



SAINT PAUL'S
EPISCOPAL CATHEDRAL

9/20/2023

Version 4

Vergers:

- Professionalism Modeling Reverance.
- Not being really chatty/keeping others quiet
- Knowing roles of others and providing them feedback

Liturgical Customary

9-10 hour- read, mark, questions

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NOTE: Diagrams showing the various doors, steps, seats, and important areas of the Cathedral are available in Section 10 Appendix.

- Figure 1. Cathedral
 - Figure 2. Cathedral with Portable Altar
 - Figure 3. Chancel – Rite I
 - Figure 4. Chancel – Rite II
 - Figure 5. 2nd Sunday Chancel – All Services
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1. Processions

1.1. Opening Procession

1.1.1. Timing

Gather and line up in the Reception Area ten (10) minutes prior to service. The procession begins as soon as the musician begins playing the opening hymn. In the case of a solemn procession, it will begin with the first chime of the bell.

1.1.2. Processional Order

1. Verger
2. Crucifer
3. Torchbearers, two side by side, even with the Crucifer's shoulder (i.e. slightly behind the cross)
4. Banner Bearer (if the St. Paul's banner is used)
5. Choir, two by two
6. Second Crucifer
7. Second set of Torchbearers (if present)
8. Lay Eucharistic Ministers (LEMs), side by side and with a single behind
9. Deacon(s)
10. Assisting Priests (if more than two, walk side by side)
11. Third Crucifer, if present
12. Celebrant

1.1.3. Opening Procession

1. The Verger
 - a. Turns on organ switch
 - b. Moves into place in the Narthex at the conclusion of Prelude.
 - c. Procession begins at the beginning of the hymn, not the start of singing.

- d. Leads the procession into the Cathedral.
- e. Pauses at the crossing at the base of the chancel steps then moves left to the Gospel side to direct the Crucifer and Torchbearers.
- f. Returns to the center to verge the choir, then moves to the left for all remaining altar party to pass.
- g. After all have passed, they walk to their seat and remain standing until the lessons.

NOTE: **A/V** – Use the widest view of the procession; do not follow the procession forward.

13. The Crucifer and Torchbearers

- a. At 9:00 a.m.
 - 1. Continue to the top of the chancel steps and stop.
 - 2. Stand side by side in a line with the Crucifer in the middle and Torchbearers on either side.
 - 3. Take a holy pause while facing the altar. Do not bow when you are holding cross, torches, verge or Gospel book. Do not bow if you are holding an instrument of worship.
 - 4. In unison, turn to the right and move as follows, led by the Torchbearer:
 - Walk around the right side of the portable altar rails towards the high altar opening.
 - The Torchbearers will then follow the instructions in step 2c.
 - The Crucifer will then follow the instructions in step 2d.
- b. At 11:15 a.m.
 - 1. Continue up the chancel steps, walk to the opening of the altar rail, and stop.
 - 2. Looking at the altar, take a holy pause.
 - 3. The Torchbearers will then follow the instructions in step 2c.
 - 4. The Crucifer will then follow the instructions in step 2d.
- c. At both services, the Torchbearers move in unison as follows:
 - 1. Enter the sanctuary.
 - 2. Move to either side of the high altar.
 - 3. Place the torches in the bases on the altar steps:
 - When there is only one set of Torchbearers, place the torches in the lower bases on the second step.
 - When there are two sets of Torchbearers, place the first torches (leading torches) in the highest bases on the top step and leave immediately; do not wait for a second set of torches to leave the sanctuary. Place the second torches (Gospel torches) in the lower bases.
 - Each pair moves single file to the Acolyte seating.
 - 4. Remain standing at your seats until the lessons.

- d. The Crucifer moves as follows:
 1. The Crucifer walks to the wall hooks located to the right of the altar rail and places the cross in its holder.
 2. When there is a second Crucifer, the Crucifer moves to the wall hooks located to the left of the steps to the Sacristy door and places the cross in its holder.
 3. After placing the cross, move to the Acolyte seating and remain standing until the lessons.
14. The choir will split at the crossing, one to the left and the other to the right, then continue moving toward the side aisles and to the narthex before ascending the stairs to the choir loft.
15. When a second Crucifer and pair of Torchbearers are present, follow the instructions in step 2, noting the differences for the second pair of Acolyte

NOTE: **Verger/Crucifer/Torches** – Do not bow when holding cross, torches, verge or Gospel Book. Do not bow if you are holding an instrument of worship.

16. LEMs

- a. At 9:00 a.m.
 1. When you reach the top of the chancel steps, line up next to one another facing the altar. When three LEMs are in procession, the pair will part to make room for the single LEM to stand between them.
 2. Pause then bow together in reverence. When three LEMs are in procession, the middle LEM will lead the altar reverence.
 3. Turn in unison to the left and walk single-file around the portable altar rails.
 4. LEMs enter the sanctuary one at a time.
 5. Stand at the LEM seating (two on the side nearest the Bishop and one on the side of the Dean).
 6. Reserve the seat closest to the altar on the Bishop's side for the Deacon.
- b. At 11:15 a.m.

Follow the procedure for 9:00 a.m., except do not stop at the top of the chancel steps. Instead, continue to the opening of the high altar rail (see step 5a):

17. Clergy and Deacon

- a. At 9:00 a.m.
 1. The Deacon (when present) continues to the top of the chancel steps and moves all the way to the left.
 2. The Priests line up next to the Deacon, leaving a space for the Celebrant in the middle.
 3. The Celebrant steps into the space between the other Clergy.
 4. Following the Celebrant's lead, the Clergy group bows together in reverence.

5. The Clergy move to the left and walk around the portable kneelers to the high altar opening then enter the sanctuary one at a time (Go to step 6c).
 6. Celebrant remains in the center of the gate for the opening hymn and prayers.
 - b. At 11:15 a.m.
 1. The Deacon (when present) continues up the chancel steps, walks to the opening of the altar rail, moves to the left, and stops.
 2. The Priests line up next to the Deacon, leaving a space for the Celebrant in the middle.
 3. The Celebrant steps into the space between the other Clergy.
 4. Following the Celebrant's lead, the Clergy group bows together in reverence.
 - c. One at a time, the Clergy enter the sanctuary and move to stand in front of their chairs, except the Celebrant who will stand facing the congregation at the high altar rail opening.
- Seating:
- The Dean sits in the Dean's chair, regardless of role in the service.
 - The Celebrant (if not the Dean) sits to the Dean's left.
 - The Preacher sits on the left side of the high altar area closest to the altar rail and next to the Bishop's chair.
 - If there is a member of the Clergy beyond the Celebrant and Preacher, they sit to the Dean's right.
 - If the Dean is Celebrant, non-preaching Clergy should sit to the Dean's right, leaving the chair to the left of the Dean open.
- d. All Clergy, except the Celebrant, remain standing in front of their seats and join in the singing of the hymn in procession.
 - e. The Celebrant stands facing the congregation in the high altar rail opening for the opening acclamation.
18. After the Clergy reverence (step 6), the Verger ascends the chancel steps, acknowledges the altar, and moves to stand at their seat with the Acolytes.
19. The altar party remains standing until the first reading.
20. The Celebrant leads the altar party to sit together in unison.

1.2. Gospel Procession

1.2.1. Gospel Procession

1. At the beginning of the Sequence Hymn, Verger, Crucifer and Torches begin to move to their places to prepare for the procession.
 - a. Children's Cross moves at beginning of Sequence Hymn.

- b. Children's Chapel Coordinator moves down center aisle, collects children, and processes out through Narthex and side cloister to St. Nicholas Chapel.
 - c. Light candles, say a prayer, read the Gospel, provide reflection prayers, extinguish candles.
 - d. Children's Chapel participants process from St. Nicholas Chapel to Narthex and return to Cathedral at Peace
2. The Verger, Crucifer, and two Torchbearers stand. If needed, the Verger will direct an Acolyte to move the Ambo in place for the Gospel Book (placed at the top center of the chancel steps).
 - a. When the Gospeler sees the Verger begin to move toward the altar rail opening, the Gospeler gets the Gospel Book and moves to stand out of the way of the torches.
 - b. The Verger leads the Acolytes to collect their implements.
3. At 9:00 a.m.
 - a. The procession begins at the beginning of the Sequence Hymn.
 - b. The Verger leads the Torchbearers to the opening of the high altar (the procession is Verger, Torchbearer, Crucifer, Torchbearer). The Verger stands to the left of the opening.
 - c. The Torchbearers bow together and move in unison into the sanctuary to get the Gospel torches.
 - d. The Crucifer retrieves the cross and moves to stand in the center of the gate, on the chancel floor of the altar rail opening.
 - e. After the Torchbearers pick up their torches, they move in unison to step down from the sanctuary and stand on either side of the Crucifer facing the High Altar.
 - f. The Gospeler moves to the center of the High Altar, reverences the altar then turns toward the congregation.
 - g. Verger, Torch, Cross, Torch turn with the Gospeler and begin to move around the left side of the portable altar; the Gospeler follows.
 - h. The Verger leads the procession around the portable altar rails on the pulpit side to the top of the chancel steps. The procession order is Verger, Torchbearer, Crucifer, Torchbearer, Gospeler.
 - i. The Verger continues down the chancel steps, and stops just past the center of the cathedral aisle to stand behind the Crucifer in the center aisle for the Gospel proclamation.
 - j. The Crucifer follows the Verger and stands with the cross lifted in the center aisle lined right in front of the Verger.
 - k. The Torchbearers stand with their torches resting on the ground and their torches on either side of the Gospel Book.
 - l. The Gospeler should stand so that the Gospel is between the torches.
 - m. The Gospeler proclaims the Gospel.

- n. After the Gospel proclamation, the Verger leads the procession up the chancel steps on the lectern side to the chancel.
 - o. Gospeller steps to the side to allow for Crucifer and Torches to process ahead of them.
 - p. The procession order is Verger, Torchbearer, Crucifer, Torchbearer, Gospeler.
 - q. The Crucifer moves to the cross holder and places the cross before returning to stand in front of their seat.
 - r. The Verger, Torchbearers, and Gospeler move to the high altar rail opening and face the high altar.
 - s. The Verger steps to the left of the opening.
 - t. The Torchbearers enter the sanctuary followed by the Gospeler.
 - u. In unison, the Torchbearers return their torches to the Gospel bases, walk back to center, step down, bow to the high altar, and move single file to stand at their seats.
 - v. While the torches are being replaced, the Gospeler steps forward to revere the altar; and moves to return the Gospel Book while staying out of the way of the torches.
 - w. The Verger moves to stand at the chair at the pulpit steps.
4. At 11:15 a.m.
- a. The procession begins at the beginning of the Sequence Hymn.
 - b. The Verger leads the Torchbearer, Crucifer, and Torchbearer to the altar rail opening.
 - c. The Torchbearers bow together and move in unison into the sanctuary to get the Gospel torches.
 - d. The Verger moves to center, makes a sharp turn to the left, takes 2-3 steps back, and then turns to face the high altar.
 - e. The Crucifer retrieves the cross and moves to the center of the altar rail opening, facing the altar.
 - f. Once the Gospeler has finished reverencing the altar, the Gospeler, Crucifer, and Verger turn in unison and begin to process to the Chancel steps.
 - g. The Torchbearers move in unison behind the Gospeler as the procession continues to the chancel steps.
 - h. The Verger continues down the chancel steps, and stops at mid-Cathedral/ ½ way down the aisle to stand behind the Crucifer in the center aisle for the Gospel proclamation.
 - i. The Crucifer follows the Verger and stands with the cross lifted in the center aisle lined up with the pew frontals and faces the Gospeler.
 - j. The Torchbearers stand with their torches resting on the ground and their torches on either side of the Gospel Book.
 - The Gospeler should stand so that the Gospel is between the torches.
 - The Gospeler should coordinate the Torchbearers to ensure the height of the torches illuminates the Gospel (not the Gospeler).
 - k. The Gospeler proclaims the Gospel.

- l. After the Gospel proclamation, the Verger leads the Crucifer up the chancel steps on the lectern side around the Gospeler and Torchbearers to the center of the chancel then continues to the altar rail opening.
 - m. The Gospeler and Torchbearers turn in unison toward the altar as the Crucifer ascends the chancel steps.
 - n. The Torchbearers leave first and move next to the Crucifer as they move to the opening of the altar rail.
 - o. The Verger leads the Crucifer and Torchbearers to the altar rail opening with the Gospeler following, stepping to stand to the left of the opening.
 - p. The Torchbearers enter the sanctuary and move in unison to return their torches to the low bases.
 - q. The Crucifer turns to the right to put away the cross then stands at their seat.
 - r. The Gospeler steps forward to revere the altar; then turns, walks, and stands in front of the Preacher's chair to wait for the Torchbearer to pass.
 - s. After replacing the torches, the Torchbearers walk back to center, bow to the high altar, turn toward the congregation, step down from the sanctuary, and then turn left to walk back to stand at their seats.
 - t. The Gospeler moves to place the Gospel Book back on its stand before returning and standing at their seat.
 - u. The Verger moves to stand at the chair at the pulpit steps.
5. The altar party remains standing until after the opening prayer at the sermon then sits together in unison with the Celebrant.

1.3. Final Procession

1.3.1. Timing

The Final Procession begins at the start of the closing hymn.

1.3.2. Order

1. Verger
2. Crucifer
3. Torchbearers, two side by side, even with the Crucifer's shoulder (i.e. slightly behind the cross)
4. Banner Bearer (if the St. Paul's banner is used)
5. Choir, two by two
6. LEMs, side by side and with a single behind
7. Second Crucifer
8. Second set of Torchbearers (if present)

9. Deacon
10. Assisting Priests (if more than two, walk in side by side)
11. Third Crucifer, if present
12. Celebrant

1.3.3. Final Procession

NOTE: The Verger begins the Final Procession at the beginning of the closing hymn.

1. When the choir is seated in the Choir Loft, the choir comes downstairs and gathers in the Narthex during the post communion prayer.

During the introduction of the closing hymn, walk down the side aisles and stop at the red carpet.

Turn and face the congregation.

2. At the beginning of the hymn, the Verger leads the first Torchbearers to the altar rail opening and stands to the left while the Crucifer gets the cross and moves to the altar rail opening.
3. The Torchbearers reverence the altar and move in unison to get the low torches.
4. The Torchbearers move back to the altar rail opening and step down in unison, standing on either side of the Crucifer. The Acolytes then turn toward each other to begin the procession.
5. The Verger leads the Crucifer and Torchbearers (around the portable altar rails, if present) down the center set of chancel steps to process down the aisle.
6. The Choir joins the procession once the Acolytes move down the chancel steps.

If waiting in the side aisles, the choir will walk to center, turn towards one another then process two-by-two.

If the choir is seated in the chancel, the choir will follow the Verger, Crucifer, and Torchbearers down the chancel steps then down the center aisle.

7. If present, the second set of Torchbearers retrieve the top torches then join the second Crucifer in the same way as the first set. This second set of Acolytes leads the LEMs out.

The second Crucifer and Torchbearers turn together to face the congregation and begin moving (around the portable altar rails, if present) down the center set of chancel steps to process down the aisle after the choir.

If the choir hasn't finished joining the procession, pause at the top of the chancel steps.

8. LEMs come and stand together facing the high altar, line up and reverence the altar in unison, and turn together to face the congregation. The LEMs then move to the top of the chancel steps to either wait for the choir or join the procession (following the second set of Acolytes if present). *2nd set of acolytes should be mindful to leave enough room for the LEMS.

9. The Clergy move to the high altar as led by the Celebrant when the LEMs appear. They reverence together then turn in unison.

The Deacon turns toward the middle of the group and leads the Clergy to join the procession behind the LEMs.

If a third Crucifer is present, process between LEMs and Clergy or before the Celebrant?

The Celebrant is last in the procession.

10. Choir moves to the side aisles and finishes singing hymn.

2. Vergers

One Verger is assigned to each service, except in special service circumstances.

2.1. Before the Service

Arrive at least 45 minutes prior to the start of the service.

1. Upon arrival before beginning any preparations.
 - Get vested.
 - Canterbury caps are optional.
 - Each Verger carries a verge. The verge is stored in a velvet bag in the left-hand corner of the closet that is located on the right side of the lay vesting area.
2. Before checking in with the Celebrant, the Verger will
 - Check the altar setup (see Verger checklist).
 - Verify all worship volunteers are checked in (see Verger checklist). If volunteers are needed to fill open positions, the Verger will secure volunteers from those present.
 - Clarify with the Acolytes who will be placing the Ambo for the Deacon during the Gospel reading, and make sure the assigned Acolyte knows where the Ambo is.
 - Determine whether any communion kits will be sent out during the service, and remind the Deacon to place the communion kit on the altar after the altar has been cleared after communion.
3. At least **Ten (10)** minutes before the service start time, the Verger will invite the members of the procession to the Chapter Room to assemble for the procession.
4. After the prayer, the Verger leads the procession to the courtyard and ensures the procession is lined up correctly (see Section 1.1.2). The procession will enter the Narthex at the last minute to begin processing. In the case of inclement weather, the Verger will line up the procession in the Chapter Room. ~~*Procession should enter Cathedral through main doors on 7th Street (weather permitting).~~
5. Turn on the light switch at the base of the stairs to the choir loft, alerting the organist that the procession is lined up, in place, and ready to process when the music begins.

2.2. During the Service

2.2.1. Opening Procession

See Section 1.1 Opening Procession for instructions to line up and process into the Cathedral.

2.2.2. Gospel Procession

See Section 1.2 Gospel Procession for instructions to line up and process for the Gospel reading.

2.2.3. Sermon and Creed

After the sermon as the Preacher comes down from the pulpit, the Verger will stand and remain standing for the Creed. Stand facing the high altar.

2.2.4. Offertory

1. During the peace, the Verger crosses to the lectern side and sits with the Acolytes.
2. After the announcements, the Verger exits through the Sacristy door and heads to the narthex to organize the Oblationers and Ushers.
3. After the offertory anthem and before the presentation hymn, the Verger leads the offertory procession up the center aisle to the crossing, steps to the Gospel side, and cradles the verge as the procession continues to meet the Acolytes at the chancel steps.
4. Once the offertory plates have been handed to the Acolyte, the singing of the presentation hymn will begin. The Verger walks to the side steps and through the Oakerhater Chapel to the seat nearest the pulpit for the Eucharistic prayer.

2.2.5. Eucharist

At the start of communion, the Verger approaches the altar to receive communion with the altar party.

NOTE: All altar party participants (LEM(s), Verger, and Acolytes) should receive communion at the kneelers (standing or kneeling).

1. The Verger waits for the Clergy and LEM and then verges them to the standing station. The Verger remains standing by the Chapter Room door to look for or be alerted by Ushers to any parishioners who need communion to be brought to them in the pews.
2. If parishioners need communion brought to them, the Verger will escort the standing station Clergy and LEM to the persons for communion after all others have received. The Verger will then verge the standing station Clergy and LEM back to the altar.
3. As the Clergy clear the altar, the Verger stands next to the high altar rail by the kneeler closest to the Sacristy to watch and see if Clergy have any additional needs.

4. Make sure that the Deacon/Clergy has placed any communion kits on the altar before exiting.
5. Once the altar is cleared and the Celebrant is about to begin the post-communion prayer, the Verger exits the Sacristy door to organize the final procession.

2.2.6. Final Procession

See Section 1.3 Final Procession for instructions to line up and process out of the Cathedral.

2.3. After the Service

Take time to make sure the Cathedral is returned to its normal state.

3. Acolytes

3.1. Roles (as appointed)

1. Crucifer, one and possibly more, as appointed, carries the cross.
2. Torchbearers carry the torches.
3. Banner Bearer carries the St. Paul's banner.

3.2. Before the Service

3.2.1. ~~20 Minutes~~ Before the Service **30 Minutes**

1. Please arrive ~~20 minutes~~ before the service to get vested and confirm final assignments. Please use the restroom before vesting. **30 Minutes**
2. When vesting,
 - Find an alb (robe) that fits you. The alb should fall between mid-calf and your ankle.
 - The cincture (rope) should be at your waist and the knot should be at your left side. Seek help from another Acolyte, if you are having trouble tying your cincture.
 - Acolytes are encouraged to wear crosses, but crosses are not mandatory.

3.2.2. ~~10 Minutes~~ Before the Service. **15 Minutes**

The appointed Acolytes shall light the candles at the altar.

3.2.3. ~~5 Minutes~~ Before the Service. **10 Minutes**

1. Line up in the Chapter Room for the Celebrant prayer.
2. Process with the altar party to the cloister to await the procession.

3.3. Opening Procession

See Section 1.1 Opening Procession for instructions to line up and process into the Cathedral.

3.4. During the Service

3.4.1. Gospel Presentation

See Section 1.2 Gospel Procession for instructions to line up and process for the Gospel reading.

3.4.2. Offertory

As the presentation hymn begins,

1. Two Acolytes assist in preparing for communion.
 - a. When the Deacon/Clergy approaches the altar, the Acolytes will walk to the credence table to assist in preparing the altar.
 - At the 9:00 a.m. service, the two Acolytes cross the chancel to the Credence table to assist in preparing for communion.
 - At the 11:15 a.m. service, the two Acolytes enter the sanctuary and move to the Credence table to assist in preparing for communion.
 - b. Receive the folded veil and pall (and anything else you are handed) from the Deacon/Clergy and place them on the credence table out of the way.
 - c. Remove the top from the ciborium (if present) and hand the ciborium to the Deacon/Clergy. The top will remain on the credence table.
 - d. Hand the flagon of wine to the Deacon/Clergy with the handle out and the lid open.
 - e. Hand the cruet of water to the Deacon/Clergy with the handle out and the lid open.
 - f. Receive the cruet back from Deacon/Clergy and place it on the credence table.

NOTE: The Acolyte bows when giving or receiving anything from the Deacon/Clergy.

- g. Walk the anti-bacterial gel to each participant to sanitize their hands.
 - h. To wash the hands of the Celebrant (after the table is set), drape the hand towel over your non-dominant hand's wrist. Place the lavabo bowl in the same hand. Carrying the water cruet, walk to the Celebrant for the hand-washing.
 - i. Slowly, pour a stream of water over the Celebrant's hands, so the water falls into the lavabo. The priest will use the hand towel to dry their hands then replace the towel on your wrist.
 - j. Bow to the priest and return the implements to the credence table.
2. One Acolyte will meet the Oblationers at the Chancel steps.
 - a. Receive the elements.
 - b. Bow to the Oblationers.
 - c. Take the elements to the altar to give to the Deacon (or Clergy) preparing the table for the Eucharist.
3. One Acolyte will retrieve the alms basin from the table in the sanctuary then move to the chancel steps.
 - a. Receive the offertory plates from the Ushers.
 - b. Bow to the Ushers.
 - c. Walk the alms basin to the altar.
 - d. Lift the plates in front of the Celebrant who will provide the gifts with a blessing.
 - e. After the blessing, return the alms basin to its place.

3.4.3. At the Eucharist

1. Prior to receiving communion, assist in placing the extra chalices and purificators from the credence table on the corporal closest to the credence table. Return to your seat.
2. At 9 a.m.
Receive the Eucharist with the altar party at the altar rail around the portable altar (standing or kneeling).
3. At 11:15 a.m.
Receive the Eucharist with the altar party standing in front of the high altar rail.

3.4.4. Final Procession

See Section 1.3 Final Procession for instructions to line up and process out of the Cathedral.

3.5. After the Service

1. Leave the narthex using the courtyard door.
2. Return your implements and alb/cincture/cross to their places.
3. Extinguish the candles.

4. Lectors and Intercessors

Ability to access the lectern is not a determining factor for participation in this ministry.

- If you need additional time to navigate the steps, please feel free to sit in the Acolyte seating prior to the service beginning. You may remain there for the entirety of the service or exit during the peace.
- If you cannot navigate the steps, please contact the Cathedral office for alternate instructions.

4.1. Before the Service

1. Before Sunday, look over the readings/Prayers of the People.
 - Identify any difficult phrases or hard to pronounce words in advance, and practice the readings a few times.
 - Books to help with pronunciation are in the Clergy Vesting Room.
4. Please arrive at least 10 minutes before the service.
 - When you arrive, check in with the Verger to confirm that you have the correct lessons, receive any additional special instructions about the service, and find out where your position will be in the procession (if you are vested). If you have any questions about the reading, ask the Verger.
 - If also serving as a LEM or Acolyte, get vested.
 - ~~The Intercessor should review the Intercessor sheet and the prayers as printed in the bulletin. If there are discrepancies, follow what is printed in the bulletin for ease for the congregation.~~

4.2. During the Service

1. Please sit somewhere with easy access to the Lectern.
 - See above NOTE for alternate seating and lectern-access options.
2. Approach the lectern at the following times:
 - a. The First Reader should approach the lectern as soon as the Collect of the Day is prayed and the Celebrant is returning to their seat.
 - b. The Second Reader should approach the lectern at the last verse or two of the psalm.
 - c. The Intercessor should approach the lectern during the end of the Nicene Creed.
3. When you approach the lectern, adjust the microphone as needed. Lectors may read from the Lectionary Book on the lectern or from their bulletin.
4. For each reading,
 - a. Introduce the reading with the words, "A reading from (name of the book)."
 - b. Do not cite the chapter and verse numbers or include any additional introduction.
 - c. Read the lesson clearly and intentionally to the last row of the pews and to the choir.

- d. Be aware of inflection and pacing. No one complains about slow readings, but it is possible to read too quickly.
- e. When you reach the end of the lesson, pause briefly, and conclude with the words, "The Word of the Lord." The congregation will respond, "Thanks be to God."

5. For the Prayers of the People,

NOTE: If there are discrepancies between the Intercessor sheet and the prayers printed in the bulletin, follow what is printed in the bulletin for ease for the congregation.

- a. Introduce the prayers as directed on your prayer sheet. Your introduction will usually include instructions to the congregation about how they will respond to the petitions, for example, "With all our heart and with all our mind, let us pray to the Lord, saying 'Lord, have mercy.'" You will not need to announce a Prayer Form, as the people's responses will also be printed in the bulletin.
 - b. Allow for time between the people's response and the following petition.
 - c. If the prayers call for "silence" between the petition and the bidding of the people's response, allow ample time for others to add their own prayers, blessings, thanksgivings, names, etc.
 - d. When reading lists of names, be especially careful to keep an even pace; there is a natural tendency to speed up during lists.
 - e. At the end of the prayers, the Celebrant will pray a concluding Collect in most cases. Please remain at the lectern until that Collect is completed.
6. When finished, return to your seat.

5. Lay Eucharistic Ministers (LEMs)

5.1. Before the Service

1. Please arrive ~~20 minutes~~ before the service to **30 Minutes**
 - Get vested.
 - Check in with the Verger.
 - Gather in the Chapter Room to determine final assignments, including who will bear the chalice at the standing station.
 - Use the restroom as needed before vesting.
2. When vesting, find an alb (robe) and cincture (rope) that fits you, or wear your personal alb and cincture located on the left of the vesting closets. The alb should fall between mid-calf and your ankle. The cincture (rope) should be at your waist and the knot should be at your left side. Seek help from a colleague if you are having trouble tying your cincture.
3. Ten (10) minutes before the service, gather in the ~~Reception Area~~ **Chapter Room** for the Celebrant prayer.
4. Process with the altar party to the narthex following the choir.
 - See Section 1.1 Opening Procession for instructions to line up and process into the sanctuary.

5.2. During the Service

5.2.1. Entry Procession

See Section 1.1 Opening Procession for instructions to line up and process into the Cathedral.

5.2.2. Gloria/Kyrie/Trisagion

During the Gloria/Kyrie/Trisagion, turn toward the high altar and remain in place.

5.2.3. Confession

For the Confession, find a kneeling cushion around the high altar to kneel if you are able or remain standing in your place.

5.2.4. Eucharist

1. When it is time to receive communion, line up with the altar party around the kneelers to receive.

2. After receiving communion, receive a chalice and purificator from the Clergy. The LEM assigned to the standing station will receive the chalice and purificator from the Deacon after the altar party has received communion.
3. If you are serving at the standing station,
 - a. Take a cruet of wine along with the chalice and purificator and follow Clergy behind the Verger to the standing station (the cruet is used to refill as needed, and to provide a gluten-free option using the tiny chalice if needed).
 - b. Stand to the left of the bread station slightly to the left in front of the lectern to offer the cup.
 - c. Accompany the Clergy if needed to commune any remaining congregants in their pews.
 - d. Follow the Clergy and Verger back to the altar when finished.
4. As the table is being cleared,
 - a. Each LEM will take their chalice, purificator, and other items handed to you by Clergy to the table located by the doorway going into the Parish House.
 - b. Altar Guild Members on duty will clear the table after the service.
 - c. LEMs will not consume the wine; the Altar Guild will appropriately handle the consecrated elements.

5.2.5. Final Procession

See Section 1.3 Final Procession for instructions to line up and process out of the Cathedral.

5.3. After the Service

1. LEMs will remain in the Narthex until the Clergy arrive in procession and offer to take any items back to the Vesting Room for the Clergy.
2. Carefully return your vestment to the hanger in the vesting area and return the cincture to the hook on the right side of the vesting area.

6. Oblationers

6.1. Before the Service

1. Please arrive 10 minutes before the service and check in with the Verger to let them know you are there to serve.
2. Select a seat that will allow you to exit by the side aisle at the passing of the peace and move to the narthex.

6.2. During the Service

1. At the passing of the peace, please move from your seat to the Narthex.
2. Pick up the elements from the credenza located to the left of the main doors to the Nave.
3. Line up in the Narthex for the Offertory Procession.
 - The order is: Verger, two Ushers with the offertory plates, and Oblationers with elements.
4. At the beginning of the presentation hymn, the Verger will lead the procession to the altar.
5. After the Ushers hand off the offertory plates, the Oblationers give the elements to the Acolytes.
6. Bow to the Acolytes together then turn and exit down the outside aisle(s) and return to your seat.

7. Ushers

Before the Service

1. Four ushers are assigned to the service.
2. Ushers should arrive at least ~~15 minutes~~ before the service. **30 Minutes**
3. Open the following doors, if weather permits:
 - The red doors facing 7th Street
 - Cloister door opening to the garden
 - And verify doors at handicap ramps are unlocked If the doors at the handicap ramps are locked, unlock them.
4. Confirm the offering plates are in the narthex on the credenza (West table) (as placed by the Altar Guild). If the offering plates aren't there, retrieve them from the Sacristy.
5. Welcome those arriving for worship and give them each a bulletin.
 - Bulletins are located in a basket in the narthex labeled for the service.
 - One Usher stands at the street entrance with bulletins.
 - One Usher stands at the courtyard entrance with bulletins.
 - Other Ushers help greet people and offer assistance with bulletins or other questions.
6. When meeting visitors, please invite them to meet the Dean/Clergy following the service.

7.1. During the Service

1. Ten (10) min after the service begins, close and lock the red doors to encourage folks to enter through the side cloister doors (opening to the garden). Place the sign on the steps of the church so that people arriving late will understand how to enter the church.
2. Count the number of people in attendance.
 - As the opening procession begins, count the altar party and choir.
 - At 9:00 service, two ushers retrieve St. Nicholas Chapel offertory box key from Clergy Vesting Room. The money is counted and placed in the 8:00 bag.
 - The nursery count is done at this time.
 - During the Gospel hymn, two ushers walk up the side aisles to count the congregation.
 - Record the count on the count card located in the drawer in the credenza to the left of the doors to the nave (West table).
 - Place the count card in the offertory plate.
3. After the opening procession has left the narthex, for security and noise control, close the four doors between the narthex and the nave.
4. Determine which two Ushers will be the counters of the offering after the service. We try to avoid having spouses/partners count together and we recommend that the counters vary

Over 18

from service to service. If you were the counter in your team the last time you served, it would be best if someone else counted this time.

7.1.1. Offertory

1. Check to see if you have an Oblationer. If not, find the leader of the Oblationer's Guild or a volunteer and give direction to that person (see Section 6 Oblationers). **Ask the vergers**
2. At the beginning of the offertory music, Ushers walk up the center aisle with the offertory plates retrieved from the credenza. Reverence the altar in unison at the crossing.
3. Pass the offertory plates.
 - If there are two Ushers, the plates are passed from the center aisle into the pews.
 - If there are four Ushers, two pass from the center aisle and two pass from the side aisles.
 - Walk to people in the pews if no one is sitting on the aisle.
4. When you return to the Narthex before bringing up the offertory, verify the count card is in one of the offertory plates. Do not separate the offerings by kind (check/cash, etc.)

In Northex

5. Line up in the narthex for the Offertory Procession.
 - The order is: Verger, two Ushers with the offertory plates, and Oblationers with elements.
6. At the beginning of the presentation hymn, the Verger will lead the procession to the altar.
7. The Ushers will place the offertory plates in the alms basin that is held by the Acolyte at the top of the chancel steps. Bow to the Acolyte together then turn and exit down the outside aisles.

7.1.2. Eucharist

NOTE: Identify any worshippers who may need to be communed at their pew.

1. During communion, Ushers follow the choir up the aisle, if the choir is going to process up for communion. If the choir is not processing for this service, start up the aisle as Eucharistic ministers descend the stairs.
2. The first two Ushers (known as "catchers") receive communion immediately after the altar party/choir then stand near the side steps to assist those coming down from the chancel from communion.
3. The other two ushers (known as "pitchers")
 - Walk up the center aisle and reverence the altar. Then go to the first pew and invite the congregation to communion one pew at a time to manage the flow.
 - Encourage those in line toward the shortest line to assist in the flow. It's okay to have a line of people in the aisle.

- If there is a worshiper who needs communion brought to them in their pew, please alert the Verger near the standing station and direct them accordingly.
- After everyone has received, the two pitching ushers come forward to receive communion. **Wait until all are finished & walk forward together**

7.2. After the Service

1. Ushers help collect bulletins from parishioners as they exit and place them in the recycle basket next to the courtyard door under the holy water.
2. After the 9 a.m. service, set the 11:15 bulletin basket in place for the next set of Ushers.
3. Two Ushers count the offering as follows:
 - a. Go to the high altar area as a pair, reverence the altar, and retrieve the alms basin. Pick up the offering plates from the alms basin together as a pair and exit the chancel door by the Sacristy.
 - b. Remove the offering plates from the sanctuary. Walk together to the Vesting Room to count the offering. Two Ushers are required to handle this responsibility.
 - c. Put the completed count card on the tray designated for this purpose located on the north wall by the Clergy boxes to allow Clergy to record in the Service Book. As of this date, there is a note on the tray.
 - d. Working together, separate the cash and non-cash, and count the offering. Using the counting sheet located in the second drawer, record the amounts and check each other's math. Make sure to sign and date the counting sheet. Fold the sheet with the money inside, put it in the envelope labeled for the service, and zip it closed. Put the zipped envelope in the safe in the Vesting Room. Double-check to make sure the envelope has fallen into the safe. **Count all cash/coins. Don't count checks**
 - e. ~~After the zipped envelope has been placed in the safe,~~ return the offering plates to the Sacristy.
 - f. Help the other Ushers prepare the Cathedral (see step 4).
4. Prepare the Cathedral for the next service.
 - Collect bulletins, papers, and other discarded items from the pews.
 - Straighten/replace prayer books, hymnals, and pew cards.
 - Arrange seat cushions neatly in the last pew on the lectern side.
 - Collect any forgotten items and place them in the lost and found located in the reception area of the Education Building.

8. Altar Guild

8.1. During the Week

Complete the checklist on the clipboard located on the counter in the Sacristy.

8.2. Before the Service

Check that the following are ready for the service:

1. Keys to the Sacristy and cabinets are in the key box by the back door.
2. Altar arrangement (unless otherwise noted).
3. Hangings for appropriate liturgical color (see Episcopal Kalendar).
4. Linens for cleanliness and that they are pressed.
5. Gospel Book is marked for the correct reading.
6. Missal has the correct settings. Place a service bulletin inside the front cover.
7. Alms basin is placed on the lower shelf of the high altar credence table.
8. Offertory plates are in the narthex.
9. Veiled chalice/purificator/paten/host/pall are on the center corporal.
10. Two corporals with protective cloth are on the altar.
11. Elements for communion are in the narthex (ciborium and cruet).
12. Small chalice and purificator are at the standing station.
13. For the credence table,
 - Two chalices with purificators (with the veiled chalice on the altar, there are three chalices in total).
 - Wine flagon.
 - Water cruet.
 - Lavabo and towel.
 - Extra ciborium with bread to consecrate (veil to the side) as needed.
 - Prepared travel communion kit as needed.
14. For the silver tray on the high altar,
 - Consecrated wine in cruets.
 - Veiled ciborium with consecrated bread (including this ciborium, there should be three in total).
 - Two pix with gluten free consecrated bread.

8.3. During the Service

During the service, one member of the team remains in the Sacristy in case a liturgical need arises.

8.4. After the Service

1. Receive the offertory plates from the ushers in the Sacristy. Make sure the alms basin is back in place on the lower shelf of the credence table at the high altar after the 9:00 a.m. service only.
2. Ensure all consecrated items are properly dressed and returned to the silver tray on the corporal on the right side of the high altar after the 9:00 a.m. service. After the 11:15 a.m. service, all consecrated items are to be moved to the tabernacle.
3. All silver items are to be removed from the Cathedral.
4. The team divides up responsibilities for clean-up (washing linens, clearing, and resetting the credence table, clearing out leftover bulletins at the altar, pouring consecrated wine into the piscina out of the chalices and flagon) and setting the high altar for the 11:15 a.m. service.
5. Check the Clergy chasuble and stoles for cleaning and pressing needs.
6. Move the kneelers and portable altar back and reset the Oakerhater Chapel. Kneelers are to face the altar under the Oakerhater window.
7. Check sanitizer bottles and refill as needed.

8.5. As Needed

1. Polish silver and brass.
2. Replace candles and clean up errant wax.
3. Check the altar and address any cleaning needs.
4. Organize the Sacristy.
5. Provide cleaning and care of Clergy vestments (at least seasonally).
6. Order supplies for the Eucharist.

Oil candle
instructions

Stop putting extra
purificators on the
altar

9. Clergy

9.1. Before the Service

1. Arrive for the service as early as possible to get ready for the service.
2. Vest with a microphone, unless you do not have a liturgical responsibility during the service.
3. Gather in the Reception Area with the Verger, Choir, Acolytes, LEMs, and fellow Clergy to pray. The Celebrant leads the prayer 5 minutes before the service.
4. Go with the procession to line up in the Cloister and Reception Area
5. The procession begins with the opening bars of the first hymn.

9.2. Celebrant

1. When vesting before the service, include your personal microphone to use during the service. The switch to turn on and off the microphone is located at the top of the battery pack. When you are leading the congregation, make sure the microphone is turned on.
2. For the Opening Procession,
 - a. Enter last in line.
 - b. After the altar party reverence at the top of the chancel steps, the Clergy will line up with the Celebrant in the middle facing the altar. The Celebrant leads the reverence and all Clergy bow in unison.
 - c. After the reverence, the Celebrant will turn and face the congregation inside the opening to the sanctuary altar rail. (see Section 1.1 for opening procession guidance.)
3. Begin with the Opening Acclamation and Collect for Purity while facing the congregation and remaining in place.
4. During the Gloria/Kyrie/Trisagion, turn and face the high altar. Turn back around to face the congregation for the collect.
5. After the collect, walk to your seat to the left of the Dean (unless the Dean is the Celebrant). Following your lead, the altar party will sit in unison.
6. At your lead, the altar party will stand for the Gospel Hymn and turn toward the Gospel Book once it is carried beyond the altar rail. As the Gospel Book is returned and the Preacher completes the opening prayer before the sermon, the altar party will sit in unison at your lead.
7. At your lead, the altar party will stand and turn toward the high altar for the Nicene Creed once the preacher is standing back at their seat.
8. At the Confession, the Celebrant may kneel on one of the pillow kneelers at the steps to the high altar or remain standing at their seat. The Dean remains in the Dean's stall.
9. During the offertory, set the altar for communion if no other Clergy is present. If serving with other Clergy who will set the altar, remain in your seat until the Acolyte approaches you to wash your hands.

10. Remove the veil from the chalice and paten and give to the Acolyte.
11. Receive the elements from the Acolyte.
12. Placement on the corporal is ciborium (open) to the right of the paten with the flagon and cruets to the right of the paten and chalice.
13. During the presentation hymn, approach the altar. Offer the sign of the cross to the alms basin held by the Acolyte.
14. Begin The Great Thanksgiving.
15. Give the paten and chalice to the assisting Clergy to raise as you speak the words of invitation to communion.
16. Commune yourself first, then commune the Deacon/Clergy that will assist with communion for the altar party.
17. When there are no assisting Clergy, fill the extra chalices from the flagon first and then the cruets of wine with the support of the Acolyte and give these to the LEMs for distribution.
18. Distribute communion at the altar rail.
19. Assist with clean up at the altar as needed.
20. If applicable, invite the Lay Eucharistic Visitor forward and send the traveling kit with them with the prayer in the bulletin (as needed; the kit will be under the credence table during the service and placed on the altar after communion by the Deacon).

NOTE: Refer to Section 9.5 All Clergy for additional guidance during Communion, Final Procession, and After the Service.

9.3. Preacher/Additional Priest(s)

1. When vesting before the service, include your personal microphone to use during the sermon. The switch to turn on and off the microphone is located at the top of the battery pack. Unless you are using the microphone, please keep it in the off switch position.
2. Process in front of the Celebrant and behind the Deacon. If there are two priests assisting the Celebrant, process in a pair.
3. Altar party will reverence (see Section 1.1 Opening Procession for additional guidance) and enter the sanctuary one at a time. Remain standing at your seat to the left of the high altar nearest the altar rail or to the Dean's right when the Dean or Bishop is presiding.

NOTE: Refer to Section 1.1 Opening Procession for additional guidance.

4. Face the altar for the Gloria/Kyrie/Trisagion. Return to stand in front of your seat for the Collect. You will sit simultaneously as an altar party at the lead of the Celebrant after the collect.
5. For the Preacher
 - a. After the Gospel procession is in place at the top of the chancel steps, reverence the altar and walk to a spot near the steps to the pulpit for the Gospel proclamation and face the Gospel Book.

- b. Remain near the steps to the pulpit until after the Gospel procession back to the altar has begun. Ascend the steps up to the pulpit.
 - c. After the Gospel Book is back in place, turn on your microphone, open with a prayer, and begin the sermon.
 - d. After the sermon, return to the altar rail opening, reverence, and return to your seat. Remain standing at your seat for the creed, facing the high altar.
6. During communion, assist the Celebrant as directed (setting the table if no Deacon is present, pointing the Missal if asked, and distributing the elements at the standing station in front of the lectern). When there is a Celebrant, Preacher, and Additional Priest, the Additional Priest will commune at the standing station.
 - a. The Verger will lead you and the LEM to the standing station.
 - b. If assigned to the standing station, bring gluten free wafers in the pix with you. The LEM will stand to your left as you face the congregation.
 - c. If the Verger advises, please commune those with mobility issues at their pew before returning to the altar to assist with altar reset after communion.
7. After the dismissal and during the closing hymn, follow the signal of the Celebrant and line up at the base of the high altar with the Clergy party to reverence the altar together. Turn toward the middle to process. The Deacon leads the Clergy in procession, using the same order as the opening procession.

NOTE: Refer to Section 9.5 All Clergy for additional guidance during Communion, Final Procession, and After the Service.

9.4. Deacon

1. When vesting before the service, include your personal microphone to use during the Gospel proclamation, Confession, and Dismissal. The switch to turn on and off the microphone is located at the top of the battery pack. Unless you are using the microphone, please keep it in the off switch position.
2. Stand at the far left at the top of the chancel steps. The Clergy following you will line up next to you on your right, leaving space for the Celebrant to stand in the middle.
3. After the altar party reverence, enter the sanctuary and remain standing at your seat to the left of the high altar nearest the Gospel Book.

NOTE: Refer to Section 1.1 Opening Procession for additional guidance.

4. For the Gloria/Kyrie/ Trisagion, turn and face the altar.
5. You will sit at the lead of the Celebrant together with the altar party after the collect.

9.4.1. Gospel Procession

See Section 1.2 Gospel Procession for instructions to line up and process for the Gospel reading.

9.4.2. After Sermon

1. After the sermon, stand in unison at the lead of the Celebrant and turn toward the high altar for the Creed.
2. Turn on your microphone and lead the congregation in the Confession, leaving a space for silence between the introduction to the Confession and the prayer itself.

9.4.3. Communion

1. At the beginning of the offertory hymn, stand and move to the altar.
2. Set the table for the Eucharist, including assuring the missal is properly set.
3. Remove the veil, fold, and hand to the Acolyte.
4. Receive the ciborium (without a lid) from the Acolyte if present on the credence table. Place any open ciborium to the left of the paten.
5. Receive the flagon of wine and pour into the chalice. Keep the flagon open to the right of the chalice on the corporal.
6. If there is an additional cruet of wine for consecration, place the open cruet on the corporal to the right of the paten and chalice.
7. During communion, assist with distribution of the bread or chalice to the altar party, then the congregation as directed by the Celebrant.
8. Clear the table following communion.
9. If there is a communion kit to send out with a Lay Eucharistic Visitor, place it on the altar and remind the Celebrant.
10. Set the missal to the post-communion prayer.

9.4.4. Dismissal

1. After the Celebrant delivers the final blessing, turn on your microphone and dismiss the congregation before the closing hymn.
2. During the closing hymn, join the Clergy at the base of the high altar for reverence at the direction of the Celebrant.

9.4.5. Final Procession

See Section 1.3 Final Procession for instructions to line up and process out of the Cathedral.

9.5. All Clergy

9.5.1. Opening Procession

See Section 1.1 Opening Procession for instructions to line up and process into the Cathedral.

9.5.2. During Communion

1. As the Celebrant approaches the altar at the end of the offertory and before the presentation hymn, the Clergy will join the Celebrant at the altar for The Great Thanksgiving.
2. The Celebrant communes themselves, and then the Clergy receive communion from the Celebrant, offered in both kinds. Clergy stand facing the Celebrant on each side.
3. The Celebrant then communes the altar party at the portable altar rails with the Deacon (for 9 a.m.) or directly in front of the altar rail (for 11:15 a.m.).
4. As the altar party is receiving communion, the remaining Clergy complete the set up for communion. The extra chalices are filled on the corporal first from the flagon, and then from the consecrated cruets. The silver tray on the altar is retrieved, and the additional ciboria are prepared, along with the two pix with gluten-free wafers.
5. Filled chalices and purificators are handed to the LEMs for communion.
6. One pix of gluten-free wafers will remain on the corporal to be used as needed, along with any additional consecrated elements.
7. The Preacher (or Deacon if the Celebrant is also the preacher and there are no additional Clergy) distributes communion with a LEM at the standing station on the lectern side of the crossing at the base of the chancel steps, taking a ciborium and a pix for gluten-free wafers. The Verger leads them to the station and back to the altar, and will alert the Clergy at the standing station if there is a person in need of communion in the pews after everyone else has received.
8. Following communion, Clergy will clear the table.
 - At the 9:00 a.m. service, consecrated elements are returned to the silver tray and moved to the high altar.
 - At the 11:15 a.m. service, consecrated elements are moved into the Tabernacle.
 - Used vessels and implements are given to the LEMs to return to the Sacristy. The corporal is carefully folded and returned to the credence table. The Deacon turns the missal to the post-communion prayer and places the travel communion kit (if present on the credence table) on the altar.
6. The Clergy (all but the Celebrant) return to stand at their seats for the post-communion prayer.

9.5.3. Final Procession

See Section 1.3 Final Procession for instructions to line up and process out of the Cathedral.

9.5.4. After the Service

1. The Celebrant and Preacher sign the Service Book after the service before leaving the Vesting Room.
2. Return Clergy vestments neatly to the closet and drawers.

3. The Preacher will retrieve any items left at the pulpit.

10. Appendix

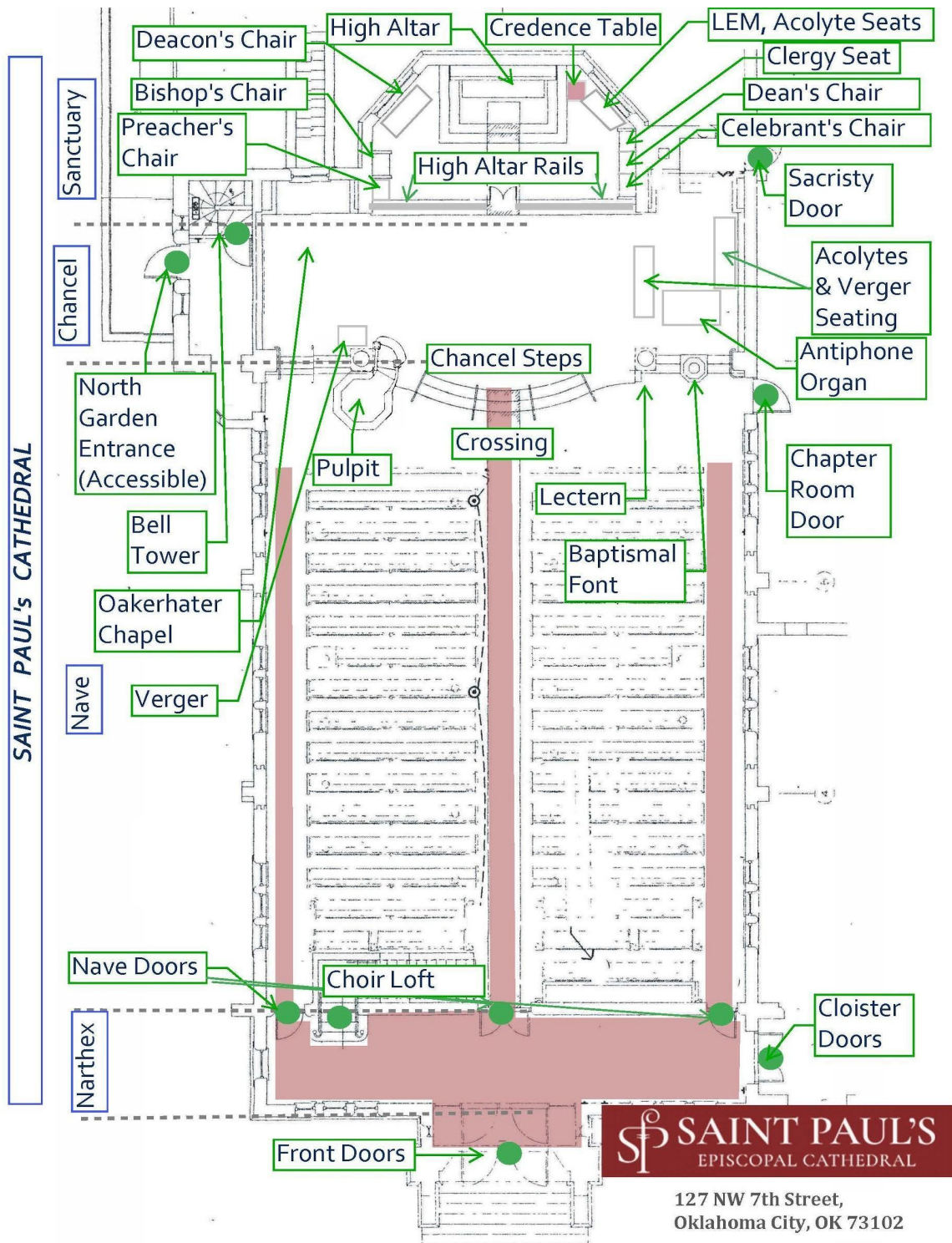


Figure 1. Cathedral

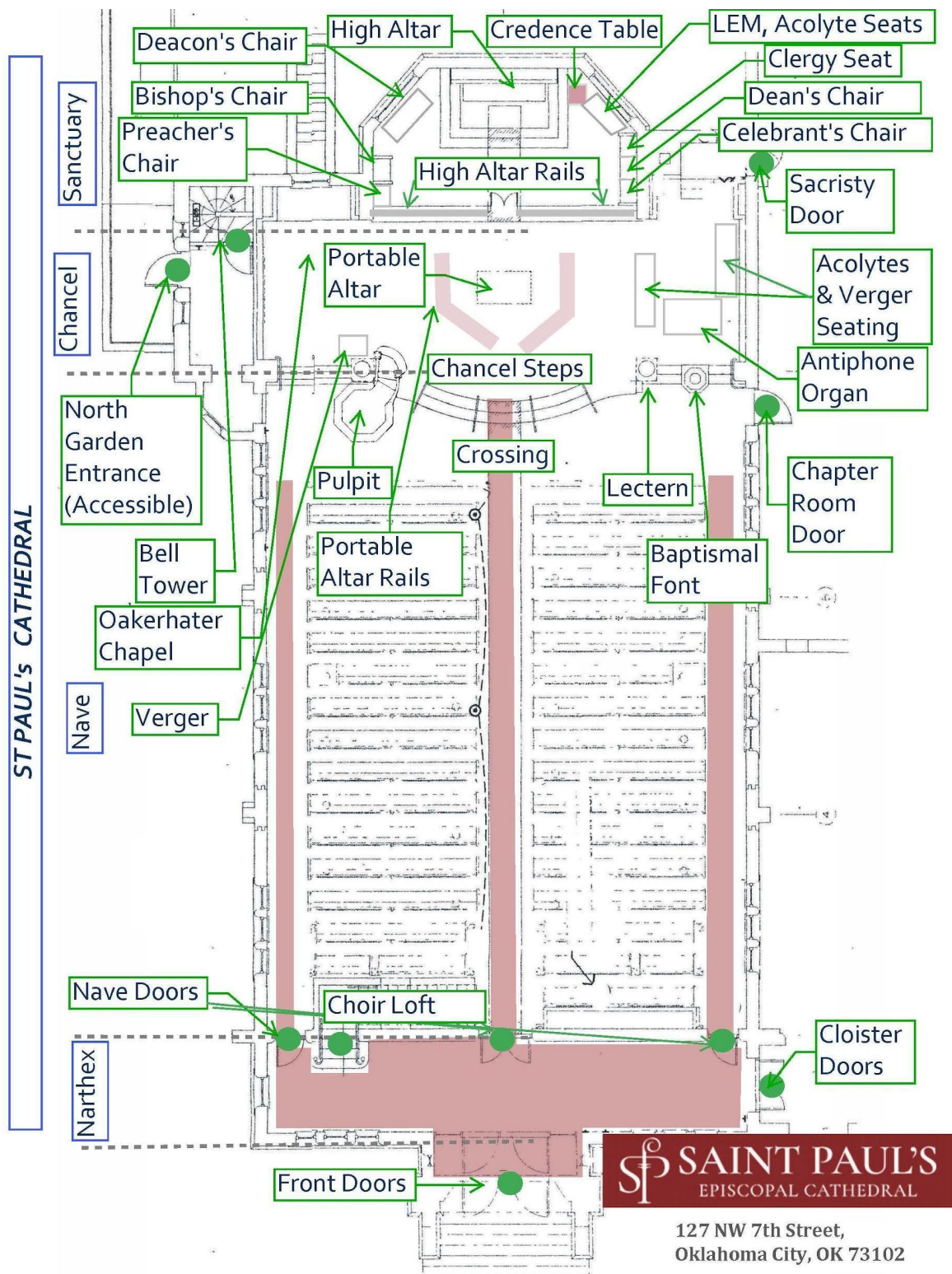


Figure 2. Cathedral with Portable Altar

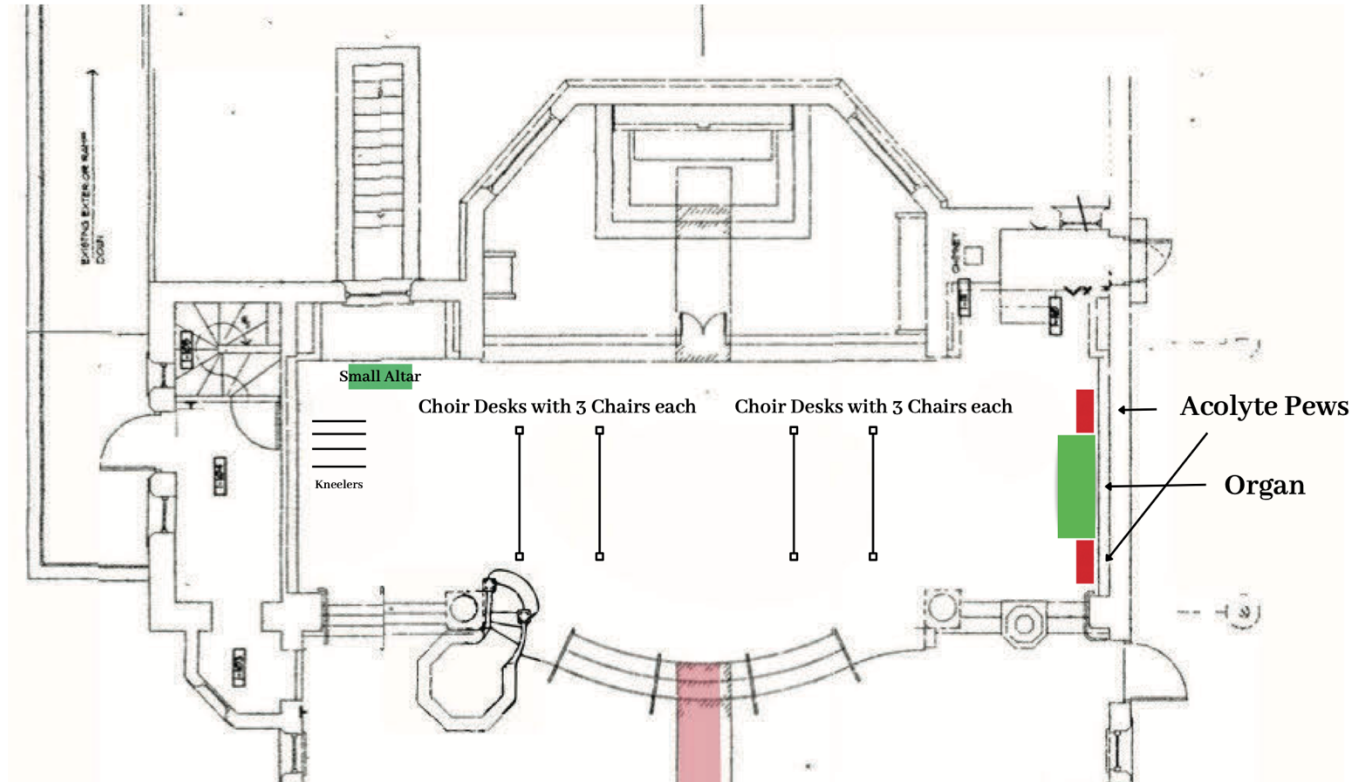


Figure 3. Chancel - Rite I

Figure 5. Chancel – Rite II

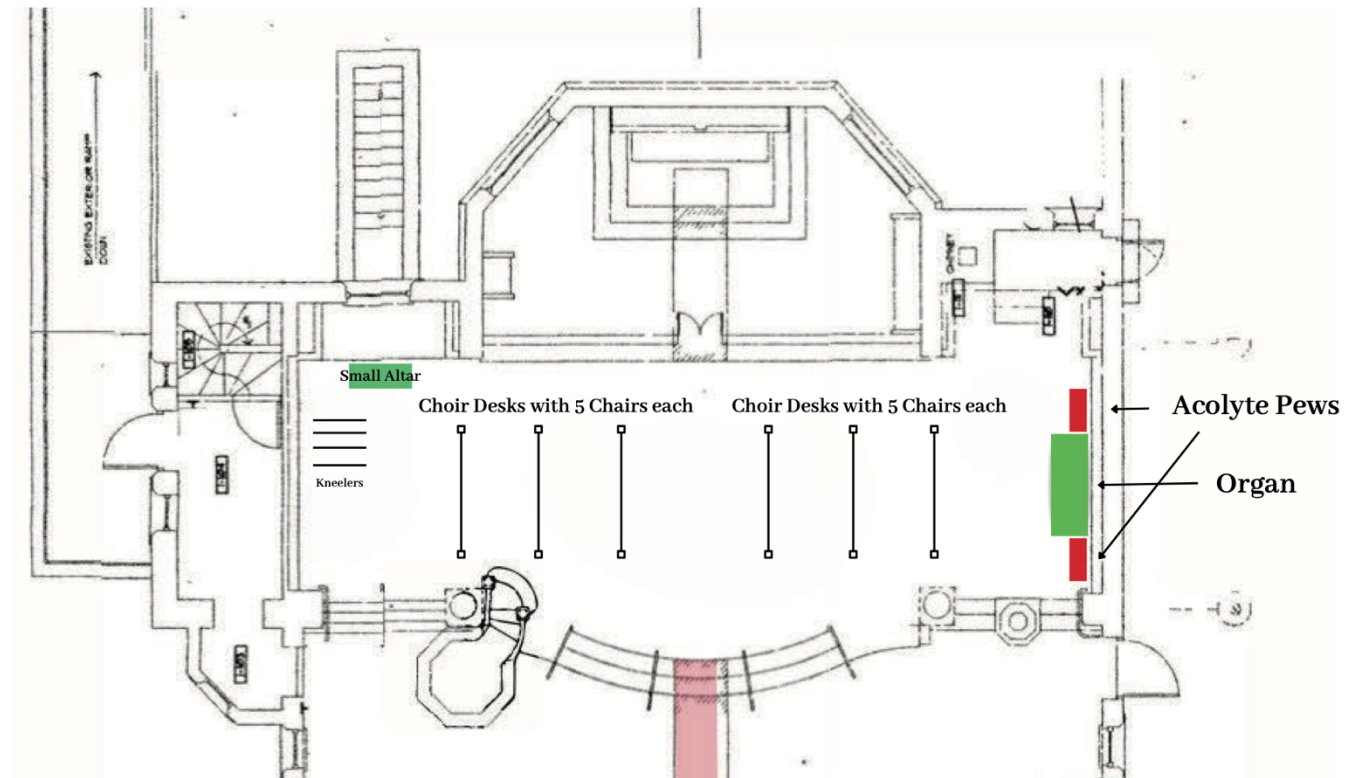


Figure 4. 2nd Sunday Chancel – All Services