

Acolyte Ceremonial for Special Services



St. Gregory the Great Orthodox Church
Washington, DC

2015

Key

Bp - Bishop

Pr - Priest

Dn - Deacon

Sd - Subdeacon

Ch - Bishop's Chaplain

MC - Master of Ceremonies

Th - Thurifer

A1 - Acolyte One

A2 - Acolyte Two

Cn - Cantor

In these directions we have taken the traditional ceremonial and adapted it for the space and circumstances of a small church where we are able to offer Solemn Mass. For more information please consult *The Ceremonies of the Roman Rite Described* by A. Fortescue and J. O'Connell.

The Feast of the Presentation: Candlemas

Before Mass the usual preparations are made with the following additions:

- * White and Purple Vestments are prepared downstairs. The White chasuble, maniple and stole are laid down first, followed by the purple stole, cincture, alb and amice. For the Deacon and Subdeacon, the White Dalmatic, maniple, stole and cincture are laid down first, then the Purple Dalmatic, stole and cincture, then the alb and amice, etc.; the Purple Cope will be worn by the priest
- * The White Frontal is placed on the altar; a Purple “frontal” (or veil) is draped over the White Frontal
- * A purple veil is draped over the items on the credence table
- * a cruet, lavabo bowl & towel are placed on the small table
- * The Candles to be blessed are placed in the front chairs on the Epistle side & covered with a white cloth; the Holy Water bucket & sprinkler are prepared on the small table
- * Hand candles & bobeches are prepared & placed on the chairs
- * The Missal and stand are on the chair (to facilitate the removal of the purple veil).

After the Office, the Th prepares the thurible. The Deacon carries the Missal. The Ministers & acolytes line up before the altar in the usual manner & genuflect. They turn & go to their places.

ALTAR

Th

A1 MC

Sd Pr Dn

People

Dn holds the Missal for the Priest as he blesses the candles. After the collects the Priest sprinkles the candles thrice with Holy Water, saying the antiphon “Thou shalt purge me, O Lord, with hyssop...” He blesses the thurible & censes the candles three times. He then takes candles & distributes them to the clergy (if any) & to the people, who kiss first the candle, then the priest’s hand. Sd holds the candles and gives them to the Priest. MC receives his candle first, lights his candle from the candle at the lectern & then lights the candles of the people after they have received them.

ALTAR

Sd Pr MC

After all have received candles (the Sd & Th do not receive candles), the Priest washes his hands, assisted by A1. The Sd goes to get the Processional Cross. The Dn replaces the Missal on its stand. The Priest & acolytes line up for the procession, facing the altar.

ALTAR

A1 Sd Pr Dn Th MC

People

The Deacon (alone) turns & faces the people to sing, "Let us go forth in peace." As the people respond "In the Name of Christ, Amen." The procession begins. The Th leads, followed by the Sd, A1, MC, Dn & Pr. At the back of the chapel the procession turns to the left & comes up the side aisle, moving slowly. The acolytes & Priest line up briefly before the altar, all except the Sd genuflect, then the Sd & Th put the cross & thurible back in their places. A1 & Th assist the Pr & Dn change to White vestments downstairs. The people return to their places. The Sd & MC remove the Purple "frontal" from the altar & the veil from the credence table. The MC places the Missal & stand on the altar. The priest & acolytes line up before the altar for the prayers of preparation & the Mass continues in the usual manner.

The blessed candles are held until after the Gospel, at which time they are extinguished. They are re-lighted during the Offertory by an usher or acolyte & extinguished after the Agnus Dei.

Ash Wednesday

Before Mass the usual preparations are made with the following additions:

- * Purple Vestments are prepared. The maniples are placed at the sedilia.
 - * ashes are prepared and placed in the brass bowl with a lid
 - * the bowl of ashes is placed on the Epistle side of the altar, between the missal and the end of the altar
 - * the holy water bucket and sprinkler are placed near the credence table
 - * a plate with a lemon quarter and a slice of bread is placed on the credence table, along with an extra purificator
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After Vespers, the Pr continues to wear the cope. The Th prepares incense in the thurible. The bell is rung. The Sacred Ministers and acolytes line up in front of the altar in the usual manner and reverence the altar. The Sacred Ministers approach the altar and the Pr kisses the altar. The Pr goes to the missal; the Dn and Sd stand behind the Pr, to his right and left respectively. The MC goes to his place and uncovers the ashes. The choir sings the antiphon *'Hear us, O Lord.'*

ALTAR MC A1
Sd Pr Dn Th

People

The Priest sings the four collects of the blessing (in the ferial tone). A1 brings the Holy Water bucket to the MC and the Pr sprinkles the ashes with holy water (three times) while the Pr quietly says the antiphon *"Thou shalt purge me with hyssop, O Lord, and I shall be clean, thou shalt wash me, and I shall be whiter than snow."* He then blesses the incense and censes the ashes (three times, center, left and right), saying nothing. The Th puts the thurible away. The MC takes the bowl of ashes and places it at the center of the altar; the Pr puts ashes on his forehead in silence. The Pr administers ashes to the Dn and Sd, then hands the bowl of ashes to the Dn. The Sacred Ministers then go to stand before the altar for the distribution of the ashes. The Sd holds back the cope.

ALTAR

Sd Pr Dn

People

The acolytes receive their ashes first, then the choir and congregation. As the Pr imposes the ashes he rubs his thumb in the ashes and draws the sign on the cross on the forehead of each person, saying "Remember, O man, that thou art dust, and unto dust thou shalt return." He does not alter this form for women or girls. Meanwhile the choir sings the antiphons and responsary, *'Let us change our raiment... etc.'*

When he has completed the imposition of ashes, the Pr goes to the epistle side of the altar and cleanses his hands, assisted by the MC who holds the bread and lemon and A1 who holds the lavabo bowl, water cruet and towel. The Pr sings the collect "Grant to us, O Lord..." He then changes from cope to chasuble, the Dn and Sd put on their maniples and the Mass continues in the usual manner; (members of the congregation may join in saying the Prayers of Preparation). In the Tract, all genuflect at "Help us, O God of our salvation..." After the Postcommunion, the Pr sings, "The Lord be with you." The Dn sings, "Humble your heads before God," and the Pr sings the prayer, etc.

If people have arrived after the imposition of ashes, more may be imposed after the prayer "over the people" at the end of Mass.

PALM SUNDAY

Before Mass the usual preparations are made with the following additions:

- * purple veils remain on all crosses; palms may be tied to the processional cross
- * purple vestments are prepared downstairs with red vestments on top of the purple vestments, then cinctures, albs and amices on top of the vestments
- * the celebrant will wear the Tapestry cope and a red stole
- * the purple frontal remains on the altar
- * the Palm Sunday pages and the Preface of the Cross are marked in the Altar Missal and the Holy Week book
- * the cards for the prayers of preparation are not needed
- * chairs may be removed from the Chapel as appropriate
- * a table is set up for the blessing of palms and a dish of holy water is placed on the table

A. If the blessing will take place outside, the table will be set up on the porch holding the palms (and a dish of holy water is placed nearby). The Thurifer (Th) carries the thurible and incense. The Subdeacon (Sd) carries the veiled processional cross. Acolyte One (A1) and Master of Ceremonies (MC) do not carry their candles. The Deacon (Dn) carries the Holy Week book. The congregation gathers in the yard and on the walkway.

At the bell the procession moves to the back of the Chapel, first genuflecting before the Altar, then turning and going down the center aisle. The choir sings “Hosanna to the Son of David...” as the Procession moves to the porch. The Sacred Ministers and acolytes line up at the table:

PEOPLE

PORCH RAIL

□

Dn Pr Th

MC Sd A1

DOOR CHURCH

The Dn holds the book and the Pr sings the collect for the blessing. Then the Pr sprinkles the palms with holy water and censes them. The choir begins the antiphons as soon as the collect ends. The MC picks up the palms and goes with Pr to distribute them. The Dn and A1 receive their palms first. The people approach to receive their palms. It is customary

to kiss the palm when receiving it. One choir member takes two palms, one for the choirmaster. The MC receives his palm last. The Sd and Th do not receive palms.

When the distribution is complete the Pr and MC return to their places. Meanwhile the Dn has said the prayer “Cleanse my heart and my lips...” and he receives the blessing from the Pr. The Dn sings the Palm Gospel, first censing the book (held by the MC). When the Gospel has been read the people respond “Praise be to thee, O Christ,” and the Pr kisses the Gospel book, but he is not censed. The Th brings the thurible for a blessing.

The Dn then sings “Let us go forth in peace” and the people respond “In the Name of Christ. Amen.” The Hymn “All glory, laud and honor” is sung and the procession begins, entering the church and moving slowly up the center aisle. The Th leads, followed by the Sd, then A1 & MC, then Dn and Pr, the Dn carrying the book and all but the Th and Sd holding palms over their right shoulders. The choir and people follow. An usher brings any extra blessed palms into the chapel.

At the conclusion of the procession, the Th immediately puts the thurible away, the Sd puts the Cross away, and all return to their places:

ALTAR

A1 Sd Pr Dn Th MC

People

The Pr sings the collect, “*O Lord Jesu Christ, our King and Redeemer...*” facing the people. The Ministers then exchange the red vestments for the purple vestments downstairs, assisted by A1. The Hymn “Ride on! Ride on in majesty” is sung while vestments are exchanged. The Asperges and the Prayers of Preparation are omitted at this Mass. The Sacred Ministers return to their places in front of the altar and the altar is censed and Mass continues in the usual manner.

B. If the blessing of palms will take place inside, prepare:

- * Palms placed on table in the front of the Chapel on the epistle side
- * holy water bucket & sprinkler on or near table

The bell is rung and the Sacred Ministers and acolytes line up before the altar in the customary manner, genuflect and go to the table.

ALTAR

Th Pr A2
Sd MC □ Dn

People

Everything else happens as in “A” above. The procession is made around the chapel.

During the Epistle, all genuflect at the words, “at the Name of Jesus every knee...”

During the Tract, the Pr removes the chasuble and maniple and the Dn removes the dalmatic and maniple. The Pr, Dn, and appointed cantor (Cn) come before the altar and the Pr says the prayer, “The Lord be in your heart...” They genuflect, turn to face the people and sing the Passion Gospel. Neither incense nor candles are carried for the Passion Gospel.

ALTAR
Cn Pr Dn

People

At the words “yielded up the ghost,” all kneel for the period of an *Our Father*. All rise and the reading continues. At the conclusion, the Pr, Dn, & Cn face the altar, genuflect, and return to their places. The Pr and Dn resume their vestments and Mass continues in the customary manner.

Note that the Last Gospel (and Angelus) are omitted at this Mass.

Maundy Thursday Eve

Before Mass the usual preparations are made with the following additions:

- * the purple veil remains on the large crucifix behind the altar; a white veil is placed on the processional cross
- * the white vestments are prepared downstairs
- * the Maundy Thursday Eve pages and the proper preface are marked in the Altar missal
- * a small table covered with a white cloth is placed near the epistle side of the Altar

- * a small container of olive oil (oil of the sick) and small container of olive oil mixed with rose oil (oil of catechumens) is placed on the credence table
 - * the blessing cross is placed on the credence table
 - * a piece of bread in a dish is placed on the credence table
-

The Mass begins in the usual manner. The Gloria is sung. The Creed is not sung. The Mass proceeds without alteration until the final prayer of the Canon which is interrupted between “our offences” and “through Christ our Lord.”

The choir begins “*O Redemptor.*” A1 then brings lavabo bowl, towel and water to wash the Pr's hands. The Sd brings the Oil of the Sick to the table and the Dn holds the book. After three verses of the hymn the Dn and Sd say “The Oil of the Sick” and the Pr begins the blessing. After the blessing, A1 again washes the Pr's hands. The Pr genuflects and returns to his place at the Altar, where he proceeds with the Mass.

After the ablutions the Sd brings the Oil of Catechumens to the table and the Dn holds the book. The Dn and Sd say “The Oil of Catechumens” and the priest begins the blessing. After the blessing the Sacred Ministers (and any additional clergy present) sing “Hail, Holy Oil!” three times, each time on a higher note. The choir sings the three remaining verses of “*O Redemptor.*” The Sd returns the oils to the credence table. Mass continues with the Postcommunion. The Last Gospel is not said, nor is the Angelus.

Holy Unction follows the blessing. The Sd brings the Oil of the Sick to the Pr who anoints each person. After the anointing, A1 brings the Lavabo bowl, towel and water, the MC brings the bread to the Pr at the epistle side of the Altar and cleanses his hands. The Pr continues with the prayers. The Sd returns the Oil to the credence table.

At the conclusion the MC brings the blessing cross to the Pr who presents it to the people to kiss.

Maundy Thursday

Before Mass the usual preparations are made with the following additions:

- * a white veil is on the processional cross; a purple veil on the large cross behind the altar
- * the white frontal is on the altar
- * the white vestments are prepared in the parish hall; purple stoles are prepared for the Priest and Deacon

- * the white cope is prepared at the bench
- * a bowl, towel and pitcher of warm water are placed on or near the bench
- * the ciborium is prepared with twice the usual number of hosts (an extra priest's host is not needed) and placed on the altar, or the 'baby cup' and ciborium are both used
- * a white veil to cover the Sacrament is placed near the ciborium
- * the Maundy Thursday pages and the Preface of the Cross are marked in the Altar Book
- * the lectern before the sedilia is removed
- * the hearse, candles and Tenebrae booklets are prepared in the parish hall.
- * make sure that the acolyte's candles are returned to the credence table
- * the 'clacker' for use in place of the bells is placed near the sanctus bells
- * five chairs are placed at the sedilia
- * the Altar of Repose is prepared at the back of the Chapel. The board is placed over the frame to form the altar. The blue cloth is hung behind this altar. The crucifix is hung in front of the blue cloth and veiled in white. The tablecloth, candles, and a corporal are placed on the altar. The "garden" is then placed before the altar leaving access to altar.

The Mass begins in the usual manner. The Gloria is sung and the Sanctus Bells are rung by A1 who watches the Pr for the signal to stop. After this, bells *are not rung* again until the Gloria at the Paschal Vigil.

After the Gospel the Dn, Sd, MC, Th and A1 sit in the chairs on the epistle side (the sedilia). After the homily the choir begins the Antiphons. At the signal from the MC the Dn, Sd, MC, Th and A1 remove their right shoes and socks. The Pr goes to the bench and removes his chasuble and maniple. The Pr takes the bowl, pitcher and towel, goes to the acolytes and bows to them. When he has finished washing their feet he bows to them again and returns to the bench, replaces the bowl, etc, and resumes the chasuble and maniple. Meanwhile the Dn, Sd, MC, Th and A1 replace their socks and shoes and, at the signal from the MC, rise and return to their places (as before the Offertory).

The Pr returns to the altar and sings, "Our Father," which continues secretly. After the versicles, responses and collect, the Mass continues with the Offertory. If torchbearers are available, they get their torches and come out at the signal from the MC. The *bells are not rung*; instead a knock is made at the customary places for bells. The torchbearers depart at the "Our Father..." In the Agnus Dei "have mercy upon us" is said three times. The peace *is not said or exchanged*.

During the ablutions the Th prepares a new coal if needed. MC lights all candles on the Altar of Repose. The Choir (or acolyte appointed) turns down the chapel lights as planned. The ciborium is placed in the center of the corporal and the Pr drapes the white veil over the Sacrament.

After the Postcommunion prayers, the Deacon sings the dismissal “Let us bless the Lord,” but the blessing and Last Gospel are omitted. Then without turning his back to the Sacrament, the Pr exchanges chasuble for cope, removing the maniple (assisted by the MC as needed). The Dn and Sd remove their maniples and give them to the MC. A1 and MC get the candles from the credence table and they go to their positions for the procession, as does the Th (having put incense in the thurible) and the Sd with the Processional Cross. The Dn holds the humeral veil. All kneel.

ALTAR

A1 Pr Dn Th MC
Sd

People

The Th passes the thurible to the Pr. All bow with the Pr who then censes the Sacrament. The Dn rises and places the humeral veil on the Pr who goes to take up the veiled Sacrament. All rise. The procession forms:

ALTAR

Pr
Th
Dn
MC
A1
Sd

The choir begins the hymn “Pange lingua” when the priest turns to face the congregation. The procession moves slowly down the center aisle, *single file*, led by the Sd, turns right at the back, then stops before the Altar of Repose. At the Altar of Repose all stand aside for the Pr to approach the Altar:

ALTAR

Th Pr Dn

MC

Sd

A1

The Pr places the Sacrament on the corporal. The Dn takes the humeral veil and keeps it. A1 and MC give their candles to the Pr who places them on the altar. *All kneel*, except the Sd with the cross. The thurible is passed to the Pr who censes the Sacrament as the hymn “*Tantum ergo*” is sung, bowing at the customary places. The thurible is returned to the Th. All bow, rise, genuflect and the Sacred Ministers go to the parish hall, single file.

The lights over the altar are turned off by the MC as directed. The Sacred Ministers remove their white vestments. The Pr and Dn put on purple stoles. A1 extinguishes the candles at the High Altar. The ministers return to the altar. The Pr sings the antiphon and the choir begins Psalm 22. *Without rushing* all begin the removal of all objects to the parish hall. All objects are removed from the credence table as well and taken to the sacristy by the Sd. Objects on the Altar will be removed by the Pr and Dn who give them to acolytes. The Pr and Dn then remove the altar linens and frontal; acolytes take them to the parish hall. When everything, including the carpet, has been removed, all bow and depart.

Silence is maintained. A watch is kept at the Altar of Repose. The Sd will direct cleanup which needs to happen with *as little noise as possible*. The Holy Water is removed from the stoop and a little is retained for the blessing of the Paschal fire.

For *Tenebrae* the six pillar candles are placed on the High Altar and the candles are lit, as are the candles on the hearse. Hand candles are provided for the congregation. Candle stands are placed at the cantor's stand. A music stand is provided for the one who will sing the antiphons.

One candle on the hearse is extinguished at the repetition of each antiphon (first candle on the gospel side, first on the epistle side, second candle on the gospel side...). The six candles on the High Altar are extinguished during the Benedictus. The single remaining candle is taken behind the Altar during the antiphon "And they set up..." A noise is made after the collect. The candle is returned to its place at the top of the hearse. All leave in silence.

Good Friday

Before the Liturgy the following preparations are made:

- * the candles on the Altar of Repose are lit
- * the large Crucifix is veiled in black (held on with pins)
- * the processional cross is not placed at the altar
- * no candles are placed on the High Altar; the Altar is otherwise bare, without frontal or linen
- * the Sacred Ministers vest in amice, alb and cincture. The Pr and Dn wear black stoles. Maniples are not worn
- * the black Dalmatic and Tunicle are prepared at the sedilia
- * the humeral veil is placed on the bench.

- * the black cope and the black chasuble are prepared at the bench on top of the veil
 - * the books for the Passion Gospel are on the bench, on top of the vestments.
 - * the Good Friday Liturgy is marked in the Altar Book
 - * the credence table has a white cloth placed on the top
 - * the fair linen is placed on the credence table (*note that it should not be folded to allow space for candles, as in previous years*)
 - * the tray with cruets, wine and water is placed on the credence table, along with the chalice (veiled in *purple*), *purple* burse with corporal and purificator, spoon, lavabo bowl and towel
 - * candlesticks are placed on the credence table
 - * candlesticks remain on the altar of Repose.
 - * the epistles book is placed on the lectern.
 - * the lectern in front of the sedilia is removed
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All ceremonial kisses and bows are omitted today, except those toward the Cross. Nothing is rushed about this service.

The MC carries the Altar Book. Th and A1 do not carry anything. The acolytes and Sacred Ministers enter in the usual order, single file, each one *genuflecting* by himself then going to his place. The Sacred Ministers prostrate before the Altar. All kneel. After a time, the ministers rise and the MC brings the Altar Book to the Pr. The Pr sings the collect, then the ministers go to the sedilia. All sit, except the one appointed to chant the first lesson who sings the lesson from the lectern, genuflecting as he passes the Altar. Afterward he returns to his place and the choir sings the Responsary.

All rise. The Pr sings “Let us pray”. The Dn sings “Let us bow the knee;” the Sd waits for the period of an “Ave” and sings “arise.” The Pr sings the collect. The Sd sings the second lesson from the lectern, leaves the book on the lectern and returns to the sedilia.

As the choir sings the Responsary, the Pr takes the book with the Passion Gospel, and with the Dn (carrying his book), goes to meet the Cantor. The Pr says the prayer, “The Lord be in your heart...” The Pr, Dn and Cn *genuflect* to the Altar and sing the Passion Gospel in the same manner as on Palm Sunday. At the conclusion they bow to the Altar and the Dn and Cn return to their places. The Homily is given.

At the end of the homily the Pr puts on the black cope; the Dn and Sd put on the dalmatic and tunicle. Meanwhile, the MC and A1 unfold the fair linen and place it on the altar. After they have returned to their places at the sedilia, the Pr sings the bidding, “Let us pray.” The Dn sings, “Let us bow the knee.” The Sd waits for the period of an “Ave” and sings “arise.” The Pr sings the collect, etc.

At the end of the Solemn Collects the Sacred Ministers return to the sedilia and remove the cope, dalmatic and tunicle. All sit and remove their shoes. MC and A1 take the

candles from the credence table and go to meet the Dn before the altar. They genuflect and go around the left side of the altar where the Dn takes the large veiled Crucifix. The Pr and Sd go to stand before the center of the altar. The Dn brings the Cross to the Pr. MC and A1 place their candles on the altar and return to behind the sedilia. The Pr carries the Cross to the back of the room; the Dn, Sd, MC, Th and A1 follow and remain in the back of the church, except for the MC who accompanies the Pr. The Pr uncovers the first arm of the Cross, handing the pin to the MC. The Pr sings "Behold the wood..." All genuflect and sing "O come let us worship." This takes place again in the middle of the church and again before the high altar (the MC takes the veil; the MC then goes back to join the others for the veneration). The choir begins the Reproaches. The Pr holds the Cross for the Dn, Sd, MC, Th and A1 to venerate (three double genuflections, concluding with kissing the foot of the Cross). Then A1 and MC hold the Cross for the priest and people to venerate. The Sacred Ministers return to the sedilia and resume their vestments (chasuble, dalmatic and tunicle), then sit. The Th prepares a coal in the thurible.

When all have venerated, the unveiled Cross is placed on the stand behind the Altar by the Dn (all put shoes back on). During the final verses of "Sing, my tongue" the Dn goes to the Altar where he receives the burse and purificator from the Sd. He unfolds the corporal, places the purificator beside it and receives the veiled chalice from the Sd. The altar book is placed on the altar. The Dn carries the humeral veil over his arm. The Th carries the thurible. The Pr, Sd, A1 and MC carry nothing. The Procession forms:

HIGH ALTAR

A1 Sd Pr Dn Th MC

People

All *genuflect*. Th leads single file to the Altar of Repose, followed by A1, MC, Sd, Dn and Pr. At the Altar of Repose all kneel and bow.

ALTAR of REPOSE

Sd Pr Dn Th

A1

MC

The thurible is passed to the Pr. The Sacred Ministers bow and the Sacrament is censed. The thurible is passed back to the Th. All rise. The Sd gives the candles to A1 and MC. The Dn places the humeral veil on the Pr. The Pr takes the Sacrament and turns. The choir begins the antiphons (or the "Vexilla Regis") and the Procession begins:

ALTAR of REPOSE

Pr Th Dn Sd MC A1

High Altar

The procession (single file) is made up the center aisle to the altar. Arriving at the High Altar, A1 and MC place their candles on the altar at the sides. All part and kneel as the Pr passes with the Sacrament:

HIGH ALTAR

Pr

A1 Sd Dn Th MC

People

The Pr places the Sacrament on the Corporal. Dn removes the humeral veil, placing it on the front chair near the lectern. The thurible is passed to the Pr. All bow and the Pr censes the Sacrament. All bow again and the thurible is returned to the Th. All rise and go to their places. Sd brings the cruets of wine and water and the Dn pours both into the chalice; the Pr does not bless the water. A1 then brings bowl, towel and water to wash the Pr's hands.

The *Pater Noster* is sung, *Libra nos*, etc. The Pr makes his communion; a knock is made at the usual place for the bell. The Dn begins and all say the Confession, etc. After the "Behold the Lamb of God..." communion is given in the customary manner. After communion, A1 assists the Sacred Ministers with the ablutions. The MC extinguishes the candles on the High Altar and the Altar of Repose. The missal, candles and fair linen remain on the High Altar. The final prayers are said from the midst of the altar. All take their places before the altar, *genuflect* and depart in silence.

After a while, without ceremony, the missal, candles and fair linen are removed from the altar.

The Paschal Vigil

Before Mass the usual preparations are made with the following additions:

- * the High Altar is vested in white
- * the white humeral veil covers the items on the credence table
- * all candlesticks and other altar furnishings returned to their places. The Corpus is removed from large cross and a white cloth is draped over the arms.
- * the gold vestments are prepared downstairs
- * the purple vestments are laid over the gold vestments. The cinctures, albs and amices are laid over the vestments. The Pr will wear the purple cope and stole
- * a grill with wood and coals is prepared and placed on a table on the front porch.

- * Six nails, tongs, lighter, spare lighter, taper, knife and holy water are placed next to grill
 - * the silver bowl which serves as the “font” is filled with water and placed on the table on the epistle side before the altar.
 - * the vials of Chrism and Oil of Catechumens are placed near font, along with a purificator (tops are loosened)
 - * the Holy Water bucket and sprinkler are placed on the floor under the table
 - * the Paschal Candle (with correct number year and follower) is placed in the parish hall
 - * the Paschal Candle stand is placed near the Lectern
 - * the Paschal Vigil pages and the Preface for Easter are marked in the Altar book which is placed on the Missal Stand
 - * the Book with Prophecies is placed on the Lectern
 - * Bells are placed for acolytes - protected so they will not sound
 - * Hand candles are placed on the table at the entrance with bobeches
 - * Hand candles are placed on lectern and at the Sedelia
- * For Baptism the container of salt is placed at the door of the Church. The sponge is placed near the oils. The font is prepared; the baptismal candle, white cloth and towels are placed nearby.*
- * For Chrismation the sponge is placed near the oils and a copy of the Chrismation service is placed in the front chairs.*
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All lights are turned off. A1 and MC carry unlit hand candles. Th carries thurible (w/o bells) and incense (no coal in thurible). Sd carries the Processional Cross. Dn carries the Paschal Candle. The Pr carries the book. They process outside in silence to where the wood has been prepared on the porch.

The MC gives his hand candle to A1 and holds the book for the Pr to read. The fire is lit, blessed and sprinkled. Coals are removed to the thurible. The Pr puts incense on and blesses it, then censes the fire. The Pr may light a taper and hand it to A1. The Pr marks the candle, held by the Dn. The Pr blesses the Candle.

The Dn carries the Candle into the Church, led by the Th.

People
Pr
A1 A2
Sd
Dn
Th

ALTAR

Three times the Dn stops and sings “The Light of Christ.” All kneel and respond “thanks be to God.” After the first time A1 and MC light their own candles, after the second they light the people's hand candles, after the third they light the candles at the lectern, at the Altar of Repose, and the hanging lamps before the icons (all candles except those on the Altar).

The Sd returns the Cross to its place. The Pr places the book on the lectern. The Candle is placed in its stand by the Dn and MC. The Pr (or Dn) censes the Candle and the book.

The Th puts the thurible away. The Sd and Th take hand candles from the lectern. The Pr (or Dn) sings the Exsultet. A1 and MC stand near the lectern holding their candles.

At the conclusion they bow before the Altar and go to their chairs. All sit with the Pr. After each reading all stand, kneel, etc. as directed.

After the Prophecies all bow before the Altar and go to begin the Litany. The Sd carries the Cross, A1 and MC carry their hand candles, Th carries the thurible. The first part of the litany is sung. The procession goes around the chapel three times, after which they stand in this manner:

People

Dn □ Sd
MC Pr
A1 Th

ALTAR

The Pr gives the book to the Dn and the font is blessed. The Pr brings the Candle at the appropriate time, assisted by the Sd if needed (especially with returning the candle to the stand).

Water is removed into the Holy Water bucket before the oils are added. **THIS WATER IS TO BE SAVED!!!**

Baptism may follow here. Acolytes remain in their places. The Dn goes with the Pr to the door of the Church to receive those to be baptized. The Dn holds the book as needed.

Chrismations may follow the renewal of baptismal vows. The Dn assists by holding the book. The chrism remains on the table. The sponge should also be placed at the table.

After the renewal of baptismal vows, the choir continues with the litany and the Pr sprinkles all with Holy Water. The Sacred Ministers and acolytes bow before the altar.

The Sacred Ministers go downstairs and change into white/gold vestments, assisted by the MC. A1 lights the candles on the High Altar and places the missal on the altar. The Altar is censed during the Kyrie. The Resurrection is announced and the Gloria is intoned. All ring bells and all lights are turned on by those appointed (*both the light switches in the narthex and those behind the icon of Christ*).

Mass continues in the usual manner. The Th switches to the thurible with bells. A1 and MC do not carry their candles for the Gospel procession but they do attend. The Creed, Agnus Dei, and Last Gospel are not said. If torchbearers are available, they get their torches and come out at the signal from the MC, and depart at the “Our Father...” The Kiss of Peace is omitted. Lauds follows the ablutions and the altar and people are censed during the Benedictus. The Dn sings the dismissal, “It missa est, alleluia, alleluia.”

All Souls Day & Funeral Services

Before Mass the usual preparations are made with the following additions:

- * The black vestments are prepared
- * The Holy Water bucket and sprinkler are prepared
- * The Ritual, with the Absolution marked, is placed on the credence table
- * hand candles are prepared for the Deacon and assisting clergy
- * The black pall and bier candles are prepared

- * *For All Souls Day the black pall is folded and placed on the floor between the bier candles*

Note that incense will not be used until the Offertory of the Mass.

At the appointed time the acolytes and clergy go to the door of the church to meet the body. If acolytes are present at this time, the Sd carries the processional cross, accompanied by A1 & A2 with candles. The MC carries the Holy Water bucket and sprinkler. The Deacon and assisting clergy (if any) carry hand candles. At the door the Priest takes the sprinkler, sprinkles the coffin three times and begins the antiphon “If thou, Lord...” Psalm 130 is sung and the antiphon is repeated. The coffin is then led to the front of the church as the choir sings the antiphon “The bones which...” and Psalm 51. The acolytes and clergy will stand around the coffin while the Responsary “Come to (her)

aid...” is sung. After the Responary the acolytes and clergy will go to their places for the Office.

The Office begins with the antiphon, without opening versicles and responses. The altar is not censed at the canticle. After the Office, the Priest changes from cope to chasuble, assisted by the acolytes in the usual manner. When the priest and acolytes have returned to their places before the altar, the choir begins the introit.

The Psalm is not said at the Prayers of Preparation. The altar is not censed at the Introit. The *Gloria* is not sung. The Sd (or other Epistler) does not come to the Priest for a blessing after the Epistle.

Note that the Sequence Hymn (*Dies Irae*) is sung between the Epistle and Gospel. It is lengthy and acolytes should join in singing the hymn. At the final verses preparations are made for the Gospel. The altar missal is moved in the usual manner. ***Incense is not used at the Gospel.*** The Dn does not receive the Priest’s blessing before the Gospel. A1, A2 and the Sd go with the Priest (or Deacon) for the Gospel. The Priest does not kiss the Gospel Book after the reading.

After the homily the Creed is not sung. At the Offertory the priest’s hand is not kissed. The humeral veil is not used and the subdeacon does not hold the paten. The water is not blessed before it is added to the chalice. The altar is censed in the usual manner, then the priest; ***no one else is censed.*** The *Gloria Patri* is omitted in the lavabo prayer.

During the Canon, the Subdeacon stands in the customary place; the ***Deacon*** censes at the elevations. The name of the departed is read at “Be mindful also, O Lord, of thy servants...”

The *Agnus Dei* is sung in this manner: “O Lamb of God... grant them rest. O Lamb of God... grant them rest. O Lamb of God... grant them rest eternal.” The Deacon sings the dismissal: “*V.* May they rest in peace. *R.* Amen.”

After the Last Gospel, the Priest exchanges the chasuble for the cope, assisted by the acolytes. The Subdeacon goes to get the processional cross. MC brings the holy water bucket and sprinkler. The Thurifier brings incense and the thurible. The Deacon holds the Ritual. They line up before the altar:

ALTAR
A2 MC Pr Dn Th A1
Sd

They reverence the altar and the subdeacon goes to stand at the ‘head’ of the coffin and faces the altar.

ALTAR

A2 MC Dn Pr Th A1



Sd

At the Absolution, at the end of “Deliver me, O Lord...” incense is charged and blessed. During the “Our Father”, the Priest goes around the coffin (counter-clockwise), sprinkling it with holy water thrice (feet, middle, head) on each side; in like manner, he censes it thrice on each side. The prayers are completed. After “May their souls, ☩ and the souls of all the faithful departed...” all line up before the altar, genuflect and depart.

Ceremonial for the Visitation of the Bishop

In addition to the regular acolytes, an acolyte (or visiting clergyman) will serve as the bishop’s chaplain and a book (the “Pontifical”) will be prepared for the bishop. A “throne” and an extra chair will be placed on the Gospel side to accommodate the books for the Bishop. A seventh candle will be placed on the altar to the right of where the corporal will be laid. An extra bowl, water cruet and lavabo towel will be placed near the throne. Cards for the prayers of preparation will be placed on the kneeler on the Epistle side. The bishop will typically be dressed in cassock, rassa and stole.

The bishop will be solemnly received at the door of the chapel as the choir sings “O priest and bishop...” The acolytes and priest go from the altar to the door to meet him in the following order: Thurifier, Crucifer (Subdeacon or Reader), Acolyte 1 (carrying the holy water bucket and sprinkler), Acolyte 2 (carrying the hand cross), Deacon (if present), and Priest. At the door they stand as follows:

Ch Th
(door) Bp Pr
(Dn)
A1 Cr A2

When they have reached their places, A2 gives the Cross to the Pr who hands it to the bishop to kiss. The Pr receives the cross and kisses it and the cross is returned to A2, who kisses the cross as well. A1 hands the holy water bucket to the Pr who kisses the sprinkler and hands it to the bishop who touches it to his forehead then sprinkles those around him (and the bucket and sprinkler are returned to A1). The Th kneels before the bishop with

the open thurible; the Pr holds the boat for the bishop to charge incense (thereafter the Th charges incense in our usual manner). The Pr says “Bless, Most Reverend Father” and the Bishop blesses the incense. The Th rises and the Pr takes the thurible and censes the bishop with three doubles, bowing before and after. The procession is made to the altar as follows (the bishop blesses the people, who genuflect as he passes):

Bp Pr Dn Ch A2 A1 Cr Th

ALTAR

As they approach the altar, the Th, Cr, A1, A2 & Dn all bow and go to their places, putting away the things they carry. The Pr then goes to the Epistle side of the Altar and faces the Gospel side. The Bishop stands before the altar in the center, the Ch stands to his left holding the book. All kneel except the Bishop, Pr and Ch. The Pr begins the prayers and the Bishop gives the blessing (from the book held by the Ch).

(If Vespers follows, the Ch leads the Bishop to the throne where he stays until the end of Vespers, blessing incense at the Magnificat).

At Mass, the Bishop may lead the prayers at the foot of the altar (again from the book held by the Ch) at the end of which the Bishop blesses the Pr. The Ch leads the Bishop to the chair.

After the prayers of preparation the Pr exchanges the cope for the chasuble at the bench behind the sedilia. The Th places incense in the thurible and takes it to the Bishop to bless (the Ch saying “Bless Most Reverend Father”) as the Th kneels before the Bishop. The Pr, (Dn) and Sd go to their places at the altar. The thurible is brought to the Pr who censes the altar in the usual manner. The Th (or Dn accompanied by the Th) censes the Pr with two doubles then goes to the center, bows, and censes the Bishop with three doubles, bows and takes the thurible back to the stand. The Mass continues in the normal manner until after the Epistle. When the Subdeacon has sung the Epistle he reverences the altar, goes to the bishop and kneels. The bishop makes the sign of the cross and lays his hand on the epistle book; the subdeacon kisses his hand. The Sd rises, gives the book to A2 and goes to move the missal.

The Th prepares the thurible, goes to the middle and waits for the Pr (or Dn). The Pr (or Dn) says the prayer “Cleanse my heart...” and, with the gospel book, goes to meet the Th. They reverence the altar, turn and the Th leads the way to the Bishop. The Th bows to the Bishop, kneels and raises the thurible to be blessed. The Pr (or Dn) says, “Bless Most Reverend father.” The Th returns to the center. The Pr (or Dn) kneels before the bishop and asks for the blessing “May the Lord be in thy...” The Pr (or Dn) rises and goes to meet the Th, Sd and acolytes for the gospel procession in the usual manner. The Bishop takes up his pastoral staff as the gospel is sung.

At the end of the gospel, the Pr does not kiss the book. The Sd takes the open book to the Bishop to kiss and the bishop says “By these gospel words...” The Th follows the Sd to the throne and censes the bishop with three doubles (the Pr is not censed). The Sd and Th return to their places. The Bishop gives his staff to the Ch.

The Bishop may intone the Creed. At the Offertory the Th takes the thurible to the bishop for a blessing and the bishop says “By the intercession of blessed Michael...” When the water cruet is to be blessed, A1 holds the cruet up and says “Bless Most Reverend father” and the bishop makes the sign of the cross saying “In the Name of the Father...” The Pr says the prayer “O God who didst wonderfully create...” but does not bless the water. The altar is censed in the usual manner. The Th (or Dn accompanied by the Th) censes the Pr with two doubles, then goes to the Bishop and censes him with three doubles. He bows to the bishop and continues the censing as usual (Sd, Ch, acolytes, people...).

The Mass continues in the usual manner. The bishop will stand for the consecration. After the Pr has said the *Agnus Dei* he turns to the (Ch, if a priest, Dn or) Sd and gives him the pax, who then goes to the Bishop and gives him the pax (and then returns to his place). During “I believe and I confess...” the bishop makes his communion at the altar, if desired (the Sd will assist the Bishop with ablutions before and after he receives communion). The Mass continues in the usual manner until the dismissal.

After the dismissal the Pr does not give the blessing. The Ch holds the book for the Bishop who sings the versicles “Blessed be the Name of the Lord...” and “Our help is in the Name of the Lord...” and gives the blessing, making the sign of the cross three times (at + Father, + Son, and + Holy Spirit). All kneel for the bishop’s blessing. The Pr reads the Last Gospel. The final hymn is sung during which A2 takes the hand cross to the Ch. The Bishop stands before the altar in the center. The Ch gives the hand cross to the Bishop for people to come forward and venerate. Once the acolytes, Th, Ch, (Dn) and Sd have venerated they may return to the sacristy. The Pr remains with the Bishop.