

St Georges Anglican Church
MC Check List

Detailed Checklist for all services (special notes for different services as needed)

Before Service

- 01 Plan to arrive about 20-30 minutes prior to beginning of service. Put on vestments (robe/cross), and verify that bulletins are available for all services.
- a. Check the names for lectors. Be prepared to read if they are not present
 - b. At 9 and 11am, also check chalice bearers' names.
 - c. You will need to verify that they are present and try to find replacements if they are not present by 5 minutes before the hour.
- 02 Ensure readings are placed on the lectern. The readings can be found in the office area on the table near the top of the stairs to the basement near the office library.
- 03 If needed, transport reserve (consecrated wafers and wine) from sacristy cabinet to credence table. Normally the consecrated wine is in the decanter with a flat topped stopper. Wafers are normally kept in a plastic zip-lock bag. Transfer wafers from the bag to the small silver Revere-ware bowl, which can hold about 120 wafers.
- a. This is normally done by Altar Guild
- 04 Verify PA System is ON by looking at the amp lights or at the lectern microphone.
- a. If not on, go behind piano and turn on from power strip in back of switch panel
- 05 Verify altar and credence table setup is complete & correct (altar guild may be doing this in real time).
- a. Colors match season and/or feast day: Altar, lectern, pulpit, and chasuble
 - b. A church calendar in sacristy should provide correct colors..
- 06 Things to check include glass of water for priest (near center of altar), vested chalice, gluten free wafers, paten, water & wine, lavabo (!), one chalice on credence table with purificator, extra purificators on tray below, reserve wine and wafers on table etc.
- a. 8a and 5:30pm services will have only a single chalice on the altar
 - b. 9 and 11am services – fill the chalice on the credence table from the consecrated wine in the decanter
 - c. If wafer are consecrated, then purificator should be over silver bowl. If wafers are unconsecrated, then no purificator will be present.
 - i. When wafers on credence table need to be consecrated at the 9 and 11am services, ensure that you tell the First Cross from the Acolyte team so that they become consecrated.
 - ii. Watch during the service when the acolyte is providing the bread and wine to the priest from the credence table because if the First Cross doesn't do this, you will need to step up to the credence table and offer them to the priest prior to the offering coming up.

07 Work with Altar Guild to adjust wafer and wine amounts as necessary, depending on how much is in sacristy.

- a. You will get a "feel" for this - the 9am service requires the most of everything

08 Check altar area for sufficient cushions (kneelers), and position them if necessary.

09 Round ciborium with cross on lid: altar guild fills with unconsecrated wafers

- a. 8am and 5:30pm - approximately 50
- b. 9 and 11am – approximately 100

~~10 Place chalice tray under credence table (with one chalice).~~

- ~~a. Note, for 8am and 5:30pm services, the MC and Chalice function has been combined. So a chalice under the credence table is not required for these services.~~
- ~~b. For the 9 and 11am services (or other special services with two chalices), the chalice under or on the credence table needs to be filled with consecrated wine from the decanter with the flat topped stopper.~~

11 Ensure offering plates are on table at rear of worship area.

- a. For 9 and 11am, verify silver wine pitcher and wafer ciborium are also in place and filled appropriately.

12 For the 8am and 5:30pm services only, about 5-10 minutes before service, light candles, first the altar (right, left), then credence table (right, left)

- a. The rule is the "gospel candle is NEVER alone- gospel is on the left - it should be lit last and snuffed first. The candle lighter/snuffer is on the organ side closest to the worship area. Matches and ash tray are on top of amp shelf. After lighting candles, hang the lighter/snuffer back on the organ side
- b. At 9am & 11am the acolytes light candles AND snuff them. Verify they are lit.

13 Verify with Celebrant priest that no special instructions are needed at this service.

During Service

14 Procession:

- a. At 8am and 5:30, the MC and priest will process in with no music at precisely 8 and 5:30.
- b. At 9 and 11, to reduce noise, everyone in the procession should be congregating in the parish hall area in order to keep the noise levels down. As the prelude organ instrumental starts, it is good to move everyone to the worship side of the doors. Politely remind everyone to remain quiet and respectful of the worshippers for this time prior to the service.
- c. As the procession song begins, the procession will enter from the entry hall in this order:
 - i. Acolytes
 - ii. Choir
 - iii. Chalice Bearers
 - iv. MC
 - v. Priests

d. Acolytes and the choir will go to the left. CBs, MC, and priests sit to the right as looking from the rear of the worship area. Bow (reverence) or not depending upon

your preference prior to going to the right. The CBs will sit closest to the emergency door with the MC in the next chair followed by the priests closest to the congregation.

15 Participate in service as normal.

16 For each lectionary reading, read lesson if reader not present. Please pay attention to ensure the lector is coming up to read. If the lector is not coming up as expected, the MC will need to read the lesson.

17 For 5:30pm and 8am, assist celebrant as he prepares Eucharist. This happens immediately after the priest says the offertory sentence. Start with step B below.

a. At 9 and 11am service, this will be done by First Cross from the Acolyte team. But be prepared to offer the unconsecrated wafers if necessary. If you see that they are having any issues, you may need to step up behind them and offer some very soft words explaining what they need to do. This is usually not necessary with our current acolyte team, but as things change over time, it is always best to be prepared.

b. Priest removes “vestments” from the chalice on the altar. After these are folded for you, take them and place them on the tray under the credence table (right side, not on purificators). He may also place the small silver plate on top of the vestments. Place whatever he gives you on the tray.

c. Get the unconsecrated wafers from the credence table in the round ciborium with cross on top. Present the priest with the ciborium. Priest will remove lid and either dump contents on silver paten (plate) and hand back ciborium to you, or he will remove the lid setting it aside. Place whatever is returned to you on the credence table.

d. On credence table remove stoppers from cruets (or tip hinged lids back if using old cruets). With wine in right hand and water in the left hand, present these to the priest (handles toward the priest). (Handles on credence table are away from you so that priest can grab handles.) Priest takes wine from your right hand and fills chalice. Empty wine cruet is returned to your right hand and priest takes water from your left hand, puts some water in chalice and returns it to your left hand. Return both water and wine to credence table. i. (Note: the priest will sometimes keep the wine cruet - simply go with the flow, transfer water to right hand and let priest put water into cruets.)

e. Pick up the towel from the lavabo bowl with your right hand and place it over your left wrist. Grab the lavabo bowl with your left hand and water cruet with your right hand. Pour several tablespoons of water over the priests hands into the lavabo bowl. Priest takes towel and dries hands, then replaces towel on your left arm. (bow, priest will also) Return cruet, towel and bowl on the credence table. Priest turns to congregation and motions for offering to be brought up. Wait next to the credence table to accept the offering from the priest and place it under the credence table.

f. Once this is complete, put the center altar rail section in place by going to the congregation side of the altar rail and placing it in the center. Once it is seated, move the extra kneeler to the center location. Then proceed to the north side in order to ring

the bell.

18 Upon presentation of the offering, accept the offering from the priest by standing next to the priest on the altar platform at 9 & 11am hand them back to the ushers, for 5:30 & 8 there should be room on the credence table for the offering plates.

a. Then at the end of service, take the plate to the sacristy and follow C below. Ensure someone else is with you (altar guild member, MC for other service, usher, etc) to ensure two person integrity.

b. Place everything from the offering plates into a tamper-evident bag. We have been sealing the bags after every service. Note the date and service time on the bag. Offering should include an attendance count, pledge cards, etc. (If the attendance count is handed to you after the service, just go back in at that time and tape it to the front of the bag.) Place the bag in the cabinet on the shelf second from the bottom on the right. If the cabinet is locked, obtain key from normal hiding place (this information provided verbally).

c. Don't forget about night deposit duty at end of 11:00am service.

19 At the 5:30p and 8:00a service, the MC will be seated on the north side during the prayers of consecration in order to ring the bell. At the 9 and 11a services, the MC will be seated with the CBs and priest(s) on the south side chairs.

20 After the Lords Prayer and the prayer following, the priest invites the congregation by raising the chalice and paten. Then kneel next to chalicers to receive your communion. Chalicers rise after their communion or the end of The Agnus Dei, whichever is later, get chalices, and proceed with priests to administer communion.

a. At 5:30p and 8:00a, there are no chalicers, it is just the MC performing the above.

21 During communion, MC stands and observes proceedings. You may take advantage of this time to straighten the credence table or to move things from the altar to the credence table. Assist chalice bearers and priests as required. **In this regard, pay attention to the angle of the chalice as it is offered.** Fill as necessary. Also, pay attention to the number of wafers each priest has. You may have to replenish these also. If you need to assist or inspect wine/wafer levels of the rear communion station, take a clean purificator with you in the event that a clean one is needed.

a. Note: several parishioners require gluten free wafers. You will learn who they are over time. Be prepared to bring them to priest if you see them in line

22 Following administration of the Eucharist, clear space on the credence table and place chalices and soiled purificators in such a way that wine soaked purificators do not soil the white linen on the table top. It works best if the MC receives the chalices from the CBs and places them on the credence table.

23 Recession out:

a. Everyone leaves in the same order they came in. Because the CBs don't always have the timing down, we sometimes have to direct them to be queued and ready to go as the choir is leaving.

b. At 8am and 5:30p, recess out and then return to snuff candles i. Extinguish altar candles first (left - gospel candle, then right) and then those on the credence table

(left, right).

c. At 9 and 11am, recess out. Acolytes will snuff candles.

After Service

24 Assist altar guild with clearing credence table as appropriate in preparation for next service, but allow them to do their work and receive the benefit of their service.

25 Consecrated wine which remains in the chalices is poured into the glass pitcher for that purpose in the sacristy. This is emptied into the extra wine bottle in the sacristy, which will be poured into the ground as it is filled.

26 Consecrated wine in the silver pitcher should be poured into the glass decanter using a funnel. Over time the glass decanter can become sticky. Either wipe the outside with a wet cloth, or if it is really bad, pour all of the consecrated wine into the silver chalice and ask the altar guild to wash the glass decanter. Once it is clean, then pour the consecrated wine back into the glass decanter. a. Then pour a small amount of water into the silver pitcher and pour it out in the same pitcher that the other used consecrated wine was poured.

27 Be sensitive to the Alter Guild and do not “poach” on their duties - they perform very important work for every service, be respectful. Understanding that there is very little time between the 8 AM and 9 AM services, if there is only one altar guild member for cleanup and setup, offer to help. Offering to help may prevent the 9 AM service from starting late, and it also permits you extra time to verify that you have a quorum of CBs for the service.

28 Again, work with altar guild to adjust levels of wine and wafers. The altar guild will take the large flagon of wine and ciborium of wafers to the rear of the church to be brought forward by ushers at the next service.

a. It is the MC’s responsibility to ensure that sufficient wine and wafers are available for each service. The altar guild is not the ones who will have to work with the priests to have additional Eucharist's elements blessed or have to walk back to the sacristy to obtain more.

b. Verify amounts for every service. You will be able to judge based upon the number of parishioners present how much is needed.

29 Take offering plates back out to table at rear of worship area

a. NOTE – at 5:30pm and 11:00am services, they stay in the sacristy

b. They also stay in the sacristy at the last service on holy days such as Christmas Eve

30 Do a final check of altar and credence table in preparation for the next service.

31 Normally you will empty any chalices into pitcher in sacristy, rinsing them with water to get all wine out of chalice.

32 The MC now has the responsibility to make the make the over-night deposit for the offerings. The process is as follows.

a. The keys (45 and 46) are kept in the same place as the keys to the cabinet.

b. The over-night deposit bags should be on top of the shelves to the left of the

enclosed cabinet.

- c. 2 of the tamper-evident bags with the offerings should fit into each of the night-deposit bags. The number 45 key will unlock the bag with 45 on the lock and the same is true for the 46 key and 46 bag.
- d. Once the offerings are locked into the night deposit bags, you will need the round key that is on the same key chain as the 45 and 46 keys. Take the keys and the bags to the Central Bank and Trust (CBT) night deposit drop box.
- e. Go south down the alley to CBT which will be on your right. The night deposit drop is in the covered area.
- f. At the night deposit drop box, open the door half-way, insert the round key and turn it. This will allow the door to open all the way. Put the night deposit bags into the opened drop box and then slide the door shut.
- g. Remove the key. You can verify that the bags were dropped into the night deposit slot by opening the door half-way again. You can then see that the bags are no longer there.
- h. Return to St. George's and return the keys to the appropriate location for the following week.
- i. If you are more comfortable having an escort with you, please ask someone else to walk with you to the bank.

At All Times

Reverence, flexibility and courtesy are essential. Move SLOWLY. You are expected by the Altar Guild, lectors, ushers, and even priests to be cool calm and civilized. Strange things can and will happen - you will be looked upon as THE leader for the service - even if you don't know what to do, do what you do calmly and slowly and always behave as if you are in complete control. As long as you maintain a dignified and reverent demeanor and attitude, the Lord will be with you.

During communion (any service) if additional wine or wafers must be consecrated, the abbreviated prayer of consecration may be found on page 408 of The Book of Common Prayer. Prayer books are located in the pews.

BTW: you should be aware of where the fire extinguishers are; if a wafer drops pick it up and eat it; if wine spills use a purificator to absorb. If someone throws a cream pie at Fr. Don, hope that it is flavorful, well... you get the idea.

Ensure that the CB on the north side is going around the lectern by the acolytes. It is your job during communion to keep a watch on the flow of everything and help with whatever may come up.

Always be positive and encourage - we have a wonderful parish and everyone wants every service to be for the Glory of God!

Checklist - Overview

Prior to Service

1. Perform all duties with intent and the Holy Spirit
2. Vestments

3. Altar platform check
 - a. Readings on lectern
 - b. Credence table (Eucharist amounts)
 - c. Altar check
 - d. PA system
4. Rear table check in worship area (Eucharist amounts, offering plates)
5. Candles
6. Verify CB and Lectors present
7. Line everyone up

Service

1. Procession – ensure correct order and entry time
2. Read if necessary
3. Prepare Eucharist with priest at 5:30p and 8:00a services
4. Offering to sacristy and put away or under credence table
5. Altar rail at 5:30p and 8:00a services
6. Ring bell at 5:30p and 8:00a services
7. Oversee communion and help as necessary
8. Recess out
9. Snuff candles at 5:30p and 8:00a services

Post-service

1. Help with credence table if necessary
2. Assist in sacristy especially with consecrated wine
3. Help prepare for next service if necessary
4. After 11:00am service, perform night deposit duties.
5. Have a blessed day!