



# Liturgical Customary

*“Liber Ordinarius”*

Pentecost 2015

*There is more than one “right” way of working in a liturgical space. Yet the liturgy is usually enhanced by some consistency and a sense of expectation. This manual is an attempt to bring many different ideas and styles into one common practice. We hope that doing so will give a predictability of motion and action among liturgical leaders that enhances the beauty and reverence of our worship.*

**The Holy Eucharist, Rite II**  
**10:30 AM**

*Before the Service*

The vergers should arrive no later than forty-five minutes before the service. Please vest in cassock when in the vesting sacristy before proceeding into the Nave.

Check the altar to see it contains the following:

- “The stack”—burse (containing two purificators), veil, pall, paten and host, and chalice—on the corporal.
- *Hymnal 1982* open to opening hymn, behind the stack.
- The Rite II Missal (colored ribbons), on stand, to the left of the corporal, should be open to page 147 with ribbons appearing to the right as follows:
  - Ribbon 1 marks the Collect of the Day (\* this ribbon to be on the bottom of the page)
  - Ribbon 2 marks the Sursum Corda (“Lift up your hearts”)
  - Ribbon 3 marks the Proper Preface (see order of service)
  - Ribbon 4 marks the Eucharistic prayer appointed for the day, as designated in the Order of Service.
  - Ribbon 5 marks the post-communion prayer

Note: Sticky notes are helpful, but not required. If in use, please move as appropriate.

- An Order of Service should be open to the right of the corporal.
- The *Book of Gospels* (with the spine facing the congregation) to the front on the gospel (north) side. The ribbon should mark the gospel of the day (see Order of Service or appendix)
- Glass of water by the gospel candlestick.
- The *Book of Occasional Services* during the following seasons only: Advent, Christmas, Epiphany, Lent, and Easter, as well as on the Day of Pentecost, Trinity Sunday, and All Saints Sunday.
- Light the altar candles (and Paschal Candle during Eastertide and Baptisms)

The altar candles from the back, first the *epistle side* (the south candle—left when facing the altar from the back) then the *gospel side* (the north candle—right when facing the altar from the back). The crucifer reverences upon entering and leaving the Sanctuary (the carpeted area within the altar rail) before and after lighting the candles (not in-between). Matches are on the small shelf on the buttress near the sacristy.

*TIP: After extinguishing the taper, be sure to slide the taper back up so the hot wax doesn’t stick in the sleeve.*

Return taper to stand and proceed to the Narthex (entrance area).

Check the lectern to see that the lectionary is properly marked (see Order of Service, or appendix). The 10:30 intercessory prayer sheet should also be present.

Orders of Service should also be at all places where a liturgical minister will sit.

Ushers should arrive by 10:10 to greet (shake hands and welcome) everyone and hand out bulletins. Please wear your usher name badge. Two ushers should be by the front door, one near the Great South Window, and one near the font. Please make eye contact with everyone and say “good morning” (whether you have handed them a bulletin or not).

The Vestry Person of the Week, wearing a nametag, should be stationed near the narthex. In pleasant weather, one may be outside the front doors.

Acolytes arrive by 10:15 and are vested in the Vesting Sacristy, checking in with the vergers for any special instructions.

At 10:25 the vergers collect the clergy from greeting people at the door for a prayer before the Great South Window.

The crucifer collects the cross and a procession is formed in the following order:

Vergers  
Crucifer  
(Torch) (Torch)  
Choir  
(Second Crucifer or Banner)  
Chalice Assistant(s)  
Deacon  
Preacher  
Celebrant

## **Liturgy of the Word**

The procession begins as the first verse of the **opening hymn** is sung.

*Note: Leave a minimum of two pews between service participants. There should be ample space to stop, reverence, and move on without affecting the pace of the person behind you.  
Choir member should process around the font with the font being between them.*

The vergers stop at the top of the Chancel steps (the raised wooden floor) and reverence, then proceed to the left near the pulpit, the vergers in escort position until every member of the procession is in place, then goes to his or her chair.

The crucifer and torches pause for one second at the foot of the Sanctuary step (but do NOT reverence), then immediately turn to their right and proceed single file (right torch leading) to

place the cross and torches in their holders and go to the acolyte chairs near the sacristy door. (The crucifer's chair is the one nearest the Nave.) Note: Acolytes do not reverence when bearing the cross or torches in their hands.

The choir members stop in pairs at the top of the Chancel steps, reverence the altar, divide, and proceed to their places.

The chalice assistants reverence in the same place and proceed left to the chairs next to the vergers' chair.

The preacher reverences in the same place, then proceeds right to his or her chair near the lectern.

The celebrant reverences in the same place, then proceeds inside the altar rail and right around the altar to face the congregation.

The service continues with the **Salutation**, **Collect for Purity**, **Gloria** (or *Trisagion* or *Kyrie* during Lent).

After the **Collect of the Day**, the celebrant proceeds to the celebrant's chair.

The lector comes forward to the lectern from a seat in one of the first rows of the congregation on the aisle, reverencing the altar and cross at the top of the Chancel steps.

*Note: It is important for lectors to sit in a front pew during the opening few minutes of the service to expedite their walk to the lectern. If for some reason a lector needs to use the ramp to get to the lectern, he or she should come forward during the collect for the day and wait in the Chancel in or near the center acolyte chair. After the reading, the lector may choose any unoccupied seat in the Nave.*

After reading the **Old Testament** lesson, the lector reverences the altar from the center of the top of the Chancel steps and proceeds to any vacant pew in the Nave.

*Note: Please do NOT introduce either reading with any words other than "A Reading from \_\_\_\_\_," as an explanation of the reading is provided in the Order of Service. After a pause, the lector concludes:*  
*"The Word of the Lord."*

A cantor (seasonally) leads the psalm.

The lector comes forward from a seat in one of the first rows of the congregation on the center aisle, reverences the altar and cross at the top of the Chancel steps, then proceeds to the lectern.

*Note: Please do NOT introduce either reading with any words other than "A Reading from \_\_\_\_\_," as an explanation of the reading is now being provided in the newly designed Weekly Epistle. After a pause, the lector concludes:*

“*Hear* what the Spirit is saying to God’s people.”

The lector now goes to any vacant pew in the Nave, reverencing the altar and cross from the top of the Chancel steps.

**The Gospel Procession** (*see Appendix I*) is formed by the vergers taking the verge in escort position diagonally down the Chancel steps behind the pulpit and standing facing the altar on the Nave level.

The crucifer (and torch bearers) simultaneously take the cross and torches and proceed to the top of the Chancel steps facing the congregation.

The clergy cross and gospeller now come to the foot of the Sanctuary step behind the crucifer, reverence, and the gospeller moves forward to retrieve the *Gospel Book*.

As the book is being lifted off the altar, the vergers reverence, turn, and process down the center aisle. The crucifer, (torch bearers), acolyte (with hands clasped in front), and the gospeller (holding the book in proclamation position—raised above head) move forward.

The vergers stop halfway between the second and third set of double black lines on the Nave floor.

The crucifer (and torch bearers) walk past the vergers. The crucifer stands facing the altar on the third set of black lines, and the torch bearers face inward toward the *Gospel Book*.

The acolyte stops in front of the crucifer and turns, ready to hold the *Gospel Book*.

**The Gospel** is proclaimed. At the conclusion, both gospeller and acolyte move to the south side of the aisle and face north. The vergers lead the crucifer and torches past them, and they turn and follow in a procession back into the Chancel.

The vergers stop at the top of the Chancel steps (the raised wooden floor) and reverence, then proceed to the left near the pulpit, the verge in escort position until every member of the procession is in place, then go to the vergers’ chair.

The crucifer (and torch bearers) pause at the foot of the Sanctuary step (but do NOT reverence), then turn to the right and proceed to place the cross in its holder, torches in stands, and go to the acolyte chairs near the Sacristy door.

The chalice assistant reverence at the foot of the Sanctuary step and proceeds right to their chair.

The gospeller pauses (but does not reverence) in the same place, then proceeds left to the pulpit, and places the *Gospel Book* on the shelf in the pulpit.

Variation: If the preacher preaches from the aisle, the *Gospel Book* may be handed back to the acolyte to place on the shelf in the pulpit. In that case, the acolyte would hold the book lower, resting on the collarbone, pause but not reverence in front of the altar, and then go to the pulpit and then to his or her seat.

The **sermon** is preached. Following the sermon, the preacher returns to his or her chair and sits for a moment of silence. When ready, the celebrant and congregation stand for the **Nicene Creed**.

The intercessor comes forward from his or her seat in the first rows of the congregation on the aisle to the lectern, pausing at the top of the top of the Chancel steps to reverence the altar.

After the prayers of the people the deacon (or celebrant when the deacon is not present) invites the congregation to **Confession** followed by **Absolution**.

The celebrant proclaims the **Peace**.

At the Peace, the vergers take the verge and go down the north aisle to the Narthex.

Simultaneously, the acolytes take the cross (and torches) and proceed down the south aisle to the Narthex.

Announcements are now made and words of welcome to guests of the parish (The vestry person of the day or a warden).

*The children of the church school may enter at this time if their lesson plans are finished. If not, they may quietly enter to join their parents as soon as they are ready.*

The celebrant says the **Offertory Sentence** and returns to the Chancel.

## **The Holy Communion**

After the **Offertory Sentence** an anthem is sung when the choir is present.

The celebrant vests in the chasuble (seasonally).

Simultaneously, the ushers come up the center aisle, reverence the altar together, turn in pairs to pick up the alms basins from the step in front of the pulpit and lectern. The collection is taken by two ushers going down the center aisle and one down each side aisle.

At the conclusion of the anthem the celebrant stands. This is the cue for the following:

The preacher goes into the Sanctuary to gospel side of the altar and waits as the deacon (or

preacher when the deacon is not present) prepares the table for Eucharist.

The chalice assistants move to the Sanctuary steps to receive the alms and oblations.

A procession moves with the gifts to the altar as follows:

Verger  
Crucifer  
(Torches)  
2 children with food basket (first Sundays only)  
2 Ushers with alms basins  
Usher with bread   Usher with wine

As the procession comes to the front, the verger stops at the top of the Chancel steps (the raised wooden floor) and reverences the altar, then proceeds to the left near the pulpit, puts the verge in the verge stand and goes to his or her altar position.

The crucifer (and torches) pause at the foot of the Sanctuary step (but do NOT reverence), then turn to their right and proceed single file (right torch leading) to place the cross (and torches) in their holders. (The torch bearers return to the acolyte chairs near the Sacristy door.) The crucifer goes to the credence table.

The ushers spread out across the foot of the Sanctuary step (see following order) , and do not reverence until after the chalice assistants have take all the objects.

Plates   Wine   Bread (Basket)   (Basket)   Bread   Plates

When all four ushers have finished presenting the gifts, they reverence deeply in unison, and exit in the following manner: The middle two ushers turn and walk down the Chancel steps, divide, and walk down the side aisles. The outer two ushers turn and follow them in an identical manner.

### **Setting the Table**

- The chalice assistants come forward together to receive the offerings and first take the bread and wine, handing them across the altar to the minister setting the table. They will then return to the ushers and take both stacks of alms basins. The chalice assistant on the epistle side places the alms basins on top of the basins carried by the chalice assistant on the gospel side, and returns to his or her altar position. The gospel side chalice assistant places all four alms basins on the altar where the celebrant may reach them. (On the first Sunday the basket is received last, brought to the celebrant for blessing, and placed on the floor at the back opening of the sanctuary rail—to be removed by an acolyte when convenient). The chalice assistant on the gospel side returns to his or her altar position.

- The minister setting the table unpacks the stack, folds the veil, removes a purificator from the burse, and places the burse and veil to the left of the corporal for the vergers to remove.
- The bread box and cruet of wine are now moved onto the corporal. Wine is poured in the chalice.

*Special Note: As we will be consuming the wine at the end of the communion, please have a light hand when filling and replenishing the chalices.*

- After securing the cross in the holder, the crucifer immediately goes to the credence table, unstops the cruet of water (leaving the stopper on the credence table), goes to the altar rail and hands it (holding the handle) to the vergers, who then hands it (handle outward) to the minister setting the table.
- The minister holds the water out toward the celebrant, who blesses the water.
- Water is poured in the chalice and the cruet.
- The vergers now hands the burse, veil and any additional items to the acolyte, who places them on the credence table and prepares for the lavabo by holding the bowl by the base in their left hand and draping the lavabo towel over their left arm.
- The cruet of water is now returned to the vergers who holds it until the acolyte arrives for the lavabo.
- (The basket of food may be moved to near the acolyte chair at this time).
- The minister setting the table then reverences with the celebrant, indicating the altar is now ready. The acolyte then moves to the altar rail and stands next to the vergers who immediately hands the acolyte the cruet of water.
- The celebrant moves to the center, elevates the alms basins, and hands them to the vergers who places them on the credence table and returns to their station in the sanctuary. The chalice and host are now also elevated.
- When no further objects are to be moved between credence table and altar, the acolyte pour water over the celebrant's fingers until signaled to stop (moving their fingers). The celebrant then dries their hands and nods to the acolyte who returns to his or her seat for the celebration.
- The vergers and chalice assistants remain in their altar positions during the celebration.

**The Holy Eucharist** is now celebrated.

At the **Fraction Anthem** (the piece of music played after the breaking of the bread), an acolyte



goes to the credence table and brings over the second chalice and hands it to the vergers, who hands it to the celebrant, who fills the second chalice.

When the celebrant finishes communicating, the assisting clergy turn to face the celebrant. The acolytes come into the choir area behind the altar and stop at the Sanctuary step. The celebrant administers bread and wine to the assisting ministers, and bread to the remaining altar party. The assisting minister administers wine to the remaining altar party, and hands the chalice to the chalice assistant. Note: The Altar Party includes Director of Music, Organist and acolytes (who should be communicated first).

The choir members come forward to receive communion, then return to their seats.

Four ushers now come forward, reverence together from the foot of the Chancel steps. Two proceed into the Chancel (via the left and right ramps) and remain at the top to help guide people to communion as prescribed in *Appendix V*. Two other ushers go to the center aisle and remain at the first row of pews to do the same.

The congregation comes forward as directed by the ushers. Communion is administered at the altar rail in a continuous circle as outlined in *Appendix V*.

The vergers opens the aumbry door, reverences, brings the reserved sacrament to the altar (without reverencing), places it on the altar, reverences, and returns to his or her seat.

Throughout communion the vergers remains attentive to indications from the clergy for the need for additional elements to consecrate. Bread (found in the sacristy) should be removed from its wrapper and transported to the celebrant at the altar in an appropriate silver vessel. The words for consecrating additional elements are on page 193 of the missal.

The moment the last few people begin to enter the Chancel for communion, the two ushers who remained in the Nave walk down the center aisle, across the back of the last pew, and up the side aisles (one on each side), carefully noting who needs communion brought to their seats. They enter the Chancel via the ramps, receive communion, and notify clergy if there are any such individuals. If there are, an usher escorts a clergy person and a chalice bearer to the seat of each person receiving communion in the pew. (A vergers should not assist here as they will be needed in the Sanctuary during ablutions).

The two ushers who were assisting in the Chancel may receive communion after the last congregant has done so.

## **Ablutions**

As communion is ending, the vergers returns to the Sanctuary. As the celebrant returns to the altar, the crucifer brings over a cruet of water and hands it to the vergers, who hands it to one of the sacred ministers or places it on the altar.

Remaining consecrated wine in the cruet is poured into the reserved sacrament cruet, and remaining consecrated hosts are placed in the ciborium.

The chalice bearers consume as much of the remaining wine as possible, place the chalices on the altar, and return to their seats.

An assisting minister then consumes the remaining wine in the chalices and cleanses them with water, tapping all crumbs into a chalice for consumption, and finishes by placing the purificators into the chalices and handing them to the vergers. The vergers hands them to an acolyte (at least two need to be assisting here), who places everything he or she is handed on the credence table.

The deacon or vergers then takes the reserved sacrament to the aumbry and returns to his or her seat.

The celebrant folds the corporal places it in the burse, and hands the burse to a vergers (who has come, if possible, within the rail).

The celebrant continues with the **Post Communion Prayer** and the **Blessing**. The Blessing is taken from *The Book of Occasional Services* (placed on the right side of the altar behind the candlestick) during the seasons of Advent, Christmas, Epiphany, Lent, Easter, and on Trinity Sunday, the Day of Pentecost, and All Saints Sunday.

The celebrant returns to his or her seat.

During the first verse of the closing hymn, the crucifer takes the taper and proceeds to the back Sanctuary step, reverences, and puts out the altar candles in the reverse order in which they were lit. First the *gospel* (right from the back or north) candle, then the *epistle* left from the back or south) candle (Note: The crucifer reverences from the sanctuary step (the carpeted area within the altar rail) before and after lighting the candles—but not in-between).

Depending on the liturgical season, the procession out now forms in one of two ways:

**A.**  
**During Advent, Christmas, Epiphany, Lent, and Easter**

At the conclusion of the closing hymn, **The Dismissal** is given by the deacon (or the preacher if the deacon is not present) from the top of the Chancel steps.

The vergers takes the verge, makes eye contact with the choir, and nods. The choir now makes a deep and deliberate reverence to the altar in unison.

**The Procession** is formed by the vergers taking the verge in escort position diagonally down the Chancel steps behind the pulpit and standing facing the altar on the Nave level.

The crucifer (and torch bearers) simultaneously take the cross and torches and proceed to the foot of the Sanctuary step facing the congregation.

As soon as they are in place, the cross is elevated, the vergers reverence the altar, and leads the procession to the Narthex.

The choir follows, and having already revered, processes out in pairs without reverencing again.

The (clergy cross), chalice assistants (together), deacon, preacher, and celebrant stop at the foot of the Sanctuary step, turn to face the altar, reverence, and continue down the aisle to the Narthex.

The vergers remain near the font with the verge in escort position until the celebrant passes.

## **B.**

### **From the Day of Pentecost to Christ the King**

The vergers calculate how many verses of the hymn (approximately) the altar party can sing while in the Chancel. At the appropriate verse (always initiating a procession at a verse), the vergers lead a procession out in the same order as the altar party processed into the Chancel as follows:

The vergers take the verge, make eye contact with the choir, and nod. The choir now makes a deep and deliberate reverence to the altar in unison.

**The Procession** is formed by the vergers taking the verge in escort position diagonally down the Chancel steps behind the pulpit and standing facing the altar on the Nave level.

The crucifer (and torch bearers) simultaneously take the cross and torches and proceed to the foot of the Sanctuary step facing the congregation.

As soon as they are in place, the cross is elevated, the vergers reverence the altar and leads the procession to the Narthex.

The choir follows, and having already revered, processes out in pairs without reverencing again.

The (clergy cross) chalice assistants (together), deacon, preacher, and celebrant stop at the foot of the Sanctuary step, turn to face the altar, reverence, and continue down the aisle to the Narthex..

**The Dismissal** is given from the Narthex.

The vergers remain near the font with the verge in escort position until the celebrant passes. Ushers now stand in the back, and may collect unwanted bulletins as congregants leave. (Please recycle paper in the Nursery or Parish Hall).

The Vestry Person of the Week and the ushers are encouraged to speak to guests of the parish (newcomers), and to invite them to “share their story.” Introduce them to a member of the clergy and then to a member of the vestry.

The ushers now make a sweep of the Nave, removing leftover bulletins, straightening prayer books and hymnals, and generally making sure the worship space is left in a dignified way for the week ahead.

The altar guild now breaks down the altar area and prepares the sacred vessels for their next use on Wednesday at Noon.