

**Church of the Good Shepherd
Dunedin, FL
Eucharistic Customary
January 2025**

VESTING

- Crucifer, Chalicists, and others in the altar party, wear white robes called *albs*, which is the Latin word for “white.” They are based on the white baptismal robes worn in the early church.
- Albs are in the 1st closet on the left in Sacristy. Each alb hangs on an appropriate hanger labeled by size. To help prevent excess time in finding the right alb for you, a chart showing sizes and who wears which alb is conveniently located on the wall across from the closet.
- They are worn with:
 - A white rope belt called a *cincture*, which comes from the Latin word for “cinch.”
 - A cross with a cord the color of the day. The color of the day is shown on the church calendar in the Sacristy, or just ask the Clergy.

PREPARATION BEFORE SERVICE

Please arrive no later than 20 minutes before the service to allow time for vesting and preparation.

Ushers hand out bulletins at the door. If the weather is hot or cold, please try to stand outside and keep the doors closed and open them for people. This helps regulate the temperature in the Nave. Ushers indoors can help with seating where necessary.

- **8:00 A.M. Service**
 - 10 minutes before the service starts:
 - Light the two candles on the altar. Face the altar and bow. When facing the altar, the candle on the right (the Epistle side) is always lit first.
 - Please place water glasses by the Priest’s and Deacon’s chairs.
 - After prayer with the Priest, go to the back of the sanctuary by the baptismal font.
 - Line up for procession – The Crucifer is always first.
- **10:00 A.M. Service**
 - 10 minutes before the service starts:
 - Chalicists light the two candles on the altar. Face the altar and bow. When facing the altar, the candle on the right (the Epistle side) is always lit first. Then light the seven-branched candelabra, starting at the top.
 - Bring the torches into the Sacristy to light,
 - Please place water glasses by the Priest’s chair.
 - After prayer with the Priest, go to the back of the sanctuary by the baptismal font.
 - Line up for procession – The Crucifer is always first, then the torchbearers. A person carrying the Gospel (the Deacon, if present) always processes directly in front of the Priest.

THE OPENING PROCESSION

Note: If you are carrying a sacred object (Cross, Torch, etc.) you do NOT bow when at the step in front of the altar. Torches *always* move with the Cross.

- **8:00 A.M. Service**
 - The chimes are rung.
 - The Crucifer leads the procession
- **10:00 A.M. Service**

- Wait until the first stanza is being sung before beginning to process down the aisle.
- The Crucifer is first, then the torchbearers. The torches are to be carried at even height with each other.
- Any Servers with nothing to carry will process behind the torchbearers.
- When the choir is processing they will walk directly behind the torchbearers.
- The Priest always goes last, unless a Bishop is present.
- The torches are placed in their stands and the processional cross in the stand by the credence table. The Gospel is placed against the candle on the left side of the altar.
- One torchbearer (Chalicer) and the Crucifer (Acolyte) will sit to the sacristy side of the Presider's chair. The other torchbearer will sit to the choir side. The Deacon sits to the Presider's right side

READINGS

Readers should make their way to the side of the Lectern before it is time to read and be ready to go when time.

STANDING/SITTING

The Altar Party follows the celebrant in sitting or standing. In general, if the Celebrant is standing, the Altar Party should be standing (unless there is a reason they cannot).

GOSPEL PROCESSION

○ 8:00 A. M.

As soon as the second reading is completed:

- The Crucifer gets the processional cross and takes it to the front of the altar, without turning to face or reverence the altar, faces the congregation.
- The Gospel carrier goes to the front of the altar, picks up the Gospel book and holds it high; the Crucifer, Gospel carrier and Priest (in that order) process down the aisle.
- The Crucifer walks about 1/2 of the way down the aisle, turns to face the altar and stands in place resting the cross on the floor.

○ 10:00 A. M.

As soon as the music following the second reading begins:

- The Crucifer gets the processional cross and takes it to the front of the altar, without turning to face or reverence the altar, faces the congregation.
- The Torchbearers get the torches and follow behind the Crucifer.
- the Crucifer, Torchbearers, Gospel carrier and Priest (in that order) process down the aisle.
- The Crucifer walks about 1/2 of the way down the aisle, turns to face the altar and stands in place resting the cross on the floor. Torches follow, turning to face each other and setting torches to rest on the floor.

AT THE PEACE

At the Peace, **ushers** should prepare for the Offertory and line up to process at the offertory sentence.

HOLY COMMUNION

Items on or near the Credence Table

Note: Anything with a red ribbon on it contains elements that are *already* consecrated. Once something is consecrated, it does not need to be blessed again:

- Bread box – a round silver box with a red ribbon. This has wafers in it.
- Wine cruet – a glass cruet with a red ribbon.
- An empty chalice, draped with a purificator, is on the ledge behind the credence table.
- Water cruet – a glass cruet with water.
- Gluten-free bread box – a square, plastic box with a red ribbon with gluten-free wafers.

- Emergency elements: a silver bread box with 25 unconsecrated wafers and cruet of unconsecrated wine are on the **bottom** shelf of the credence table. The Priest will ask you to bring them **ONLY** if there are more people than can be served with what is on the altar plus what is already consecrated.
- Lavabo and towel: The Lavabo is a small bowl for washing the Priest's fingers.

Altar

▪ Preparing the Altar for the Celebration of the Eucharist

- At the Peace, **Ushers** prepare to Process at the Offertory Sentence
- When the offertory sentence is said, the **ushers** will come forward with two additional persons behind them carrying the wine and bread and headcount. The Crucifer will take the offering plates to the ushers. Then will receive the wine and bread.
- The Ushers and server make a slight bow to one another
- The Ushers then take up the offering. At 10am, there is an usher on each side of the pew to aid in the passing of plates.
- The Priest (or Deacon) will begin preparing the table.
- The Crucifer will:
 - Receive the wine chalice, the *ciborium* of wafers and the paper showing the headcount of those present. Then all bow slightly. The Crucifer will turn to place the gifts on the altar.
 - Get the water cruet from the credence table, leaving the stopper on the credence table, hand it to the clergy. If the clergy is not ready to receive the water cruet yet, please wait patiently until he/she is ready. Do not place the water on the altar.
 - When the clergy is finished with the water, receive it back and return it to the credence table and put the stopper back in.
 - Remove anything (e.g., lids, papers, the *pall*) sitting on the right side of the altar and place them on the credence table.
 - Drape the lavabo towel over your arm, pick up the lavabo bowl, and take to celebrant for their hand washing. You and the celebrant will bow, then return items to the credence table.

▪ Keeping the altar neat:

- ANYTHING placed on the right-hand corner of the altar should be taken to the credence table as soon as practicable.

- **Do we have enough?** Based on the headcount of those present, the clergy will count the wafers available to ensure we have sufficient number to serve every one. The Altar Guild tapes a number inside the lids of the ciborium, the bread box and the emergency bread box showing how many wafers are in each. You need to know where to find these numbers in case the clergy asks you.

▪ Presentation of the Offering

- Once the table is set, retrieve the large offering plate and stand beside the credence table. At the 8am, the Celebrant will stand and approach the Altar. At the 10am, the Presentation Hymn will then begin, and the celebrant will approach the Altar. This is the cue for the Presentation. The Server will move to the front of the Altar with the large basin while simultaneously, two **Ushers** will bring the offering toward the Altar.
- Walk to the front of the altar to receive the offering plates, which are placed in a stack in the basin. Turn toward the Altar and hold the plates up for the Priest to bless.
- You will then take the plates to the table by the organ.

○ Sanctus Bells

- The Crucifer rings the Sanctus Bells...
 - 3 times when the word "Holy, holy, holy" is said during the **Sanctus**.

- 3 times after the words, “Do this in remembrance of me” at the **elevation** of the **bread**.
- 3 times after the words, “Do this in remembrance of me” at the **elevation** of the **wine**.
- 3 times at the final **elevation** when the **Great Amen** is said.
- **Distribution of Holy Communion**
 - **At 8:00 A.M.** Immediately **after** the statement: “The Gifts of God for the People of God...”
 - The Acolyte then goes to the credence table and brings to the altar:
 - The round bread box with the red ribbon, **without** the lid.
 - The gluten-free box **without** the lid.
 - ONLY if there are two chalice bearers, the second chalice.
 - The reserve wine cruet IF there’s any wine in it, without the stopper.
 - **At 10:00 A.M.** As soon as the fraction anthem begins...
 - The Acolyte then goes to the credence table and brings to the altar:
 - The round bread box with the red ribbon, **without** the lid.
 - The gluten-free box **without** the lid.
 - The second chalice which is on the ledge.
 - The reserve wine cruet IF there’s any wine in it, without the stopper.
- **Holy Communion**
 - The altar party will be served the bread and wine first.
 - The Priest will start at the far end of the choir side altar rail, cross in front of the altar, and continue serving along the sacristy side, returning back behind the altar.
 - As soon as the Chalicists have received communion, they should take their chalice and go to their starting places:
 - If ONE chalice, follow the priest.
 - If TWO: The Chalicist on the **choir** side should go stand by the last choir chair. The Chalicist on the **sacristy** side stands in front of the altar facing the congregation-
 - **(At 10am)** The Crucifer stands behind the altar and watches to see if any Chalicist needs additional wine and assists as needed.
- **SERVING:**
 - When serving someone the wine, you may say either
“The Blood of our Lord Jesus Christ keep you in everlasting life” OR
“The Blood of Christ, the cup of salvation.”
 - If the person sips, wipe the chalice thoroughly with the purificator (inside and outside) and turn the cup a quarter turn before serving the next person; also use a new space on the purificator.
 - If someone has a wafer in their hand, take the wafer, dip it in the wine and place it back in their hand.
 - A chalice should **never** have **less** than two fingers’ worth of wine in it.
 - If someone should drop a wafer, alert the clergy serving on that side so a new one can be given. Remove the dropped wafer.
 - When the ushers receive at the very end, they will let the clergy know if there is anyone in the congregation who needs to be served in the pew. The clergy will ask one Chalicist to accompany.
 - When a Chalicist is finished serving people, the chalice should be placed back on the Altar. If there are two chalices, the second should be placed on the ledge or on the credence table with the purificator draped over the top.

Ushers should ask people who do not get up for communion if they would like communion brought to their pew. At the end of Communion, Ushers approach the rail together and receive communion, then inform Priest of Pew communion needs. Please then go stand by anyone needing communion in the pew.

CLOSING PROCESSION

○ 8:00 A. M.

- The Crucifer gets the processional Cross, and walks to the front of the altar.
- The Crucifer (other servers if present) and the Priest, in this order, process to the doors of the church.
- When finished, the Crucifer then extinguishes the candles on the altar.

○ 10:00 A. M.

- The Crucifer gets the processional cross as soon as the closing hymn begins, and walks to stand in front of the altar followed by the torchbearers.
 - **When there is a choir** you will begin moving only when the choir reaches the Column.
 - **When there is no choir** you will begin moving at the beginning of the second stanza unless directed otherwise.
- The Crucifer, torchbearers, choir, Gospel carrier and the Priest, in this order, process to the Baptistry for the Dismissal.
- The Crucifer places the Cross in its stand.
- After the Closing Voluntary begins, the Crucifer or the Chalicists extinguish the candles in the chancel.
- **Ushers and servers:** aside from extinguishing candles, please refrain from any other movements at or around the Altar or on the Platform until the Closing Voluntary has concluded.