

# Customary for Altar Coordinator

(AC Instructions & Processes for 8:00am, 10:30am & High Holy Day Services, January, 2025)

*("as you eat this bread and drink the cup, you proclaim the Lord's death until he comes." - 1 Corinthians 11:26)*

*As an AC, you will never be perfect, but nobody expects you to be perfect, but they love you and are pulling for you. Thank you for Serving as an AC!*

## **Schedule Coordinator Contact Information**

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## **ALTAR COORDINATOR (AC) OVERALL DUTIES**

**OVERALL:** The Altar Coordinator is responsible for and leads the assembly and orchestration of all Clergy, Lay Eucharistic Ministers (LEMs), Lay Readers (LRs), and Acolytes, prior to the beginning of the Sanctuary Service, during the Service, and for Processions to and from the Altar.

This Customary for AC is a supplementary document, covering duties unique to the AC. It assumes familiarity with the "Customaries" describing the duties for Lay Eucharistic Ministers (LEMs), Lay Readers (LRs), and Acolytes.

The Table of Contents for these related documents start on Page 12 of the Customary for AC.

**Prior to leaving home for Sunday Service:** the AC: should bring a copy of the Weekly Reminder, which shows Clergy, Acolyte, LEM, & Lay Reader assignments.

**20-30 minutes prior to start of service, the AC:**

1. Confirms all necessary Communion Elements & Vessels are adequately filled and appropriately placed on the Altar and Credence Tables, such as the Colatorium.
2. Verifies that the LEV Kit(s), prepared by the 8am AC, is complete. If not then transfer consecrated wafers from the Ciborium to the LEV wafer container, and pour unconsecrated wine and a splash of water into the LEV wine bottle for sanctification on the Altar by the Priest during 10:30 Communion.
3. Ensures that the Crucifer moves the Processional Cross from its holder at the back of the Chancel, Cross-side, to near the Nave entrance, Center aisle.
4. Ensures the designated Torch Bearer (Acolyte or LEM) lights Candles on the Chancel

**15 minutes prior to start of service, the AC:**

1. Confirms that assigned Clergy, LEMs, LRs, Acolytes, and Alternate LEM are present and understand their assignments
2. Assigns Crucifer, Torch Bearer, Bowl & Cruet Receivers (usually Team 4 LEMs), and Plate Bearers to Acolytes, or to LEMs if Acolytes are absent.
3. Secures and assigns substitutes for vacant roles
4. Assigns a LEM or Acolyte to carry an extra copy of Order of Service for Crucifer.
5. Assembles LEMs & Acolytes, and optionally Readers at the Baptismal Font in the Lobby (formerly Commons or Narthex) in vestments with appropriate colored lanyard.

### **Assembly in the Lobby for Processional: The AC :**

1. AC assigns Crucifer, 2 Torch Bearers, & Gospel Book Holder roles and for these to move Processional Cross and lit torches from holders on Chancel to just inside Nave entrance for procession
2. At the Font, has each LEM orally restate their roles (ex: Chalice Bearer, Rail 4)
3. Orchestrates the order of procession from Lobby entrance to the foot of the Chancel to LEM seating, and return at end of service (Normally Bread 1 to Wine 4 in pairs). Note: The Choir may or may not process after the Crucifer, so either after Choir or Crucifer the AC releases pairs
4. Reminds the first LEM pair in the procession to leave an empty seat, nearest back wall, for the AC.

### **AC ROLE DURING SERVICE:**

**Gospel reading**, AC reminds Crucifer, 2 Torch Bearers, & Gospel Book Holder to process from Chancel, preceding Priest to the Nave's center aisle (blue tape on floor) for reading of Gospel. For some Holy days, a Thurifer (incense) also joins the Gospel reading procession. The procession order is from Chancel and return is Thurible, Cross, lit torches, & Gospel book.

**Communion:** Oversees the activity of the Clergy and LEMs during Communion, assisting where needed. AC actions include:

1. During the "Sharing of the Peace," the Head Usher gives the attendance count card to the AC, where Rail 3 & 4 meet. The AC places the card on the center purificator on the Altar behind the Veiled Chalice.
2. After the Presiding Priest consecrates bread and wine, and before the Distribution of Communion to Congregation begins, if there is no Assisting Priest/Deacon, then the Presider will designate the AC in the role of Deacon. In this case, the AC joins the Presider at the Offertory behind the Altar to assist with communion setup, hand washing, holding Missal pages, serving communion as Chalice Bearer to the Priest, who is Bread Bearer to the other priests and LEMs on the communion teams..
3. At the Altar the Presider allocates consecrated bread among the porridge bowls (3 or 4, plus 1 for Gluten-Free), based on Attendance Count Card and Section sub-count (delivered to Altar during the Sharing of the Peace - Usher to AC to Altar).
4. The Presider serves communion to AC, Priests & LEM Bread Bearers. The Presider then hands the Veiled Chalice to an assisting priest or the AC, in order to serve Communion to the LEM Chalice Bearers & Acolytes.
5. Presider & Veiled Chalice Bearer proceeds to serve communion to Chalice Bearing LEMs & Acolytes at Rail 4. The last LEM served is given the Veiled Chalice.
6. After LEMs are served communion the Presiding Priest and AC return to the Altar, and the Presider finishes allocation of bread to porridge bowls and the AC transfers additional empty chalices from Credence Table to Altar, atop corporal linen on Fair Linen, and pours consecrated wine from the cruet into these Chalices. The AC delivers these to the Chalice Bearers. Reminder: the AC must delay transferring & filling

- chalices until Presider steps away from the Altar.
7. With Communion teams in place, the AC monitors and resupplies Communion teams with additional bread, and wine, or directs Acolyte to do so if present.
  8. AC also serves Gluten-Free communion elements at Rail 4.
  9. During Communion, the AC should locate the Colatorium (small, silver strainer) sitting on a crystal dish on the middle shelf of the Credence Table and be prepared to respond to Chalice Bearer requests if a wafer is dropped into the chalice. The wafer is NOT to be fished out with fingers. The AC brings the Colatorium to the Communion station, extracts the dropped wafer with it, and returns the Chalice to its Bearer. The AC reminds the Bread Bearer & Chalice Bearer to re-serve the communicant.
  10. During Communion the AC consolidates remaining consecrated bread and wine on the Altar to the middle corporal, transferring the right-most corporal with its vinyl liner to the Credence Table shelf.
  11. During Communion, the AC removes all items from the Altar, except Missal & Missal Stand and Order of Service (opened to the post-Communion prayer). Removal includes transferring attendance card from Altar to Alms Plate and moving Alms Plates from Altar to Choir-side Credence Table shelf, and transferring Silver Covered Holy Gospel Book to top of Choir-side Credence Table
  12. AC transfers non-Consecrated items from top of Credence Table to its middle shelf, such as the Lavabo. If the Ciborium candle is lit then extinguish it carefully. Do not "blow out" the candle over the credence table linen as soot and wax may land on the linen. Place this candle and any other non-Consecrated items from the top shelf of the credence table to the middle shelf.
  13. Transfers LEV Kit from bottom shelf of Credence Table to Altar (right near corner) for Priest Blessing. Note: 8am AC prepares this Kit of consecrated bread & wine at the 8am service.
  14. As Bread Bearers and Chalice Bearers complete communion and return to the Credence Table behind the Altar, the AC accepts their bowels & chalices, and reverently places these centered on the top of the Credence Table.
  15. The AC consolidates all unconsumed consecrated bread from bowls, except Gluten-Free, into the Ciborium, while unconsumed wine remains in the Chalices. Transfer the GF chalice from the Altar to the Credence Table. Drapes purificators over the chalices.
  16. The remaining Consecrated gluten-free wafers should be consumed by Clergy and/or LEM, time permitting, but should be kept separate from the Ciborium.
  17. When all Chalices & Bowls have been returned, the AC covers these elements on the top of the Credence Table with The Credence Cloth, located on middle shelf.
  18. After one last visual check of Altar and the draped Credence Table, the AC steps off the Chancel at the back of rail 4, turns to the Altar, bows reverently, and returns to the AC's seat.

## **10:30am AC ROLE AT RECESSIONAL**

### **Recessional & Dismissal**

1. The AC reminds the Crucifer at the beginning of the "SENDING FORTH OF EUCHARISTIC VISITORS," to secure the Processional Cross from its holder. During the Dismissal Hymn, and at a signal from Presider or AC, the Crucifer proceeds to Nave floor at Chancel front center and then processes out to Lobby.
2. The choir may process out behind the Crucifer or stay in position. The AC needs to be prepared for either option by standing at the corner of the Chancel between rails #3 and #4, signaling the LEMs to stand and proceed to this corner.
3. The AC releases pairs of LEMs, following the Choir (optional) and Lay Eucharistic Visitor, with the AC the last lay role to walk to the front of the Chancel, and standing on the tile floor, turns toward the Altar and bows reverently, turn, and walk down the center aisle of the Nave, and exits into the Lobby. Remain in the Lobby.
4. The AC reminds Torch Bearer to extinguish Altar Candles after the Dismissal.
5. Time permitting, the AC surveys Priests & Lay leaders on any missteps and on suggestions to improve, before proceeding downstairs to de-vest.

### **Table of Contents for Customaries for LEM, LR, & Acolytes (see Pg 12).**

Review these Customaries to better understand these roles and relationships to the AC.

## **LEM Additional Instructions for Vigil Saturday 8pm Service**

**Pre-Procession:** Chancel Candles are NOT lit & 2 unlit torches are placed by LEM seats

### **Procession**

1. All start from the Memorial Garden with Katy, holding Paschal Candle, leading procession to Sanctuary Lobby.
  - LEMs & AC should be vested and follow immediately behind Katy.
2. When Katy stops in Lobby, LEMs continue past her, demonstrating to congregation to enter Sanctuary and takes seats
3. LEMs take Rail 4 seats, as usual
4. Katie enters sanctuary and places Paschal Candle in its Chancel holder

### **Lighting individual Candles**

1. At Exsultete, Bill Holder sings from the Chancel
2. Don Neely & Kate Canby take unlit torches, lighting from Paschal Candle
3. Don & Kate proceed down Center Aisle, lighting the individual candle of the first congregant nearest aisle from first to last row.
4. AISLE CANDLES ARE NOT TO BE LIT.
5. At last row, Don turns right and Kate turns left, each proceeding to Section 1-2 Aisle & Section 3-4 Aisles, lighting candle of the first congregants in Section 1 & 4 rows from last row to first.
6. Kate returns to LEM seating with snuffed Torches, and Don takes seat behind Choir for Liturgy of the Word & Psalms 143 readings

### **LIGHTING OF ALTAR CANDLES:**

1. After Baptismal Vows & "The Lord is Risen..." Don brings torch to Jeff Jury & Judy DeWitt who take torches and lights from the Paschal Candle
2. Jeff & Judy light all candles on the CHANCEL, starting from closest to Paschal Candle to furthest on the Chancel.
3. DO NOT LIGHT AISLE CANDLES
4. Jeff returns to LEM seating with snuffed Torches and Judy takes seat behind CHOIR. Judy will join the Gospel team with Candle

### **GOSPEL READING**

1. TEAM
  - a. Crucifer: Don Neely
  - b. Thurifer: Bill Holder
  - c. Torch Bearers: Judy DeWitt (Choir side) & Kate Canby (Cross side)
  - d. Gospel Book Holder: Jeff Jury
  - e. Gospel Reader: Allen Junek
2. Reminder: Crucifer leads the party to center aisle and back to Chancel (others step aside for

Crucifer

3. Reminder: Judy returns candle to choir-side of Chancel and then returns to LEM seating via the Lobby.

## **OFFERTORY**

- ELEMENTS & COLLECTION: Jeff & Judy to receive Communion Elements from Ushers and place on Altar
- Kate delivers & receives Alms Basin from Ushers

## **COMMUNION**

- Given there are only 3 Communion Teams, whichever team finishes first, is the team that will serve communicants in-place, greeters & musicians
- That team also returns its elements to the Sacristy, not the Altar, and will take seats behind the Choir, and rejoin at the recession.

## **RECESSIONAL**

- Crucifer, only: Don Neely (NO candles or thurible)
- Jeff Jury releases LEMs at recessional, including LEMs from Choir-side.
- NOTE: There is NO LEV team, and Hymn 210, "The day of resurrection" is only 3 verses, so LEMs should be prepared to be released quickly and right behind the Crucifer

## **END OF INSTRUCTIONS**



## **CUSTOMARY FOR ALTAR COORDINATOR FOR 8:00am Service:**

**OVERALL:** The 8:00am AC is responsible for and leads the assembly and orchestration of all Clergy, Lay Eucharistic Ministers (LEMs), and Lay Readers (LRs), prior to the beginning of the 8:00am Sanctuary Service, during the Service, and for Procession to and from the Altar.

This Customary for 8:00am AC is a supplementary document, covering duties unique to the 8:00am AC role, and assumes the 8:00am AC is familiar with the Customaries describing the duties for Lay Eucharistic Ministers (LEMs) & Lay Readers (LRs). See Page 12 of this document for the Table of Contents for LEM & LR documents.

**Prior to leaving home for Sunday Service:** the 8:00 AC should

- Bring a copy of the Weekly Reminder for Clergy, 8:00am AC & Lay Reader assignments.
- Bring church keys (See Pg 11 “Accessing the Church for 8:00am Service”)

**30-45 minutes prior to start of service,** the 8:00am AC:

1. Check the status of the Altar & center Credence Table, as some items needed for the 8:00am Service may be in place (example the Credence Table linen cover).
2. Transfer a “clean” LEV Kit from Clergy Vesting Room shelf to Sacristy, and inspect its wine & wafer containers to ensure these are clean & empty.
3. Complete preparation of the tray, labeled “8:00am Service,” prepared by Altar Guild.
  1. Remove the cover from this tray, fold it, and place it on the back of the counter.
  2. Inventory the tray’s contents by comparing it to the photograph on the bulletin board on the back counter as a guide (Ex: Veiled Chalice, Lavabo Bowl w/Lavabo Towel, filled Water Cruet (already filled by the Altar Guild) & empty Wine Cruet, etc.
  3. Fill the Wine Cruet (interior stained with dark residue) with a  $\frac{3}{4}$  cup of wine and place on the tray.
  4. Check that the Veiled Chalice includes a large priest wafer on the paten. Large priest wafers are in the larger round Tupperware on the lower shelf of the upper cabinet (it is unlocked).
  5. Transfer the Ciborium (chalice with consecrated wafers) from the Tabernacle (cedar box in the right corner, as you enter the Sacristy) to the Credence Table.
4. Prepare the LEV Kit (usually 1, unless otherwise directed)
  1. Fill the bread container with 8 consecrated wafers from the Ciborium. If there are not enough wafers in the Ciborium, you may add additional wafers following the Eucharist.
  2. Fill the wine container half-way with wine from the cruet and add 2-3 drops of water. Secure the lid and transfer the wine container to the tray for the priest to

consecrate during the Eucharist.

5. Close the LEV Kit. The LEV Kit is placed below the Credence Table.
6. Transfer the Ciborium and tray from the Sacristy to the Credence Table. Place the Ciborium on the top shelf in the back right corner.
7. Place the Missal & Missal Stand on the Altar to the left of the center Corporal. Place the Missal spine side down.
8. Place the Veiled Chalice on the center of the center Corporal on the Altar. Transfer the items on the tray according to picture on the bulletin board next to the Tabernacle in the Altar Guild Sacristy. Set the tray on the floor below the Credence Table.
9. Lay the silver Gospel Book on the Altar, placed on the front left corner, Choir-side, near the congregation.
10. Locate the Colatorium (small, silver strainer) sitting on a crystal dish on the middle shelf of the Credence Table and be prepared if a wafer is dropped into the chalice.
11. Place an Order of Worship on a Choir-side Chancel seat for the 8:00 AC.
12. Transfer the Processional Cross from its holder, back of Chancel, Choir-side, to the Nave entrance, as the 8:00 a.m. AC sits on Altar on Choir-side, near this cross.
13. Depart the Sanctuary for the LEM Vesting Room and vest. Wear the appropriate colored lanyard and return to the Lobby. Refer to the Customary for LEM, Page 11 for Vesting.

**15 minutes prior to start of service, the 8:00am AC:**

1. Executes the additional role of Torch Bearer. The Torch Bearer lights a brass Torch in the Priest Vesting Room (matches nearby). Reverently proceed to the front center of the Chancel. Refer to the Customary for LEM, Page 8-9 for Torch Bearer Instructions & PASCHAL & ADVENT WREATH CANDLES Instructions. Return Torch to the Priest Vesting Room.
2. Proceed to the Lobby and confirm that assigned Clergy & Lay Readers are present and understand their assignments. Secure and assign substitute readers.
3. Ensures the Ushers have prepared the Font and the Presiding Priest blesses the water.
4. Determines if Presider wants the 8am AC to also serve as Crucifer, preceding the Presider during the procession to the Chancel and then to the center Nave aisle for the Gospel reading.

## 8:00am AC Duties During Service:

### Processional:

1. The 8:00am AC serving as the Crucifer, precedes the Priest to the foot of the Chancel with the Processional Cross, previously placed at the entrance to the Nave. The Crucifer turns left toward Choir and returns the Processional Cross to its holder. Refer to the Customary for LEM, Page 7 for Crucifer Instructions.
2. The 8:00am AC steps onto the back of Chancel and takes a Choir-side seat.

### Reading:

- **OT, Psalm & Epistle:** If the assigned Lay Readers are absent, the 8am AC can either perform these readings or seek other Readers in real time..
- **Gospel reading,** The 8:00am AC serves as Crucifer, removing the Processional Cross from its holder and preceding Priest to center aisle for reading of Gospel. Refer to the Customary for LEM, Page 7 for Crucifer Instructions. The 8:00am AC returns the Cross to its holder and then steps off the Chancel and takes a congregation seat during the Sermon, returning at the end of the Sermon to their Chancel seat.
- **IP:** The 8am AC is normally assigned this Reading with DOK additions.

### Communion: The 8:00am AC, as Deacon, serves the Priest as follows:

1. During the Sharing of the Peace, accepts the “count card” from Usher and places the card on the center Corporal Linen by the Veiled Chalice;
2. Joins the Presider at the Altar to assist with communion setup, hand washing, holding the Missal page, and transferring LEV Kit’s wine vessel to Altar for consecration.
3. Serves as Chalice Bearer during Communion following the Presiding Priest. Refer to the Customary for LEM, Pages 12-14 for Chalice Bearer Instructions;
4. Retrieves the Colatorium and extracts the dropped wafer with it, and ask the Presiding Priest to re-serve the Bread, before offering the Chalice;
5. After serving communion, returns to the Altar Table, and transfers all items from Altar Table to Credence Table, except Missal, Missal Stand, and Corporals. Transfers the Collection Plates from Altar to Choir-side Credence Table shelf.
6. Drapes the purificator over the Chalice, accepts the bowl from the Priest, and reverently places both on the top of the Credence Table.
7. Retrieves the post-Communion Credence Table veil from its shelf and covers consecrated items on top of the Credence Table.
8. After one last visual check of Altar Table and the draped Credence Table, the AC returns to his Altar seat.

## **8:00am AC Role at Recessional:**

### **Recessional & Dismissal**

1. Refer to the Customary for LEM, Pg 15 Recessional & Dismissal
2. The 8:00am AC does not process out as Crucifer, but proceeds off Chancel to Center Nave aisle, bows to Altar, and then turns and proceeds toward front of Choir area.
3. When Priest delivers the Dismissal, the AC proceeds to the Priest Vesting room, retrieves the Torch, and extinguishes the lit Altar Candles (Refer to the Customary for LEM, Pg 8 for Torch Bearer instructions on extinguishing candles.
4. The AC does not remove any items from the Altar or Credence Table following the Sunday Eucharist. (The Altar Guild will handle this duty.)
5. The AC places the consecrated wine vessel in the LEV Kit and returns the Kit to the floor below the Credence Table.
6. If time permits, the AC surveys Priests & Lay people on any missteps and on suggestions to improve, before proceeding downstairs.

**De-vesting** - Refer to the Customary for LEM, Pg 11, De-Vesting

### **Accessing the Church for 8:00am Service**

- Often the AC arrives for setup before Ushers, so the AC needs a set of keys & access codes as follows:
  - Sanctuary Building ("SW" key)
  - Sanctuary Lobby ("100" key)
  - Priest Vesting Room (Key Pad code)
  - Sacristy (Altar Guild) ("30" key)
  - Vesting Rooms ("200" key) - Acolyte, Women & Men in Sanctuary basement
- Keys & an assigned Key Pad code are available through the Office
- Note: Changes to Access will occur, due to the Warden-led Safety Council

**Table of Contents for Customaries for LEM, LR, & Acolytes** (Refer to see Pg 12)  
Review these documents to understand these roles & relationship to the 8:00am AC.

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## LAYOUT OF center CREDENCE TABLE

**8am Service Center Credence Table setup - Front View**



**8am Service Center Credence Table setup - Top View**



**10:30am Service Center Credence Table setup - Front View**



**10:30 am Service Center Credence Table setup - Top View**



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