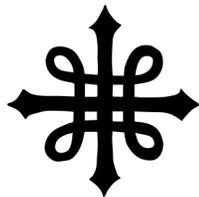


EVENING WORSHIP HANDBOOK



Pilgrim Lutheran Church

1935 St. Clair Avenue, St. Paul, Minnesota 55105-1646

651-699-6886 www.PilgrimStPaul.org

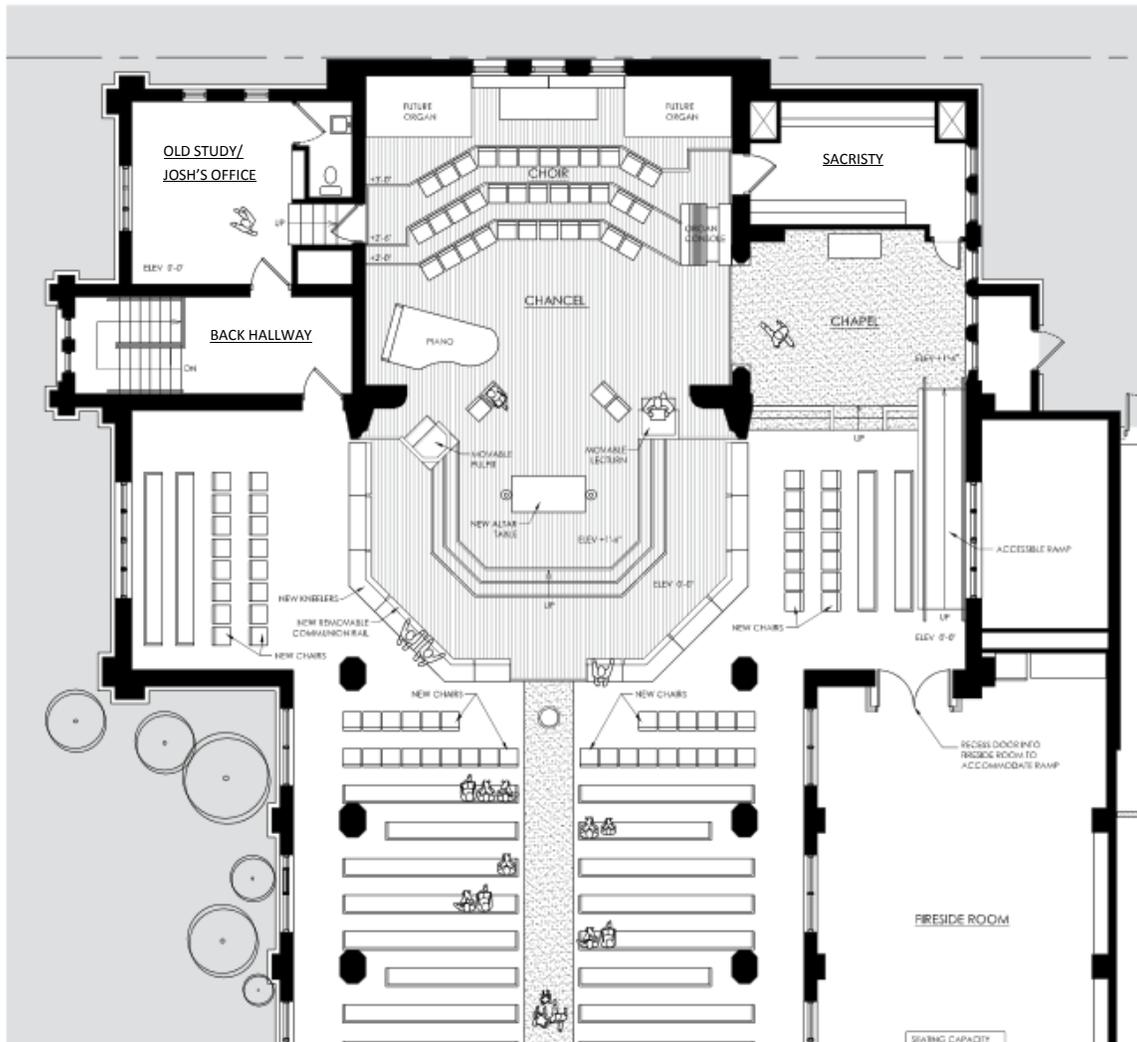
An ELCA Congregation ~ A Home for Hungry Minds and Souls

A Caring for Creation Congregation ~ A Reconciling in Christ Congregation

Table of Contents

Pilgrim Floor Plan.....	4
Instructions for Sacristans	
Instructions for Ushers.....	
Preparing the Chancel and Sanctuary	
Coffee Setup.....	

SOME REFLECTIONS ON SHARED MINISTRY & COMMUNITY IN CONTEXT



LOCATIONS AND NAMES OF ROOMS

Chancel: Area where the Altar is located.

Narthex: Also called a *foyer*, this is the area between the doors to the outside of the building and the doors to the sanctuary.

Old Study: Just off the chancel to the left (west), also Josh's office. This is the location where all Evening Worship items are located.

Sacristy: When facing Altar, room to the right of the Altar. A key to the Sacristy is on a hook in the cabinet by the Sacristy door on the right side of top shelf.

Fireside Room: Room where we gather following the service.

Sanctuary: Also called the *nave*, this is the main place where the congregation is seated.



**Celtic
Contemplative
Worship**
with Communion

Instructions for Sacristans

1. Arrive by 5:30 to unlock all doors and welcome musicians and other worship leaders.
2. Turn on all lights in the spaces that will be used during evening worship: Rear Hallway and Main Office Entry Way; Fireside Room; Narthex; Sanctuary and Chancel (see below).
3. Take morning worship bulletins from the Narthex to the Main Office.
4. From the Main Office, Collect the Following Items:
 - a. Evening Worship Bulletins
 - b. checks for the guest musicians (clipped to Carol’s mailbox)
5. Place the Evening Worship Bulletins on the table in the Narthex from where you collected the morning worship bulletins.
6. Deliver the checks to the musicians.
7. Check to see that a dated, large envelope is in the Lectern for the offering. If it isn’t you can retrieve one from the Old Study in a cabinet labeled “Evening Worship Documents and Envelopes.”
8. Place a folded Visitor Information sheet in the basket on the metal plant stand in the center aisle of the sanctuary.
9. Check-in with the musicians, worship set-up helpers, and ushers and assist as needed.
 - a. Fill in for an usher if they are late or miss their shift.
 - b. Assist Set-up by helping to light candles by 6:20.
 - c. Retrieve beeswax candles from the freezer in the fireside room and place on the tray on the wooden stand near the entry to the Sanctuary.
10. Once the worship leaders and musicians have finished rehearsing, open the Sanctuary doors—this is usually around 6:25 PM.



1–2 ON at 50%	12 ON as low as possible
3–5 OFF	13–14 ON at 60%
6–7 ON at 100%	<i>Magnolia Window Light in Chapel</i> —On as Low as possible. This is a round switch found on the wall near the Magnolia Window Light
8 ON as low as possible	
9–10 ON at 50%	<i>Reredos</i> switches are on Chancel platform near the Entry to the Old Study and are to be used at all worship services.
11 OFF	

INSTRUCTIONS FOR USHERS

Arrive by 6:10 pm.

Please don't open sanctuary doors or allow worshippers to enter the sanctuary until the rehearsal ends.

WELCOME

Give each worshipper a bulletin and point out the candles on the iron stand at the back of the Sanctuary; you might ask if they've attended these services before. If they haven't, let them know that they can take their candle up to the Celtic cross during the prelude and light it and place it in the sand.

COUNT

Count all the people in the sanctuary about halfway through the service. Make sure to count the transepts as well as the musicians, readers and Clergy on the Chancel (typically, there are seven). It may be easier for you to count when people are sitting or standing, or as you release each section and pew for Communion. Record the number of people present in the RED book on top of the usher cabinet.

Notice that in the book where we record the attendance, we record the numbers for each section of the sanctuary.

OFFERING

After the Presider announces the offering, ushers come forward with the African baskets.

When you are done gathering the offering, place the contents into one basket and stand at the back of the pews in front of the Celtic Cross. That's the cue for the leaders to have people stand. When the singing begins, and a worship leader comes forward, bring the basket forward. Only one usher will complete this task.

COMMUNION

When it's time for communion, **AFTER** the long invitation to the table, both ushers come forward to start inviting people to the Table for communion (after the servers are in place). Begin with the transepts before moving into the main part of the Sanctuary. Ushers will be the last people in the line for Communion after all others have been served.

SENDING

When the passing of the peace starts at the end of the service, one usher should go up to the lectern area and find the offering basket (may be under the singing bowl or lectern) and put the contents of the baskets into the large envelope under the lectern labeled with the date.

After people are no longer leaving the sanctuary, collect the half-sheets from the basket in the middle aisle in the back of the sanctuary and place in the envelope with the offering.

When Carol is done greeting people in the narthex, give her the envelope.



PREPARING THE CHANCEL AND SANCTUARY

Arrive by 5:30 p.m. or arrange to set-up earlier during the day.

I ~ SET UP THE LARGE CELTIC CROSS

The large cross is located in the SW corner of the Nave. It is covered with a black cloth. Note there is a button at the top of the cross.

1. **Wheel cross** to the front of the sanctuary. Place the top of the cross over the lower step.
2. **Make wavy lines** in the sand with your fingers.
3. **Retrieve three-wick candle** from the Old Study. Place the candle in the middle of the cross.
4. **Store cover** in the Old Study.



II ~ SET UP TABLE FOR DANCER

There is a heavy table behind the lectern. This table holds the small Celtic Cross, the Green Mosaic candle and the purple Bible. Bring this table around to the left and in front of the lectern, close to the communion rail in front of the lectern, one step down.

Place the small Celtic cross, the Green mosaic candle, and the purple Bible on the table as shown.



III ~ CELTIC ALTAR CLOTH

1. Remove the Altar Cloth and other items from the morning service and store in the Old Study.
2. The **Celtic cloth** for the front of the Altar is found folded and hanging in the closet in the Old Study (Josh's office).



3. Use masking tape to center and hold the cloth on front of Altar. Tape the center of cloth and make a square corner on each side and tape.

IV ~ PREPARING THE TABLE (LOCATED IN THE SACRISTY)

1. Open the folded Corporal (square white cloth) and center it on the Altar at the edge of the Celtic Cloth with the embroidered cross toward the on the back side of the Altar.
2. Cover the Corporal with the plastic squares—we use this as a “Cere cloth” to protect the Corporal and Altar.
3. Note—Sacristy key is located in cupboard to left of the door.

V ~ COMMUNION SETUP

1. **Gather juice, wine, and gluten-free hosts.**
 - a. Check refrigerator in Fireside Room for **white grape juice**. Bring juice to Sacristy. Unopened white grape juice is in the Sacristy lower left cupboard.
 - b. Retrieve **red wine** from lower cupboard to the left of the sink.
 - c. Retrieve **gluten-free hosts** from top cupboard shelf to the left of the sink. These hosts are sometimes “rice cakes.”
2. **WASH hands** before doing the rest of the set up.
3. **Gather Chalices, Paten, Ciborium, and cloths.**
 - a. Retrieve FOUR green Chalices, TWO sand-colored Patens, and TWO small white plates for the gluten-free hosts, ONE Ciborium (small bowl for additional Hosts).
 - b. Retrieve: (1) ONE Corporal cloth to lay on the Altar; (2) TWO Ceres (plastic squares to protect Corporal and Altar), (3) THREE Palls (cloth-covered squares) to cover the Chalices, (4) ONE Veil cloth to cover all of the communion items.
4. **Fill Chalices.**

Fill TWO Chalices $\frac{3}{4}$ full with red wine, and TW Chalices $\frac{1}{2}$ full with grape juice.
5. **Prepare Wafers.**
 - a. Place a few gluten-free wafers on small plates. Broken into quarters.
 - b. Place small wafers in Patens. Estimating the number of those who participate in Communion can be tricky. Estimate about 40-50 small wafers on each paten and fill the Ciborium with additional wafers.



6. **Place Chalices and Patens on Altar**, on top of Corporal cloth with a plastic Ceres over top the Corporal cloth.
7. **Rinse** empty bottles and place in cupboard under sink.

VI ~ VESTING THE CHALICES

1. From the Sacristy, either stored with the Corporal cloths or Chalices, retrieve **THREE** Palls (square, cloth-covered boards) and arrange over the Chalices as shown in the picture.
2. Next, place the Veil over the Chalices with the Cross facing the Nave. Ensure that it is centered as shown. Fold the Veil so that it is tidy and tuck the excess cloth neatly.



VII ~ CANDLES

1. Votives

On the Celtic Worship Shelf in the old study, you'll find a plastic tub labelled Celtic Worship candles. Take these candles out and place two in each window sill for a total of four candles per window-unit. Check to ensure that they are filled with oil. If not, refill.



2. Altar Candles

There are heavy metal candle stands on side steps. These can be lit for the service. Also, light the brass candelabras and the two brass candles at the Reredos (back wall) of the chancel.

3. Light all candles around 6:20pm.

- b. **Acolyte torches for the Altar candles** are on the wall of Old Study, by the door leading to the chancel.
- c. **Lighters for the rest of the candles** are in the Old Study on the shelf labeled Candle Lighting Supplies.

VIII ~ TABLES AND STANDS

1. Use a **black iron plant stand as Stand for Celtic Cross** There are two iron plant stands in the hallway in the Narthex near the stairs leading out toward Prior Ave. Adjust the stand so that the large Celtic Cross sits just above the Baptismal Font with the designs facing the entrance to the Sanctuary.
2. **Find a wooden stand at the entrance to the Sanctuary.** The stand is holding the St. John's Bible. Use the metal missal stand found in the old study to create a level shelf for the metal serving tray, which will hold Celtic candles.



3. **Place the other small iron plant stand in the middle of the center aisle** There is a small black iron plant stand (in Back Hallway of Narthex closets) that is to be placed in the center aisle and placed in front of the cross to collect sign up sheets as people leave following the service.
4. **Bees wax candles** for the service by participants can be found in the freezer of the Fireside Room. Do not take candles from the freezer until almost 6:30 PM. Place these candles on the Silver tray on the wooden stand.



Coffee Setup

I. Room & Table Set-up: Begin set-up 30 minutes prior to Worship

1. Check out the room & tidy up as needed
 - a. Place Yellow Evening Worship Cards around the room
 - b. Vacuum any debris from the floor
 - c. Make sure Recycle Bins & Compost Bins are out & available
 - d. Wipe down Main table & place chairs along the wall
2. Layout table runner or table cloth on the table
3. Place a stack of napkins in a basket on both ends of the table
4. Place signage on the Main table
5. Use decorations from within the room to decorate the table
6. Be sure to place DONATION BOX on table behind DONATION SIGN

II. Food & Drink Set-Up

1. Plug in the tea water & fill to 1/3 full
2. Plug in coffee machine & flip burn-plate switch to ON (red light will illuminate)
 - a. Add coffee filter & grounds to appropriate space
 - b. Pour one pot of water into the slot
 - c. Quickly replace pot on the appropriate burner (coffee comes out quickly)
 - d. After coffee is made, be sure to UNPLUG machine, dispose of grounds and filter in COMPOST (if compost is unavailable, they go into the garbage).
3. Fill large coffee Press Pots & place a saucer under the faucet of each
 - Morning Worship (each service): 2 pots of regular coffee; 1 pot of decaf
 - Evening Worship: Check to see if any coffee remains from Morning Worship & fill each pot accordingly: 1 pot of regular Coffee; 1 pot of decaf coffee
4. Place two pitchers of water on smaller serving table
5. Set up treats using what's available in the treat bin (or fridge). Use two serving plates of SWEET TREATS and two NON-SWEET OPTIONS. The treats available for Coffee Time will be marked with a RED DOT STICKER.

III. Clean-Up

1. Put away or dispose of leftover treats into containers or COMPOST bin
2. Refold table cloth/runner and return to original spot
3. Return all table decorations to their original places
4. Empty, rinse coffee Press Pots
5. Unplug, empty tea water container
6. Wash food trays & water pitchers
7. Return baskets with napkins to spot by the microwave
8. Take money box up to 2nd Floor Publications Office (for business manager)

