood candelabras with new candles

Altar Frontal, Chalice Veil and Fair Linen

- On the morning of the Easter Vigil, bring down the white altar frontal, chalice veil and the floor length fair linen from their storage boxes in the closet at the top of the stairs to the south balcony.
- Using the steam iron **on the wrong side**, carefully press out any folds in the altar frontal and chalice veil. (The iron is stored in the left cupboard above the sink in the working sacristy.) Lay a bed sheet beneath the ironing board to protect them from floor soil.
- Using the steam iron, press out any folds on the fair linen. Two people will be needed, one to press out any folds and the other to handle the fair linen as it is pressed.
- Remove the short fair linen and the waxed corporal from the altar.
- Bring the two metal bars from the back of the closet in the working sacristy to the altar. With one person holding the frontal in place, insert the bars into the pocket at the rear of the frontal. Center the frontal on the altar.
- Place the floor length fair linen on the altar, over the frontal. Center the waxed corporal on top of the fair linen.
- Place the chalice veil with the other veils in the vault.
- Launder and iron the short fair linen before placing it back in its storage box in the closet at the top of the stairs to the south balcony.

Side Aisle Wall Candles

The Sacristan usually hangs the black metal candle holders onto the wall brackets (12 on each side, including the transept and 3 for the choir loft for a total of 30). The metal holders are stored in a box in the working sacristy closet.

Place white glass candles in each holder (30), checking to see that the wicks are upright. These are lit for each liturgy during the Easter season.

Pentecost Vigil and Day of Pentecost

Side Aisle Wall Candles

After the last Sunday in Easter and prior to Pentecost, the Sacristan removes the white glass candles (12 on each side including the transepts and 3 in the choir loft for a total of 30) and replaces them with red glass candles.

The two white glass candles on the pedestals in the north side chapel should be replaced with two red glass candles.

The red glass candles are removed following the Pentecost liturgies.

Altar and Baptismal Font Votives

The Sacristan places red votives, of various sizes, on the altar mesa, at the base of the baptismal font and on the ledge behind the font.

The red votives are removed following the Pentecost liturgies.

Pentecost Window

The Sacristan places red votives of various sizes under the Pentecost window in the north transept. The *prie-dieu* is positioned under the window and the votives are placed on its ledge.

The red votives are removed following the Pentecost liturgies.

Altar Frontal, Chalice Veil and Fair Linen

- After the last Sunday of Easter and prior to Pentecost, remove the white altar frontal and floor length fair linen from the altar.
- Carefully fold the altar frontal using tissue paper between folds. Together with the Easter chalice veil, place them in the storage box in the closet at the top of the stairs to the south balcony.
- Launder and iron the floor length fair linen before placing it back in its storage box in the closet at the top of the stairs to the south balcony.
- Place the short fair linen on the altar. Center the waxed corporal on top of the fair linen. (The short fair linen is stored in the closet at the top of the stairs to the south balcony).

Flowers

- Order two red bouquets for the altar pedestals and make an arrangement of red roses to be placed at the base of the paschal candle. (Currently, Naomi Peterson does this task.)

All Saints Day

Clear Votives

Before the liturgy begins, members of the congregation who wish to light a votive in memory of a loved one may come forward and do so with the assistance of the Sacristan. The lighted votives are placed at the base of the baptismal font.

- Prepare 128 clear votives with 4 hour inserts and place them on trays (from kitchen). The Sacristan positions the trays in the nave before each liturgy.
- Following the All Saints liturgies, remove the inserts and clean off any wax from the clear votives before placing them in storage in the working sacristy closet.

Thanksgiving Day

Table for Food Gifts

- On the Tuesday before Thanksgiving Day, ask the Sexton to move the low table, from the children's choir room on the lower level, to the chancel.
- The table covering is stored in a marked box in the cupboard above the radiator in the working sacristy.
- Using the steam iron, press out any folds in the covering. Use a bed sheet beneath the ironing board to protect the covering from floor soil.
- Place the covering on the low table that has been positioned in the chancel.
- Make an arrangement of flowers and produce for the table center. (Currently, Naomi Peterson does this task.)

Following the close of the liturgy, the Sacristan and Acolytes place the food gifts in the south transept for temporary storage until the items can be delivered to the local food shelf the following week.

The Sacristan and a volunteer then remove the table from the chancel in preparation for the Sunday liturgy.

- Take the table covering to the working sacristy. Launder the covering before placing it back in storage in the cupboard above the radiator.

DUTIES FOR SPECIAL SERVICES

Funerals

Casket Pall

- The white pall for the casket is stored on the rack in the working sacristy.
- Remove the dust cover and then remove the small urn pall and set it aside.
- Remove the casket pall and carry it, still folded, to the second pew from the rear on the lectern side.
- Unfold and drape the casket pall over the back and seat of the pew, making sure it is clear of the floor.
- Show the funeral director where the pall is placed and ask him to hang it back there at the close of the liturgy. (The funeral director and assistant will place the pall on the casket at the beginning, and remove it at the end of the service.)
- After the service, and when the congregation has left the nave, retrieve the casket pall and fold it for storage. Directions for folding are posted on the storage rack.
- Hang the folded pall back on the storage rack. Hang the urn pall over the casket pall. Cover all with the dust cover.

Note: To assist folding without creases, place the pall on a long folding table, hold sides off the floor, and then proceed with the folding.

Urn Pall

- The pall for the urn is stored on the rack in the working sacristy.
- Remove the dust cover and set it aside. The urn pall is hung on top of the casket pall.
- Check with the Pastor on where to place it. (The urn holding the ashes is usually carried in by the Pastor and placed on a pedestal in the chancel.)
- After the service, and when the congregation has left the nave, retrieve the urn pall and hang it back on the storage rack.
- Replace the dust cover over the palls.

Weddings

Center Aisle Candelabras and Candles

- Pastor may advise that the bride and groom request the use of center aisle candles for the wedding ceremony.
- Follow the procedure as outlined for **Center Aisle Candelabras and Candles** on page ____.

Communion for Home Bound Members

Replenishing Individual Communion Kits

- Remove soiled purificator and place in the plastic box marked, “soiled linens,” located on the bottom shelf of the upper left cabinet.
- Remove, wash, dry and replace the individual cups for the wine.
- Fill the plastic vial with consecrated wine, using the small funnel located in the left drawer by the sink. Consecrated wine is stored in the glass cruets.
- Fill the metal vial with consecrated wafers from the pyx.
- Fold and place a clean purificator in the kit before closing.

MISCELLANEOUS INFORMATION

Dry Cleaning of Vestments, Altar Frontals and Chalice Veils

Take clergy vestments, altar frontals and chalice veils in need of cleaning to:

Best Cleaning & Restoration Services, Inc.
2508 24th Avenue South
Minneapolis, MN 55406
(612) 721-0010

Use Mount Olive's tax-exempt number: 20140

Re-plating or Repair of Communion Vessels

Re-plating or repair of communion vessels has been done by:

Lars J. Oexning Silversmiths
3752 West Broadway
Robbinsdale MN 55422
763-521-4235

As of August, 2006, this company could not be reached at the above phone number and may have moved or are no longer in business.