

Pre-service Checks

Aumbry

- _____ Check bread and wine and have AG adjust levels accordingly

High altar

- _____ Fair linen (Clean? Straight?)
- _____ Position of office and altar candles
- _____ Check missal—loose-leaf binder is customary, but use red bound missal for Fr. Johnston and Fr. Philputt [visiting bishops?]
- _____ Position of missal stand (room for Gospel book to the left)
- _____ Veiled chalice (Complete? Position? Veil?)

Low altar

- _____ Corporal and missal

HA credence table

- _____ Presence and position of all vessels
- _____ Levels of wine and bread
- _____ Extra chalices with purificators
- _____ Extra purificator
- _____ Book of matches
- _____ Glass of water

Credence closet

- _____ Wine, bread, water, cups, purificator

LA credence table

- _____ Cruets of wine and water; ciborium
- _____ A paten if two clergy will administer bread
- _____ Two chalices with purificators
- _____ Matches

Sanctuary

- _____ Furniture in proper position
- _____ Extra prayer books and hymnals removed
- _____ Correct placement of service leaflets

Pulpit and Lectern

- _____ Water glass in pulpit
- _____ Presence of correct binder
- _____ Correct reading in binder

Lights

Service and date:

Other pre-service

- _____ Processional cross and torches taken to stand in narthex (9:00)
- _____ Refuel candles and torches (11:15)
- _____ Stands for alms basins—cross faces out
- _____ Check sound system if no sound guy present
- _____ In AG sacristy, corporal, veil and cruet of water in place for ablutions
- _____ Deacon's black binder in place
- _____ Mark youth crucifer and torches on photos in clergy sacristy (9:00)
- _____ Light candles at high altar
- _____ Light candles at low altar (if open)
- _____ Be sure Deacon has Gospel book
- _____ Check number of clergy to determine number of chalice bearers needed; release CBS or find subs as needed
- _____ Check in CBS; find subs as needed
- _____ Check in lector; review procedure as needed
- _____ Review basic procedures and seating with CBS and acolytes

During/after the service

- _____ Light in the epistle-side ambulatory is off and sliding door is closed except during communion
- _____ Keep small door to sanctuary closed
- _____ Cue Gospel procession
- _____ Remind AG to call Kingdom Kids at start of Prayers of the People
- _____ One verger kneels with youth; other verger kneels at communion rail (9:00)—both vergers kneel at communion rail (11:15)
- _____ Cue acolytes to close gates
- _____ Assist server with preparation of altar, including placing glass of water on altar
- _____ Cue acolytes to receive offerings
- _____ Cue LA servers to leave
- _____ Cue CBS to kneel for communion
- _____ Close door to clergy sacristy during communion
- _____ Close door to AG sacristy if/when they are

- _____ Report problems with lighting to Keith Quarterman and/or Robert
- _____ Lights for GSA and bell tower window (the latter are turned on only during daylight)



- _____ noisy, especially during communion
- _____ At communion, always kneel facing center; never kneel with back to nave
- _____ Supervise extinguishing of HA candles
- _____ Extinguish LA candles

Special considerations

Baptisms

- _____ List(s) of candidate's names and clergy
(one on baptismal table or by the font)
- _____ Pews reserved (with family names)
- _____ Pascal candle in place
- _____ Furniture in place
- _____ Check placement of items on tables
- _____ Check baptismal candles
- _____ One verger assists families
- _____ One verger assists clergy
- _____ Remove items after baptisms

Confirmations

- _____ Greet/assist bishop as needed
- _____ Place faldstool and cushions in chancel
- _____ Move faldstool and cushions prior to
confirmations
- _____ One verger assists clergy as needed
- _____ Remove faldstool during the peace to
Gospel side ambulatory
- _____ Remove cushions to communion rail

Evensong

- _____ East window lights