

Evensong at 4:00 pm

Order of Procession (Short way: enter from S. Mary's & depart to West T.)

Thurifer
Torch – Cross – Torch
Choir
Verger
Officiant

VERGER

- ___ Set branch candles & fill if needed
- ___ Entrance route: short from S Mary's during prelude
 - Send Cross & Torches through door at 4:00 pm – organ music timed out
 - { *Confirm with organist !!! allow 2 minutes for processing* }
- ___ Departing route: short to West T. during postlude (*confirm plan if concert follows*)
- ___ Set out service bulletins for 3 acolytes, 1 thurifer, 1 officiant, 1 verger
- ___ One lector to verge – does both lessons (Officiant may sub if necessary)
- ___ Light Paschal Candle about 3:40 (*during Easter season*)
- ___ Unlock chapel & cathedral doors
- ___ Set out necessary mics & batteries
- ___ Set out collection plates on 3 tables (ET, WT, rear of center aisle) w/ signs
- ___ Rope off rear pews

ACOLYTES & THURIFER

- ___ Begin entrance procession from S. Mary's Chapel when indicated by Verger
- ___ Leave processional torches burning for entire service
- ___ Light branch candles during hymn following The Preces – enter West T. door and light tapers from Paschal Candle*. Then light branch candles in sanctuary
- ___ *THURIFER* – during Magnificat: Altar, officiant and people are censed
(begin with Officiant and Verger inside center sanctuary gate)
- ___ Get cross and torches in hand during closing hymn
- ___ During last stanza of closing hymn form outside center gate, remain facing altar until hymn ends
- ___ After the Grace and Dismissal are said, depart to West T. during postlude – lead choir through Cloister gallery. They should not use the choir stairs by transept doors.
- ___ Extinguish all candles – do Paschal Candle or Advent wreath last

* *during Easter season only. At other times enter W. chancel door with tapers burning.*

USHERS

- ___ pass out service leaflets
- ___ count attendance
- ___ after service take donations from collection plates set out – give to Kent or Officiant

SOUND OP & LIGHTS

- ___ lights set to "Evensong" – no changes during service
- ___ Wireless # 1 or # 3 for Officiant and Lectern for lessons
- ___ Record entire service on Music CDR – keep Pulpit mic up for sound pick-up along with others the Verger may have set up and noted