

Setting up for the 8 O'Clock Sunday Mass

St Mary in the Highlands, Cold Spring, New York

(The setup is done on Saturday afternoon at about 2:00 PM for the following day's first mass; The Altar hangings (paraments) are all matched especially by church season color and should be changed before set up so check to be sure you know what color you are to use before you continue!)

1. First, get the key to the chain-locked cabinet in the bell tower room - unlock the chain - return the key to it's place.
2. Take out the necessary vessels:
 - a. chalice with paten
 - b. wine and water flagons
 - c. ciborium
 - d. priest's hosts (Large wafers in the silver ciborium)
 - e. regular hosts (small wafers in the plastic containers)
 - f. lavabo bowl
 - g. opened wine bottle
3. Fill the wine flagon to just above the silver handle and band (glass with the silver band around the middle)
4. Fill the silver water flagon $\frac{2}{3}$ with water from the plastic jug on the table
5. Fill the tall gold ciborium with approximately 20 regular hosts
6. Get one large priest's host (it will go on the gold paten which snaps onto the empty chalice)

7. Take all of these to the credence table and return to the bell tower room for the cloth items
8. In the long drawers, beneath the level of the cubbies where the vessels are kept, you will find the veil, and burse sets labeled with their colors.
9. Get the appropriate color veil and burse. (a large folded corporal and the tabernacle key should be inside the burse. If these are not inside the burse, look in the previous season's burse as these items may have been left there from the previous season)
10. Get one purificator (small white tri-folded cloth with embroidered cross) and one lavabo towel (larger, longer, narrow bi-folded cloth with a red embroidered cross) from the drawers to the right of the long drawers which hold the veils.
11. Bring these all to the credence table for set-up.

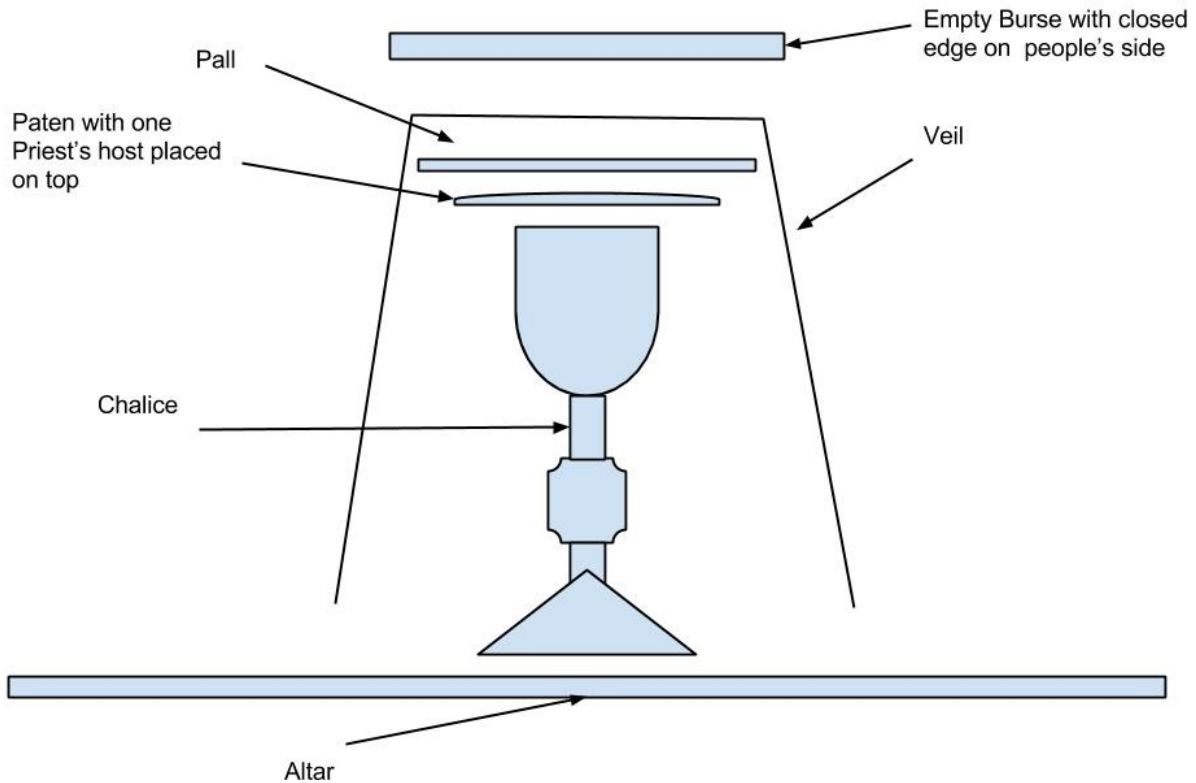
Setting up the Altar

At the altar, temporarily remove the large altar candles and place them on the wooden shelf with the flowers.

1. Uncover the altar. Remove the red cover folding it appropriately - store it on the small stool beside the credence table.
2. Remove the key and large corporal from inside the burse.
3. Place the folded corporal on the center of the altar upon the embroidered cross with the open edges to the right.
4. Unfold the corporal by lifting the top fold off to the left, then the other third to the right. Flip the top edge up and out toward the pews, then flip the bottom third down toward you behind the altar.

Proceed to vest the chalice as drawn below placing it on the white embroidered cross in the center of the corporal with the embossed cross between the stem and the base facing you as you stand behind the altar :

The Vested Chalice at St Mary in the Highlands Episcopal Church Cold Spring, New York



(Be sure to position the chalice such that it is on the embroidered cross on the fair linen cloth rotating it so that the embossed cross on its base is on your side)

The veil should be placed over the pall such that the cross will be on the congregation side with its bottom edge straight across the front touching the fair linen cloth. Flip 1/3 of the veil on your side of the altar over onto itself so that this newly folded edge falls straight across the edge of the pall on your side.

The burse goes on top of the folded veil so that the side that is closed is on the congregation's side.

This procedure is almost impossible to describe in a written manner so view the picture included here, and with the Sacristan's instruction, you will be able to do this yourself easily!



Altar

1. Place the tall gold ciborium filled with the 20 hosts just behind the chalice being between you and the chalice as you face the pews.
2. Put the altar candles back on the altar.
3. Put the gold covered gospel book on the altar set to the correct reading to the right of the chalice - as you face the pews - (12 - 18 inches, or so and at an angle).
4. Mark the priest's hymnal to the correct hymns and leave under altar.
5. Place the altar missal with gold stand on the altar to the left of the chalice with the right foot closest to you just on top of the lower left edge of the corporal about a hand's width above the corner.
6. Flip up the lower right corner of the corporal and place the tabernacle key just underneath.
7. Place the folded purificator cross side up and closed side on left just a couple of inches to the lower left of the altar missal stand.

Setting up the credence table:

1. Put the set of brass collection plates on the left side.
2. Put the two flagons/cruets with their handles facing away from you - facing toward the back - on right rear corner of the table. Wine on the right, and water on the left.
3. Put the small silver lavabo bowl and towel just in front of these.
4. Uncover the handled paten located under the credence table and place it on top of the embroidered red cross. (During the Sunday School Year, prepare the small wooden mitre box and candle for the children and place on the credence table)



Final activities

1. If available, place a new program at each place on the altar where a person will be sitting, and at each choir member's place, as well as at the rector's, and the verger's prie-dieu, or kneeler.
2. Check all oil candles and replace a needed. (These are stored in a large box in the sacristy)
3. Check that the tabernacle candle is not spent; if it needs replacing, ask John Drew, or Fr. Shane to replace it.
4. Polish brass chancel step banisters with the special polishing cloth kept in the basket in the bell tower room, on the small wooden lowboy cabinet.
5. Put up the appropriate hymn numbers on the hymn boards using the cardboard numbers in the long covered wooden box, just under the verger's chair.
6. Check the oil level in all of the candles and replace them with full ones when necessary.
7. Check votives and replace any that are empty.

IMPORTANT SAFETY ALERT!

DO NOT replace a votive candle without first **removing the metal disc** from the previous spent candle. If you do not first remove this there will be more than one in the glass votive holder which **WILL** burn too hot because of the extra metal disc(s) AND cause it to shatter thus creating a fire hazard.

PLEASE REMOVE THESE METAL DISCS FIRST, OR LEAVE VOTIVES EMPTY SO THAT SOMEONE ELSE CAN REMOVE THE DISC - properly.