



# 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 I**

### **8:00 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 room before proceeding into the Nave.

The building may be opened in the following manner:

- Unlock the door in breezeway leading from the Education Wing to the Office Building and turn on lights in the Education hallway.
- Turn on lights in Parish Hall (switches on west wall).
- Turn on lights in accessible restrooms, hallway, and Nursery.
- Turn on Narthex lights (1 switch in entryway, 1 on wall by restrooms). Note: the fluorescent light in the Narthex are not used unless cleaning—the switch has been relocated.
- Unlock the four exterior front doors.
- Turn on lights in Nave, setting #3.
- Unlock Sacristy and turn on lights.
- Turn on the PA system using the single red switch on the top right.

Check the altar to see it contains the following:

- “The stack”—burse (containing purificator), veil, pall, paten and host, another purificator, and chalice—on the corporal.
- *Hymnal 1982* open to opening hymn, behind the stack.
- The Rite I missal (red ribbons), on stand, to the left of the corporal, should be open to page 9 with ribbons as follows:
  - Ribbon 1 marks the Sursum Corda (“Lift up your hearts”).
  - Ribbon 2 marks the proper preface (see order of service).
  - Ribbon 3 marks Eucharistic Prayer II during all seasons except Lent, when it marks Prayer I.
- 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 side (north). The ribbon should mark the gospel of the day. (See Order of Service, lectionary insert, 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.

Check the lectern to see that the lectionary is properly marked (see Order of Service, or appendix). The 8:00 intercessory prayer sheet should also be present.

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

Check the level of consecrate elements in the aumbry. If necessary, add more bread and/or wine to the elements to provide for the 10:00 service.

At 7:45 an acolyte or verger lights 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 the taper to its stand and proceed to the Narthex (entrance area).

At 7:55 the verger collects 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:

Verger  
Crucifer  
Chalice Assistant  
Deacon (if present)  
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.*

The verger stops at the top of the Chancel steps (the raised wooden floor) and reverences, then proceeds to the left near the pulpit, the verge in escort position until every member of the procession is in place, then goes to his or her chair.

The crucifer pauses at the foot of the Sanctuary step (but does NOT reverence), then turns to the right and proceeds to place the cross in its holder and goes to the first of three acolyte chairs near the Sacristy door.

*Note: The crucifer does not turn and wait for people to reverence the cross, as we are reverencing the altar itself as a sacred symbol of our community, and the cross above it.*

The chalice assistant reverences at the top of the Chancel steps and proceeds left to the chair next to the verger's chair.

The preacher reverences in the same place, then proceeds right to the chair next to the celebrant.

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**, the **Collect for Purity**, then the *Gloria* (or *Kyrie* or *Trisagion* during Lent).

After the **Collect of the Day**, the celebrant proceeds to his or her 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 the lector to sit in a front pew during the opening few minutes of the service to expedite the walk to the lectern. If for some reason the 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 second reading, the lector may choose any unoccupied seat in the Nave.*

After reading the **Old Testament** lesson, the lector proceeds to the “open seat” next to the preacher.

The celebrant leads the psalm in unison.

The lector returns to the lectern for the **Epistle**.

*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 order of service. Note the closing invitation for the second reading is: “Hear what the Spirit is saying to God’s people”.*

The lector now goes to a seat of his or her choosing 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 simultaneously takes the cross and proceeds to the top of the Chancel steps facing the congregation.

The chalice assistant and gospeller now come to the foot of the Sanctuary step, 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, chalice assistant (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 walks past the vergers to stand facing the altar on the third set of black lines.

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

**The Gospel** is proclaimed. At the conclusion, both gospeller and chalice assistant move to the south side of the aisle and face north. The vergers lead the crucifer 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 vergers in escort position until every member of the procession is in place, then go to the vergers' chair.

The crucifer pauses at the foot of the Sanctuary step (but does NOT reverence), then turns to the right and proceeds to place the cross in its holder and goes to the first of three acolyte chairs near the Sacristy door.

The chalice assistant reverences at the top of the Chancel steps and proceeds left to the chair next to the vergers' chair.

The preacher (who was 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, he or she may, after proclaiming the gospel, hand the *Gospel Book* back to the chalice assistant to place on the shelf in the pulpit. In that case, the chalice assistant would hold the book lower, resting on the collarbone, pause but not reverence in front of the altar, and then take the *Gospel Book* to the shelf in the pulpit and return to the seat beside the vergers.

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 chalice assistant crosses the Chancel at the conclusion of the creed, reverencing the altar, and stands at the lectern. The prayers are read according to the format printed on the intercessory prayer sheet.

Following the **Prayers of the People**, the chalice assistant stands before the "open seat" next to the preacher for the **Confession and Absolution**.

The **Peace** is exchanged, followed by announcements ( Paul and Bruce) and the **Offertory Sentence** (celebrant) from the Nave floor.

## **The Holy Communion**

At the **Offertory Sentence**, the preacher and celebrant return to the Chancel and reverence together. The preacher goes into the Sanctuary and around the gospel side of the altar to begin preparing the table for Eucharist.

Simultaneously, the celebrant vests in the chasuble, and the vergers walk around the outside of the altar rail to enter from the Choir and wait on the epistle side of the altar.

Simultaneously, the chalice assistant picks up the alms basins from the credence table, walks around the Sanctuary area, stands at the top of the Chancel steps, and hands them to ushers who have come forward to the foot of the Chancel steps. The chalice assistant then moves to the gospel side of the Sanctuary (mirroring the vergers) and waits to receive the basins after the offering.

An **Offering** (*see Appendix I*) is taken as the table is set in the following manner:

- The crucifer brings the bread box to the vergers at the altar rail, who brings it to the minister setting the table.
- The crucifer then returns to the credence table, removes the stoppers from the cruets of wine and water (leaving the stoppers on the credence table), and (holding the handles) brings the cruets to the vergers, who hands them (handles facing outward) to the minister at the table.

*A note on handing and receiving: It is traditional in the church to hand something with the right hand, and receive something in the left hand. So this exchange would take place as follows: Wine in crucifer's right hand going to vergers' left and shifting to vergers' right, water in crucifer's left hand shifting to right to hand to vergers' left.*

- The cruets are then handed back to the vergers, thence to the crucifer, then returned to the credence table. The stopper is put back in the wine, but not the water.

*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.*

- The vergers now hands the burse (purificator removed) and veil to the crucifer, who places them on the credence table and returns to the rail.

As the vergers hands the burse and veil to the crucifer, this is the cue for the chalice assistant to proceed to the top of the Chancel steps and the ushers to bring forward the alms basins and hand them to the chalice assistant, who hands them to the celebrant for elevation. The celebrant then hands the alms basins to the vergers, who gives them to the waiting crucifer. The chalice

assistant returns to the chair on the gospel side. The vergers give the basins to the crucifer, who places them on the credence table and moves to the “open seat” to mirror the chalice assistant on the other side.

**The Holy Eucharist** is celebrated.

When the celebrant finishes communing, the assisting clergy and vergers turn to face the celebrant. The chalice assistant and crucifer come into the choir area behind the altar and stop at the Sanctuary step. The celebrant administers bread and wine to the assisting minister, 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.

The congregation comes forward as directed by the ushers.

As the congregation is receiving, the vergers bring the reserved sacrament to the altar from the aumbry and place it at the center of the corporal.

As the celebrant returns to the altar, the crucifer brings the cruet of water from the credence table and hands it to the vergers, who place it on the altar beside the reserved sacrament.

After everyone has communicated, the vergers take the reserved sacrament to the aumbry during the ablutions.

The chalice bearer consumes as much of the remaining wine as possible, places the chalice on the altar, and returns to his or her seat. The clergy complete the ablutions.

The vergers take the chalice and water from the altar and hand them to the crucifer, who places them on the credence table and replaces the stoppers. Both crucifer and vergers return to their seats.

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 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 simultaneously take the cross proceeds to foot of the Sanctuary step facing the congregation.

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

The chalice assistant, deacon, preacher, and celebrant each stops at the foot of the Sanctuary step, turns to face the altar, reverences, and continues down the aisle to the Narthex.

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

Greeters look 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.

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

The crucifer simultaneously takes the cross to the foot of the Sanctuary step facing the congregation.

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

The chalice assistants, deacon, preacher, and celebrant each stops at the foot of the Sanctuary



step, turns to face the altar, reverences, and continues down the aisle to the Narthex.

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

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

Greeters look 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.