

## ST. MARK'S LUTHERAN CHURCH

# Altar Guild Procedure Guide

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4/1/2019



This document is to be used as a weekly guide and reference for the St. Mark's Altar Guild in care of the altar, paraments, and altar elements. April 2019 updated with new banner care instructions under Miscellaneous Information and banner placement options noted in each section on the stand or wall behind the pulpit.

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## **St Mark's Altar Guild (SMAG) Guide Overview**

The SMAG officers have developed and reviewed this document and provide it as both a reference and procedure guide for the SMAG members. If updates are necessary, submit your suggestions to one of the SMAG officers for review.

Pray – Stand before the altar and pray this example or another appropriate prayer:

***“I thank you Lord for this privilege of serving in this house of worship. Accept the work of my hands, increase my faith and may the beauty of our worship together inspire many to steadfast faith in Your Son our Lord Jesus Christ. Amen.”***

Weekly care includes dusting, checking/refilling candles, checking the fair linen, changing the paraments, cleaning the baptismal font, checking/cleaning the acolyte robes, cleaning the brass snuffers, placing the offering plates, laundering altar linens, and caring for the kneelers.

Special services such as baptisms, weddings, funerals, Advent, Christmas, Holy Week, Lent, and Easter require unique and additional attention to the weekly routine. Check with the senior pastor for any changes to these directions.

## St. Mark's Altar Guild (SMAG) Procedure Guide

The following provides details for the member's *weekly* undertakings.

1. Pray a prayer on the services you are providing. An example is provided on page 1.
2. Cleaning elements and supplies are located in the sacristy including Swiffer sweeper and duster, broom and dustpan, ladder, electric floor broom, small hand vacuum, polishing cloths, brass polish. Other items also in the sacristy are candle oil, fair linens, weighted parament bars and parament schedule. Spare candle oil bottles are also in the SMAG hallway cabinet #1. If no oil bottles are available in cabinet #1, contact an SMAG officer so oil can be retrieved from the outside shed.
3. Dust the chancel area to include altar pews, lectern, pulpit, chancel crosses, railings, small table(s), offering plates, piano, etc. Take care to dust in all nooks and crannies such as under the pulpit to overt spider webs. If the piano is uncovered, carefully dust it without disturbing the keys or strings. Wood floors are to be dry mopped/swept with the Swiffer or broom. Wood floors are to be cleaned and polished, as needed, with product known as Bona that is located in the Sacristy cabinet. **Note:** There are two Bona products: one for cleaning and one for polishing. Do **NOT** dust the organ.
4. Polish the brass elements including the cross, pull out communion rail, and baptismal font trim. Take care to remove all haze from polishing. Use only soft cloths for polishing. Do **not** use paper products. Dispose the polishing cloths after completing the brass cleanings or take the cloths home, wash them and return to the cabinet. Additional brass cleaners are located in SMAG hallway cabinet #1.

5. Candle containers are to be checked and refilled. See image at end of this section. When removing the cap, the wick will remain in the top. Fill the container to **just below** the threaded area taking care **not** to overfill. The wick should be no more than 1/8 inch above the brass. An envelope containing replacement wicks and instructions is stored in the sacristy cabinet. A white pearl bead is to remain in the candle to assist in seeing the oil level.
6. Fair linens are to be changed as needed. They are to be laundered in **warm** water, spun dry and hung or dry on perma-press, then press with a steam iron. Corporals, purificators, and host linens are pressed first, and then folded into thirds in both directions, **do not** iron after folding. A square will be the final form. (Folds are in thirds in each direction.)
7. Paraments are located in the SMAG hallway cabinet #2 or #3 and are to be changed according to the distributed and posted guide. If there is a question, check with the SMAG officers or Pastors.

**Note: ONLY** for the large altar parament, place the plastic on **top** of the parament and the fair linen on top of the plastic. This allows the wood altar to breathe.

8. Clean the baptismal font basin and polish the brass ring including the inside and outside edges. Remove any water with the baster and pour the water outside on the ground. Leave the basin dry to prevent mold.
9. For the acolyte snuffers use the small eye-dropper and fill the vials to **just below** the threaded area taking care **not** to overfill. The wick should be no more than 1/8 inch above the brass. Secure the vial to the snuffer then polish. Clean inside the brass snuffers using the 409 or Fantastic cleaner and a paper towel. Remove fingerprints from the outside with a soft cloth.

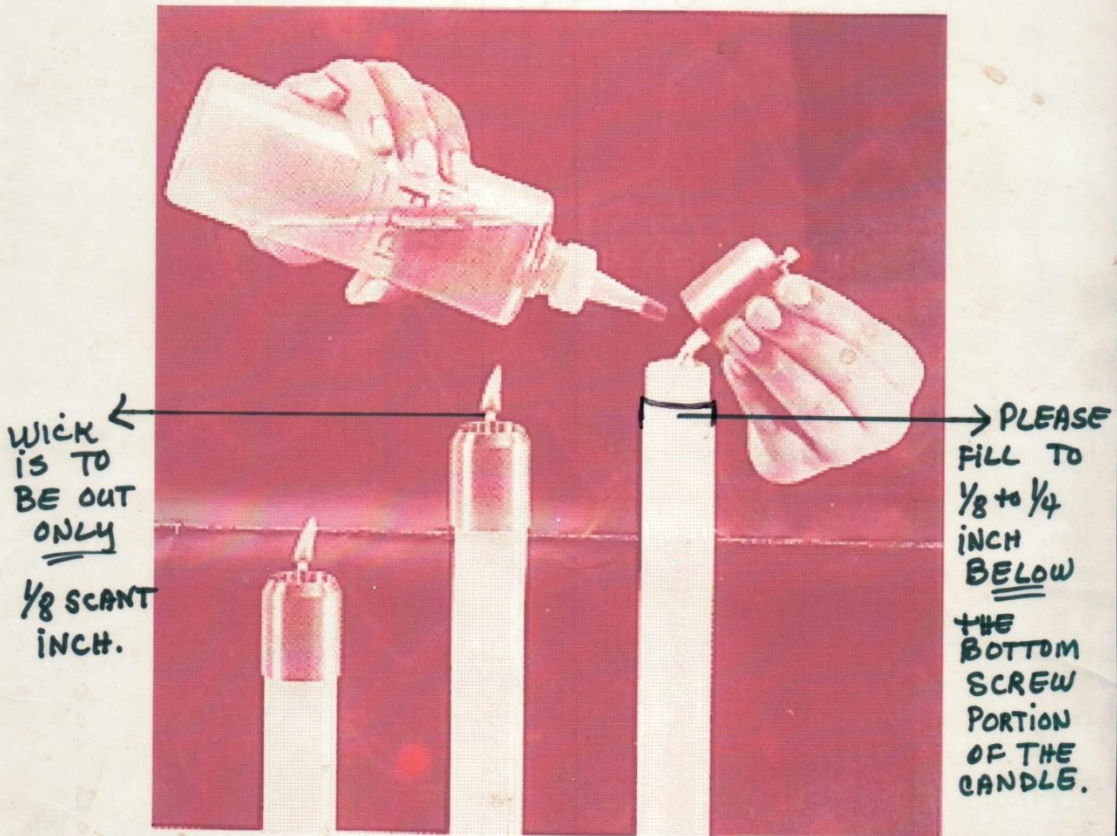
10. Four offering plates are to be located on the bottom shelf of the small table behind the altar.
11. Kneelers are to be carefully hand brushed using the 2 inch soft bristle brush to remove large crumbs. If a spot is seen, notify a member of the SMAG executive board immediately. When it is necessary to vacuum the kneelers, **only** vacuum the kneelers using the special screen found sacristy cabinet. Avoid direct contact of the suction and the wool fabric.
12. Communion services:
  - A. Wash communion linens in warm water.
  - B. When the communion trays have wine spills or appear tarnished, wash and dry them. The communion trays are silver-plated and should be rinsed. The communion ware is sterling silver and should be rinsed **not submerged** and polished with silver polish **as needed**.
13. Acolyte robes which are stored in the downstairs robing room are to be checked for cleanliness and proper hanging. Check pockets for ink pens. Check collars for makeup smears or soiling. When needed, pre-treat with Spray and Wash or spray OxiClean. Use powder OxiClean over the spray if needed. Wash in warm water and dry with low-heat, remove from dryer immediately, then hang on wood hangers to cool and to reduce wrinkles.

**Note:** Hang longer robes on the high rod to keep them off the floor. If any robe requires mending, call a member of the SMAG executive board unless you can manage it.

14. Launder all washable items in warm water separately, **not** with the family wash. The recommended detergent is any quality detergent and one or two scoops of OxiClean.
  
15. The flower committee will remove all flowers and greenery from the altar area.
  
16. The hand sanitizer should be filled in the sacristy. Clean the bottle but **do not polish**. Assure it dispenses cleanser. Place it back on the altar on top of a plastic protector. Use a Q-tip to clean the opening that may be greenish in color.

**Note:** The brass flower urns have been treated so do **not** polish them.

# OIL CANDLE INFORMATION



IF TOO MUCH OIL IS IN THE CANDLE  
AND IT COMES OUT THE AIR HOLE  
IN THE BRASS IT WILL PREVENT OXYGEN  
GETTING IN AND THE FLAME WILL DIE OUT.



## Miscellaneous Information

Assignment duty begins with the assigned Sunday and ends with the following Saturday at midnight. Be sure to follow the distributed and posted schedule for the parament color of the week.

SMAG members should notify the SMAG Treasurer if there are items needing to be replaced. SMAG members should purchase any cleaning supplies needed and submit a bill to the Treasurer. Notify the SMAG President if the candle oil supply is low.

There are two options for stain removal on fabrics. ***(This does not apply to the kneelers)***

1. Cover wine stains with salt, pour hot water through the salt, and launder in warm water after stains are removed, **OR**
2. Use OxiClean and/or Clorox 2. **Do not** use chlorine bleach.

## Satin Banner Care Instructions

1. Regularly clean the banner with a clean dry cloth.
2. When not in use, roll and store on the tube and original box.
3. Do not fold or leave uncovered.
4. If needed, hand wash with a mild detergent. Machine wash separately in cold water on lightest setting.
5. Remove excess liquid and hang dry.
6. If wrinkled, use an iron on coolest setting on reverse side. Gradually increase heat for difficult wrinkles.

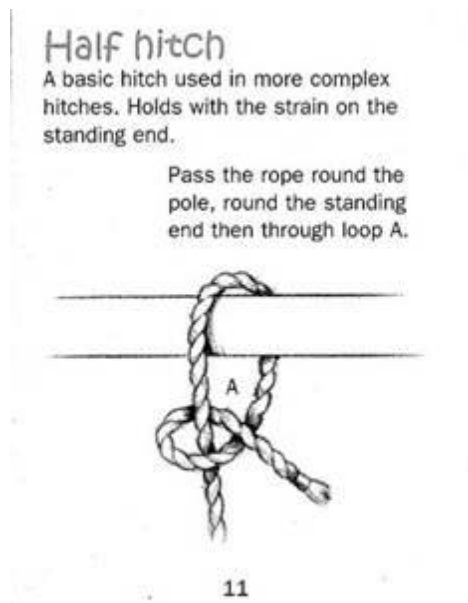
## Eternal Candle

The eternal candle requires special handling and a strong and steady hand. If you are physically unable to complete this task, contact a SMAG officer. Routinely the candle should be filled with oil weekly and twice weekly during Lent and Advent.

To lower the candle:

1. Untie knot; unwind rope from bottom cleat leaving a turn of rope on the upper cleat to securely hold the candle rope in place.
2. Slowly lower the candle until the security loop fits on the bottom cleat. Keep rope looped around top cleat. **Note: Always have the security loop hooked on bottom cleat when working with the eternal candle.**
3. Access and carefully remove the outer glass chimney which can be hot, place it on the plastic altar protectant.
4. Remove the candle to refill it in the procedure that is customary with the altar candles.
5. In the Sacristy, refill the candle with oil to the customary level of about 1/2 inch from top of candle. The member should error on the low side when refilling the oil.
6. Check the wick. When replacing the wick, be sure the weighted end with the staples is lowered into the oil. Use a wire to feed the wick up 1/8 inch above the brass fitting. Put a pin in loop and pull until snug.
7. Replace the candle on the platform and light the candle. Lower the wick if it burns too high.

8. In the Sacristy clean the chimney to remove soot with Windex and paper towel. Replace the chimney over the candle.
9. Return the candle to the elevated position by firmly grasping the rope above the top cleat with left hand, pull down to release security loop from lower cleat and wrap rope around right hand.
10. Pull down with the left hand watching the knot top of cable until the knot is behind ceiling beam and hidden from the congregation's view.
11. Wrap rope once around bottom cleat and wrap end 1/2 turn around top cleat.
12. Tie off with half hitch below the top cleat. See following image.



**Note:** Wicks (in an envelope) and oil are found in the sacristy cabinet.

## **Special Events**

Special services such as Baptisms, Weddings, Funerals, and other services as called by Pastor may require additional attention from the weekly routine.

### **Baptisms**

Prior to baptism(s):

1. Place the Pascal candle on the pulpit side of the chancel area on the first step of the wood floor in line with the St. Mark's kneeler, unless another location is specified by the Pastor.
2. Find the baptismal banner in SMAG cabinet #3. The base and stand are located in the hallway off the sacristy. Clean and shine, do NOT use polish, banner stand before placement. Place the banner near the column in front of the pulpit. Be sure not to block the congregation's view of the Pastor while in the pulpit. (For the Spanish service baptisms, place the banner closer to the wall so the English speaking congregation is aware that a Spanish speaking person will be baptized. After second service, bring the banner out to the normal position.) Check with church Administrative Assistant/Receptionist or the SMAG President for the first and middle names of the person to be baptized. The banner letters used to display the names are found in the Sacristy cabinet on the top shelf.
3. The Baptismal font is to be placed in the center of the aisle midway between the altar railing and the first pew screen.
4. Place a credenza table on the lectern side next to the baptismal font. Drape the table with a small white tablecloth found in SMAG cabinet #3. Place the anointing oil on the table. The container is a small round silver colored container and is marked with a "T" on the bottom.

5. The baptismal candle and certificate are kept in the office and Pastor brings those two items to the table.
6. Place **hot** tap water in the Rubbermaid pitcher and pour in the baptismal font **just prior** to the service.
7. Put **hot** tap water in the ceramic pitcher found in the Sacristy cabinet and place it on the small table next to the font on the left side when facing the cross **just prior** to the service.

### **After the Baptism**

The water from the font is to be drawn up with a cup or the baster into a bowl and then tossed outside during weekly cleaning. This water is **not** to be poured down a drain.

**Note:** The SMAG member must check with the church office during office hours to ascertain if a baptism is scheduled for the upcoming Sunday.

## Weddings

1. Paraments remain in place according to the season.
2. SMAG assists only if requested by the Wedding Coordinator.
3. Wedding candles, vinyl protector, and holders are in the SMAG hallway cabinet #1. The kneeler is in hallway cabinet #3 on the top shelf.

**Note:** The wedding coordinators in coordination with the bride and groom select the candles and decide if the special kneeler will be used.

4. Clean candle holders in hot water for wax removal.

**Note:** *Do not let this water go down the drain as it will eventually plug the drain. Take outside the kitchen door and pour hot/boiling water over the drain in the parking lot where people usually do not walk.*

5. Dry with soft cloths; **do not** use paper towels as they will scratch brass.
6. If brass rings on the wedding candle holder are loose, tighten the rings with a screwdriver.

## Funerals

1. The paraments remain in the color of the season.
2. Retrieve the bulletins from the church office.
3. **For a casket** retrieve the pall from the SMAG hallway cabinet #3. Unfold it to the length and drape over the last pew on the pulpit side for ready access and placement on the casket.
4. **For an urn** move small table to the center of the aisle and back a foot or two from the carpet allowing room for pastor(s) to come down the step. Retrieve the tablecloth with the gold band from SMAG cabinet #3 and place it on the table. The pall has a finer gold band that will go over the urn. No flowers go on this table. The pall points to the front of the table.
5. Light the candles at the altar about 20 minutes before service or about 30 minutes before for a large service.
6. Retrieve the reserved markers from the narthex credenza and place to mark the necessary pews on the preferred side for the family in the nave.
7. Set up a guest book reception area under the TV monitor in the narthex if a book is provided.
8. Handout the bulletins to the guests.
9. Just before the casket enters the nave, drape the pall over the casket. In most cases, the urn is placed on the table when the family arrives and the small pall is placed on the urn.

10. If there is communion with the service, act as an usher to receive the guests releasing one pew at a time starting with the side on which the family is sitting.
11. After the ceremony the casket pall is removed and folded lengthwise in thirds, then folded in thirds the other direction. Return pall to storage cabinet #3.
12. Extinguish candles.
13. For cremation, put urn in a pew and put the tablecloth and pall back in cabinet #3. Return urn to the table.
14. Turn off the lights in the Nave



## Special Services of the Church Calendar Year

Paraments are stored in the SMAG hallway cabinets #2 and #3. Passion/Palm Sunday and Advent are stored in cabinet #3. The remaining paraments are stored in cabinet #2.

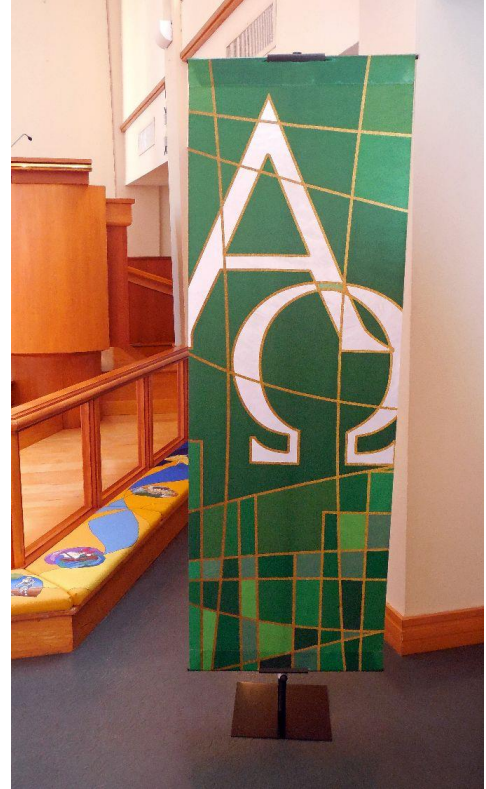
The green paraments are displayed throughout the year as noted in the following picture. The one on the left is placed on the lectern, the center one is placed on the altar, and the one on the right is placed on the pulpit. The banner is to be placed pulpit side on tile floor near column.



**Green paraments: Lectern – Altar – Pulpit**



**light green/trinity**



**dark green/alpha omega**

**Alternative placement on wall. See Section on Baptism of Our Lord.**

## **Advent**

Advent is the first season the church year, leading up to Christmas including four preceding Sundays.

1. The paraments are **blue** for all three pieces.
2. The Advent wreath is placed in the chancel area on either side of the altar prior to the first Sunday in Advent. Check with the senior pastor. Generally, the Flower Committee places it in the Chancel area.
3. The candles for the Advent wreath are four blue and are used during the four Sundays in Advent. The candles must be cleaned and filled before placement in the wreath and maintained weekly.
4. The Christ Candle, the large white candle, is added for Christmas Eve and is placed in the center of the wreath. The candle must be cleaned and filled before placement in the wreath and maintained weekly.
5. The banner is to be placed pulpit side on tile floor near column.

The Advent wreath is stored in the SMAG hallway cabinet #3. The blue and Christ candles are stored in SMAG hallway cabinet #1.

During the Advent season there are **three** events for which the kneelers must be removed, stored, stacked and covered behind the altar in designated area. Risers are placed by midweek, so it is important to store the kneelers prior to the risers being placed.

1. Chancel choir concert is usually the third Sunday in Advent.
2. Montessori school rehearsals are in the Nave and Chancel area every morning. Their program is usually on Friday the week before Christmas.



3. Sunday Church School rehearsals and pageant are the fourth Sunday in Advent.

**Note:** The sheets used to cover the kneelers are stored in the SMAG cabinet in the sacristy on the top shelf.

**Note:** The following photo shows placement of the paraments. The one on the left is placed on the lectern and the one on the right is placed on the pulpit.



**Blue paraments: Lectern – Altar - Pulpit**

## Christmas

Christmas is an annual festival commemorating the birth of Jesus Christ. The Christmas season ends on the second Sunday after Christmas Day.

1. The paraments are **white** for all three pieces. The paraments are in place for Christmas Eve and remain in place for the two following Sundays.
2. The Advent wreath remains in the chancel next to the pulpit during the Christmas season. Four blue candles are placed in the greenery of the wreath and the tall white candle with a screw in the bottom is placed in the wreath's center.
3. Aisle candles are placed starting Christmas Eve on the backs of every other pew except for the front screens and they remain in place for two Sundays past Christmas. If Christmas is on Sunday, the aisle candles should be placed and lit for morning service.
4. Place slender white candles, one candle each for the Pastor, the Assisting Ministers and acolytes, on the Altar for the Christmas Eve service. The presiding Pastor's candle is the tallest of the candles.
5. Clean and fill all candles before placement.
6. A manger may be placed and removed by the Spanish speaking service. No action is required by the SMAG

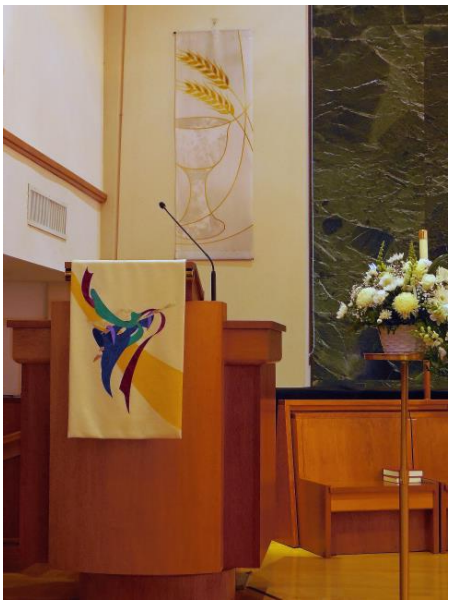
**Note:** The aisle candleholders and chimneys are stored in SMAG cabinet #2. Candles are stored in the SMAG cabinet #1 in a rectangular wooden caddy. The chimneys are stored in the upper side of SMAG cabinet #2 on the left side. Pastor candles are in the SMAG cabinet #1. After the Christmas season, the aisle candles

are emptied of oil then the candles, chimneys and candles holders are to be cleaned and stored.

**Note:** The following photo shows placement of the paraments. The one on the left is placed on the lectern and the one on the right is placed on the pulpit. The banner is to be placed pulpit side on tile floor near column.



**White paraments: Lectern – Altar - Pulpit**



OR

**White banner/wheat with cup**



**Note:** The following photo shows the decorated tree which is placed in the Narthex. Volunteers such as member of the SMAG, flower committee or church families, decorate the tree under the direction of the flower committee chairperson. **Completed at beginning of Advent and removed early February.112817**



Decorated Christmas tree



**Note:** The following photo shows the placement of the candles for Christmas services.



## The Baptism of our Lord

The Lord's baptism is celebrated the Sunday after Epiphany.

1. The paraments are **white** for the altar only. The pulpit and lectern paraments are stored.
2. Place the Pascal candle on the front floor pulpit side of the baptismal font to the right back of the font when facing the cross.
3. Place a round topped, metal flower pedestal on the lectern side. On this pedestal place:
  - a. A pottery pitcher filled with **hot** water
  - b. The white shell bowl from the senior Pastor's office
  - c. An evergreen sprig about 8 to 10 inches long behind the pedestal on the floor.
4. Place the Baptismal Banner on the tile floor near the pulpit but not blocking the congregation's view of the pulpit. The banner is stored in the hallway cabinet #3 and the black felt letters are in Sacristy cabinet #1. The banner stand is in the hallway near the Sacristy. The banner letters should state, "Baptism of Our Lord".
5. The banner is to be placed pulpit side on tile floor near column.

**Note:** The pitcher must be refilled for the second service. All items are removed for the Spanish service.

**Note:** The following photo shows placement of the parament.



**White parament: Altar only**

**Note:** The following photo shows the flower pedestal with the pitcher with the evergreen sprig, baptismal banner and overall placement.



OR

**White banner/wheat with cup**



## **Ash Wednesday**

Ash Wednesday is the first day of Lent and it occurs 46 days (40 days plus 6 Sundays) before Easter Sunday.

1. The paraments are **purple**.
2. The needlepoint kneelers are removed, placed behind the altar area, stacked and draped with the white sheets. The kneelers are returned prior to the following Sunday service.
3. A single kneeler is to be placed at the railing on the pulpit side at right of center. A second kneeler may be requested. Review with Pastor.
4. The ashes, four bowls (two large and two small) and oil are located in the SMAG cabinet in the sacristy on the center of the top shelf. Wet (**not** dripping) two paper towels for each service and place them in strong plastic bags such as freezer strength, for the sacristy. Place these items on the Sacristy counter after all Sunday services are over (usually on Tuesday) in preparation for Wednesday AM and PM services.



**Note:** The following photo shows placement of the paraments. The one on the left is placed on the lectern and the one on the right is placed on the pulpit. The banner is to be placed pulpit side on tile floor near column.



**Purple paraments: Lectern – Altar – Pulpit**



**Purple banner/alpha and omega\**

**Alternative placement on wall. See Section on Baptism of Our Lord.**

## Lent

Lent is a solemn observance in the liturgical calendar that begins on Ash Wednesday and covers approximately six weeks before Easter.

1. The paraments are purple.
2. Assorted drapes are stored on the top shelf SMAG hallway cabinet #3, is draped over the chancel cross if the pastors request it. The burgundy drape is used for Palm Sunday and Maundy Thursday. The fitted green drape is used on Good Friday.
3. Only greenery is displayed in the Chancel during Lent and is managed by the Flower Committee.

**Note:** Wednesday AM and PM services are held through Lent, so cleaning may require two visits during these weeks.

**Note:** The following photo shows placement of the paraments. The one on the left is placed on the lectern and the one on the right is placed on the pulpit. The banner is to be placed pulpit side on tile floor near column.



**Purple paraments: Lectern – Altar - Pulpit**



**Purple banner/alpha and omega**

**Alternative placement on wall. See Section on Baptism of Our Lord.**



## Holy Week

### Palm/Passion Sunday

Palm/Passion Sunday is a feast that falls on the Sunday before Easter. The feast commemorates Jesus' triumphal entry into Jerusalem.

1. The paraments are ivory with burgundy and black stripes. The lectern and pulpit paraments are identical.

**Note:** The following photo shows placement of the paraments. The one on the left is placed on the lectern and the one on the right is placed on the pulpit. The banner is to be placed pulpit side on tile floor near column.



**Burgundy paraments: Lectern – Altar - Pulpit**

## Maundy Thursday

Maundy Thursday is the Christian holy day falling on Thursday before Easter. It commemorates the Last Supper of Jesus Christ with the Disciples as described in the gospels.

Ivory/Burgundy paraments stay on the altar with a burgundy drape on the chancel cross. Kneelers remain in place.

### Stripping the Altar

**If no** acolyte is participating in the service, the SMAG will snuff out the candles. Candles should be snuffed from the Lectern side beginning with the candle closest to the organ. After the three candles are out, snuff the pulpit side candles from outside to inside (toward the Cross).

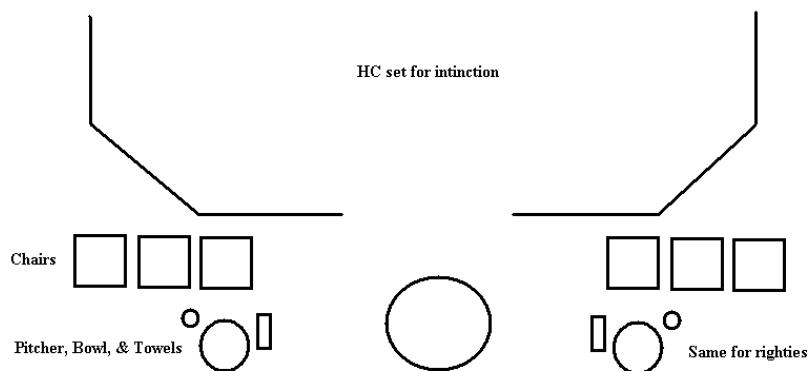
<b>Order of Removal (<i>One or two items at a time per person</i>)</b>	
<b>Person #1 Removes</b>	<b>Person #2 Removes</b>
the three pulpit side altar candles	the three lectern side altar candles
communion ware and linens and hand sanitizer	communion ware and linens and hand sanitizer
Microphone <i>carefully</i> to floor.	greens/plants
Altar book	Lectern book (Bible)
Altar book stand	Lectern parament and rods
Pulpit parament and rods	all Hymnals/books from the area

1. Person # 1 and Person #2 together: fold fair linen **and** clear plastic in thirds.
2. Person #2 carries the fair linen and plastic off to the receivers.
3. Person #1 moves to lectern side of altar and
4. Person #2 returns to the pulpit side of the altar. Two rods are in the altar parament. Pick up by back edge and **carefully** bring to the altar front edge; remove from altar trying not to drop the rods out of the parament.
5. Person #1 or #2 (whoever is finished) **s-l-o-w-l-y** removes the drape on the Cross--if you can reach it conveniently.

**Note:** Eternal candle is to be left in place.

**\*\*Women, wear low heels or flat and *quiet* shoes. Please avoid very low cut dresses or blouses.**

Follow the diagram below for set up of the washing of the feet.



**Note:** Place chairs at an angle. Use two chairs until more people become accustomed to coming up for the washing of the feet.

## Good Friday

Good Friday is the day commemorating the crucifixion of Jesus Christ and his death at Calvary.

1. The altar parament is black. All three are placed on the altar with the largest in the center and the narrow ones on the side.

**Note:** Alternate altar is for a bare altar with only the candles as noted in item 4, no plastic or fair linen.

2. Add green drapery to chancel cross.

**Note:** Alternate: Place black drape found in the top shelf SMAG cabinet #3 over the cross.

3. Place the plastic protectant then the fair linen.

4. Place three pillar candles and the brown ceramic stand from SMAG cabinet #1 on altar. The tallest candle is placed on the brown ceramic stand in the center near back. Place two shorter candles on flat clear glass holders, found on the top shelf of the sacristy cabinet, on sides of altar near front centering over parament also include a small snuffer. Final display should form a "V".

**Note:** The following photo shows placement of the paraments. The one on the left is placed on the lectern and the one on the right is placed on the pulpit. The banner is to be placed pulpit side on tile floor near column.

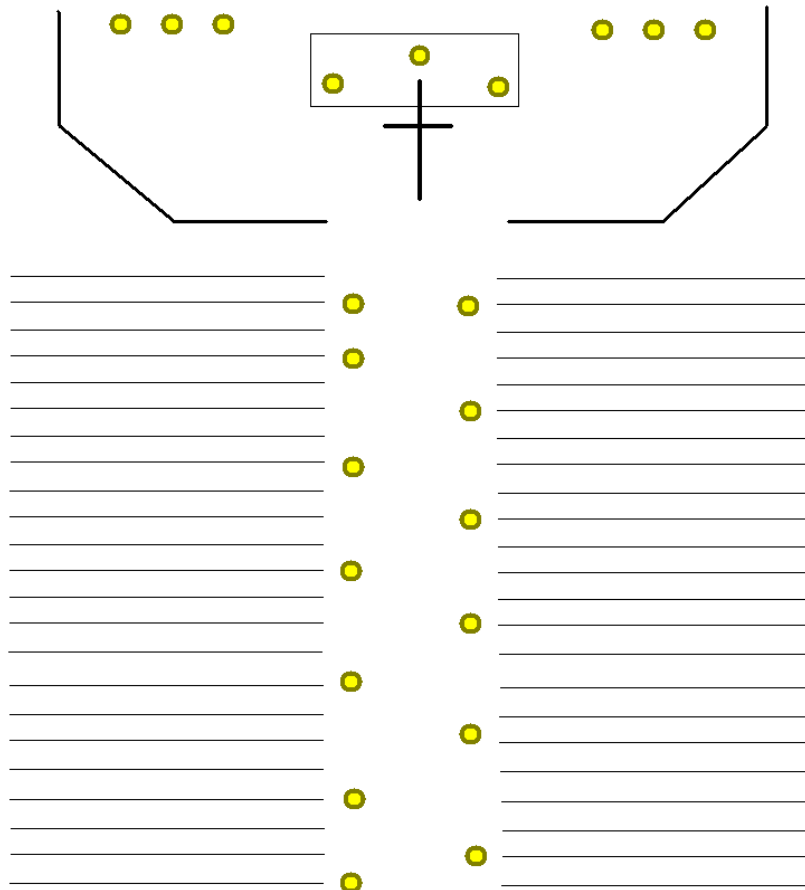


**Black paraments: Lectern – Altar - Pulpit**

5. Aisle candles found in SMAG cabinet #2 are placed from front to back:

a. Lectern side on pews: 1, 5, 9, 13, 17 & 21.

b. Pulpit side on pews: 1, 3, 7, 11, 15, 19, & 22.



6. Remove kneelers.

7. Always check with Pastor for which alternate display to use or any changes to the above.

8. Alternate images follow for the Good Friday altar set up.

9. Remove Eternal Candle.

10. The old rugged cross with crown of thorns is placed in the back to be carried up during the service and placed on the front of the altar.

**Note:** The following photo shows the green drape used for Good Friday. Other following photos show the possible altar variations.

















## Easter Sunday

Easter celebrates Jesus Christ's resurrection from the dead and is Christianity's most important holiday.

1. The altar paraments are white. The pulpit and lectern paraments are to be placed with the angels facing center.
2. Assure kneelers are in place.
3. Aisle candles are removed and stored.
4. Pascal candle to be placed near pulpit on altar level during Easter season.

**Note:** Make plans to clean the altar area on Saturday prior to the flower committee about 8 AM placing flowers for the Easter celebration.

**Note:** The following photo shows placement of the paraments. The one on the left is placed on the lectern and the one on the right is placed on the pulpit. The banner is to be placed pulpit side on tile floor near column.



**White paraments: Lectern – Altar – Pulpit**



OR



**White banner/wheat with chalice**

**Alternative placement on wall. See Section on Baptism of Our Lord**

## Reformation Sunday

Reformation Sunday is the day considered to be a lesser festival. Today, most Lutheran churches celebrate Reformation Day on the Sunday on or before October 31<sup>st</sup>.

1. The paraments are red.

**Note:** The following photo shows placement of the paraments. The one on the left is placed on the lectern and the one on the right is placed on the pulpit. The banner is to be placed pulpit side on tile floor near column.



**Red paraments: Lectern – Altar – Pulpit**



**Red banner/dove**

**Alternative placement on wall. See Section on Baptism of Our Lord**

## **Parament and Banner Colors**

The liturgical calendar year is represented through the colors of the paraments. The colors serve to adorn the worship space and to call attention to the nature of the season or festival being celebrated.

### **White**

White is associated with Christmas and Easter and signifies the purity of Christ, light or joy. White calls to mind the purity of the newborn Christ and to our light and joy in Him. White is used for the Transfiguration of our Lord. White is used on lesser festivals.

### **Red**

Red is associated with energy, blood or fire. Red is appointed for the Day of Pentecost, martyr's days, Reformation and certain church celebrations such as ordination of a pastor.

### **Blue**

Blue is associated with Advent, suggesting hope.

### **Purple**

Purple in Lent is associated with royalty. Purple in Lent suggests repentance and solemnity. Purple is used for Ash Wednesday and the Sundays during Lent.

### **Green**

Green is used for its symbolism of our growth in faith as we follow the teachings and ministry in Christ. Green in a sense is a neutral color and is used when a more festive or more somber color is not appointed.

### **Black**

Black is used for Good Friday since it is the color of the ashes to which we will all return.



## Scarlet/Burgundy

Scarlet/Burgundy is used on the Sunday of Passion as it suggests the deep color of blood. Scarlet/Burgundy is also used on Monday, Tuesday, Wednesday and Maundy Thursday.

## No paraments

No paraments are displayed on Good Friday after the stripping of the altar on Maundy Thursday unless black is requested by the senior pastor.

**Note:** The parament color reference can be found at

[http://download.elca.org/ELCA%20Resource%20Repository/What is the meaning and use of liturgical colors.pdf](http://download.elca.org/ELCA%20Resource%20Repository/What%20is%20the%20meaning%20and%20use%20of%20liturgical%20colors.pdf)

## Parament Colors

Color	Liturgical Season
Blue	Advent
White	Christmas Baptism of our Lord (altar only) Easter Thanksgiving Day (altar only) All Saints Sunday (altar only) Christ the King (altar only)
Purple	Ash Wednesday Lent
Black or Bare	Good Friday
Red	Reformation Pentecost Martyr's festivals Ordination
Green	All other Sundays

## Banner Colors

<b>Color</b>	<b>Liturgical Season</b>
Light Green	Beginning Pentecost thru Labor Day
Dark Green	Late Pentecost after Labor Day
White	Baptism of Our Lord Easter season Christmas season
Purple	Ash Wednesday Lent
Red	Reformation Sunday Saints Days Ordination

## Needlepoint Kneelers

There are different times during the year when the kneelers are removed and placed in the designated area behind the altar. These include:

The needlepoint kneelers were hand stitched by a group of St. Mark's ladies. The kneelers were dedicated on December 14, 1997. A history of kneelers can be found in the dedication booklet. When the kneelers are temporarily removed for special services, it is important they be returned in order. Starting with number one at the organ side and ending with number seven just to the left of center. The Alpha & Omega is placed in the center. Kneeler 9 is placed just to the right of center ending with kneeler fifteen closest to the pulpit. Images of the focal points of each of the kneelers follow these brief descriptions.

1. Alpha Angel - Angel with left arm extended up to the left
2. The Call of the Lord – Angel with trumpet extended to the right
3. Beginnings – Circle with Sun and moon and earth and water in void
4. Moses and the Burning Bush – Bush on fire
5. The Tree of Jesse – Tree with Jesse at the root
6. Messiah Foretold – Brilliant star over small building
7. Crown and Scepter – Crown and scepter
8. Alpha and Omega – Greek letters of Alpha and Omega
9. The Lion of St. Mark – Lion with Scepter

10.The Baptism of Our Lord – John the Baptist and Jesus with descending dove

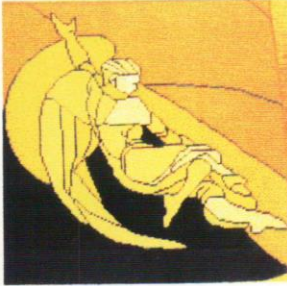
11.Jesus and the Children – Jesus with small children

12.The Sower – Man sowing seeds in field with tree

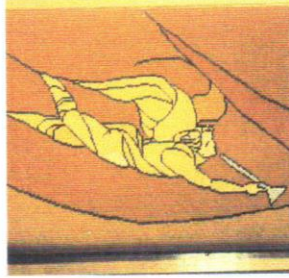
13.Jesus Calming the Storm – Jesus in boat with arms lifted

14.The Resurrection of Our Lord – Empty tomb with stairway and women

15.Omega Angel – Angel with arms extended



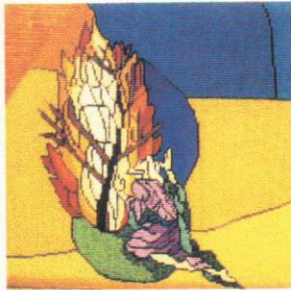
Alpha Angel  
(1)



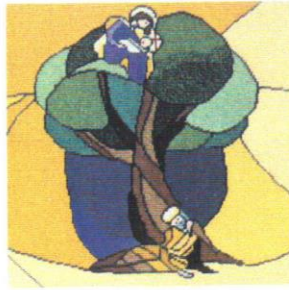
The Call of the Lord  
(2)



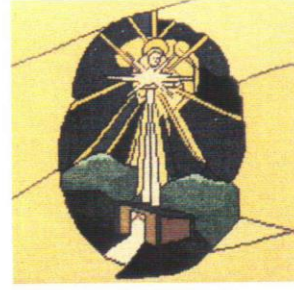
Beginnings  
(3)



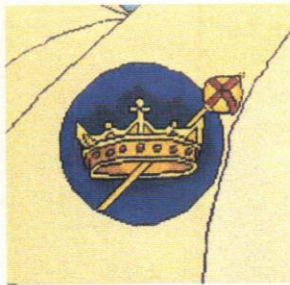
Moses and the Burning Bush  
(4)



The Tree of Jesse  
(5)



Messiah Foretold  
(6)



Crown and Scepter  
(7)



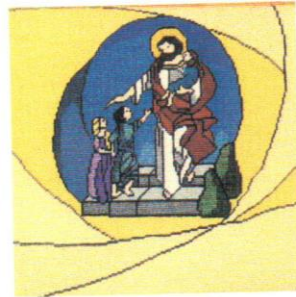
Alpha and Omega  
(8)



The Lion of St. Mark  
(9)



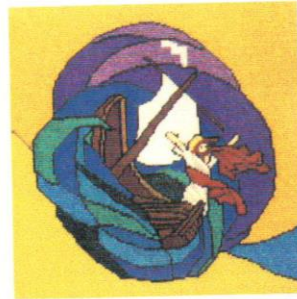
The Baptism of Our Lord  
(10)



Jesus and the Children  
(11)



The Sower  
(12)



Jesus Calming the Storm  
(13)



The Resurrection of Our Lord  
(14)



Omega Angel  
(15)

## Weekly checklist

This page can be used as a quick check of the weekly care of the altar area.

1	Pray	
2	Dust	
	altar pews	
	lectern	
	pulpit (including under)	
	chancel crosses	
	railings	
	small table(s)	
	offering plates	
	under piano if needed	
	flower pedestal	
	banner stand	
3	Dry mop/sweep altar area floors	
4	Polish brass elements	
	cross and outer frame	
	pull out communion rail	
	baptismal font trim	
5	Candle containers	
	do <b>not</b> overfill	
	fill the container to <b>just below</b> the threaded area	
	the wick should be no more than 1/8 inch above the brass	
6	Clean brass snuffers	
	fill vials (see candle note)	
7	Four offering plates – retrieve from narthex as necessary	
8	Fair linens are to be changed as needed	
9	Paraments are to be changed as needed	
10	Baptismal font	
	empty and clean	
	polish the brass ring	
11	Kneelers are carefully hand brushed	
12	Communion services wash linens <b>if needed</b>	
13	Acolyte robes are checked; Cinchers are hung by size	



## **Purchases**

The candle oil is purchased from CM Almy. It is a bee's wax and not mixed with any other waxes. The oil should be ordered/purchased by the designated SMAG Board member. Usually, in June, July or August the oil is on sale. Customarily, a 20% discount is given with the minimum purchase order of five cases. When the church credit card is used, a mailing discount of half price is also applied. This can amount to a savings of about \$400 per year.