

11:15 Holy Eucharist Customary: All Roles

These service directions reflect current liturgical practices at Trinity and are updated regularly. Customaries for individual roles, where they exist, are linked below. If you have questions, or notice errors or discrepancies, please don't hesitate to contact the sacristans:

sacristans@trinitychurchnyc.org

All Worship Leaders should arrive by 10:45 to vest and for a basic refresher. If a more thorough walkthrough of a role is desired, please arrive by 10:30. These directions are subject to change over time, especially on major feast days and in different liturgical seasons, so we will always want to review with you before a service.

If you are running late, contact Scott (917-881-2239), Dane (646-983-3494), or Emily (646-668-7201). The sacristan listed as "Acolyte" for the service in LitPlan, will generally be assigned to assist you (except for the Subdeacon, who will work with the "Clergy" sacristan, and lectors/ushers/greeters, who will be assisted by the sacristan listed for them in LitPlan)

Remember, there are no egos in liturgy. We strive to do our best, decently and in order ([1 Corinthians 14:40b](#)), but we expect there will be mistakes from time to time. God will be glorified in the liturgy nevertheless. We are called to "worship the Lord in the beauty of holiness" ([Psalm 29:2](#)), practicing grace and humility. We are grateful you are serving with us.

Worship Leader Roles (with links to individual customaries)

[Celebrant](#)

[Deacon](#)

[Crucifer](#)

[Torches](#)

[Thurifer](#)

[Subdeacon](#)

[Chalice Bearers](#)

[Verger](#) (when applicable)

[Lectors](#) (not listed below)

[Greeters](#) (not listed below)

[Ushers](#) (not listed below)

Opening Procession

- All gather in the sacristy by 11:05, with implements (cross, torch, thurible)
- Communion stations are decided by Michael or senior clergy.
 - [Deacon](#) should know who will serve where.
- The [Celebrant](#) gives announcements and leads prayer in the sacristy at 11:10, quiet is observed following prayer
- All service participants move to the South Vestibule and line up for the Procession
- Unless otherwise noted, the Procession order is as follows:

- Verger, when applicable
- Thurifer
- Crucifer
- Torches (in a V-shape behind the Crucifer)
- Choir
- Priests
- Preacher
- Subdeacon, holding the Celebrant's Notebook if desired by the Celebrant
 - if not holding notebook, may process with bulletin, but should not carry bulletin to altar
- Deacon, holding the Gospel Book
- Celebrant
- Note: If there is an obstruction in the path (table, Paschal candle, etc) the procession always moves to the right of the obstruction. The torch on the left should go to the left side of the obstruction. All others go right.
- At ~11:14, Thurifer and Celebrant charge thurible inside nave
 - Thurifer hands incense boat back to Sacristan
 - Thurifer makes sure the thurible is locked
- At 11:15, Sacristan rings bell from back of church, 3 sets of 3 peals
 - Space should be left between sets for Angelus prayer to be said silently:
 - V. *The Angel of the Lord declared unto Mary.*
 - R. *And she conceived of the Holy Spirit.*
Hail Mary, full of grace,
The Lord is with Thee;
Blessed art thou among women,
And blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God,
Pray for us sinners,
Now and at the hour of our death. Amen
 - V. *Behold the handmaid of the Lord.*
 - R. *Be it done unto me according to thy word.*
Hail Mary, etc.
 - V. *And the Word was made Flesh.*
 - R. *And dwelt among us.*
Hail Mary, etc.
 - V. *Pray for us, O holy Mother of God.*
 - R. *That we may be made worthy of the promises of Christ.*
- Thurifer (or Verger) leads the procession in when music begins (do not wait for singing unless otherwise noted)
 - Swing with full force
 - Set an appropriate pace according to the music, neither too slow nor too fast but stately and cheerful

- There should be a space of two pews between those walking in procession, with the exception of **Crucifer** and **Torches**, who walk in close formation
- **Crucifer** follows at a safe distance,
 - Cross held high enough that the bottom of the cross is above **Crucifer's** head
 - Right arm should be at side extended at 90 degree angle
 - Left hand is held high to provide balance
- **Torches** follow
 - Torches raised high enough to match the bottom of the cross
 - Right arm should be at side extended at 90 degree angle
 - Left hand is held high to provide balance
- When procession reaches bottom step:
 - **Thurifer** turns left and processes out to Monument Room
 - Moves to top step leading into chancel
 - Additional incense may be added
 - The censuring of the altar happens during the Opening Hymn unless there is a separate Gloria
 - **Crucifer** and **Torches** arrive simultaneously
 - Torches are lined up with candles on altar
 - Without pause, turn left together and walk off through the South Monument Room doors
 - Clergy continue up steps, move to stalls
 - Those approaching the altar should bow from the waist as they reach the diamonds on the floor in front of altar
 - **Subdeacon** continues up the steps
 - Places notebook on missal stand (if holding) and waits at stall
 - **Deacon** continues up step
 - Places Gospel Book at right edge of altar
 - Moves to stall and picks up missal stand
 - **Celebrant** continues up the steps
- **Celebrant** moves to altar alone for censuring during Opening Hymn (or the Gloria, if applicable. In some services, the censuring may occur after the setting of the altar or at other times as indicated.)
 - If holding notebook, **Celebrant** should hand off to **Deacon** at right.
 - **Thurifer** brings the pre-loaded and locked thurible to **Celebrant**
 - **Thurifer** steps to halfway between the altar and the door
 - **Celebrant** censes the altar
 - **Thurifer** moves to **Celebrant** to retrieve the thurible as the **Celebrant** returns to their starting place
 - **Thurifer** exits via chancel door.
 - **Subdeacon** leads the **Deacon** step forward to places at altar, walking along the line behind the altar in front of **Celebrant**.
 - **Celebrant** steps forward to form a line behind the altar, **Subdeacon** on **Celebrant's** right, **Deacon** on **Celebrant's** left, directly behind the candle on either

side with their feet on the line on the floor, hands clasped in front, elbows at ninety degree angles

- Deacon will bring the missal stand and set on altar
- Note: If Phil+ is the celebrant, Deacon leads
- Hands should be clasped above waist level
- If there is a Confession, bow at the waist. Deacon and Subdeacon bow until amen at end of the absolution, crossing themselves with their right hand
- At the end of the Collect of the Day:
 - Deacon leads the altar party back to their stalls
 - Note: If the altar party is on the pulpit side of altar, the Subdeacon will lead.
 - All should sit at the same time, following the lead of Celebrant
 - When seated, ministers pull the bottom of the tunic back up onto their lap with hands resting on the inside lining.
 - Feet should remain on straight in front, not crossed.

Gospel Procession

- At the end of the Psalm, Subdeacon moves to the Monument Room to prepare for Gospel procession.
 - If Phil+ is the Celebrant, Subdeacon will move to the South Monument Room. In most cases, they will move to the North Monument Room.
- Thurifer, Torches move to South Monument Room at the end of the Psalm to line up for Gospel procession
- When Gradual music starts (do not wait for singing):
 - Celebrant and Deacon move to front of altar
 - Deacon, with Gospel Book, moves to top step facing altar
 - Celebrant facing the congregation from in front of altar
 - Thurifer moves to Crossing facing altar, in line with columns
 - Torches/Subdeacon move along bottom step in a line
 - Turn to face altar
 - Subdeacon stands at the bottom of steps, centered behind Deacon
 - Torches stand on either side of Subdeacon with torches held high, lining up with candles on altar
- Celebrant blesses the Deacon:
 - *"May the Lord be in your heart and on your lips that you may worthily proclaim the Holy Gospel. In the name of the Father, and of the Son, and of the Holy Spirit. Amen."*
- Deacon turns and moves down steps:
 - Subdeacon turns and moves to cross marked on floor in middle of congregation
 - Turn to receive Gospel Book
 - Thurifer turns and moves to the right to allow for the procession to pass and then waits in Crossing to bring thurible to Deacon

- **Torches** turn as the **Deacon** passes, follow Gospel Book on either side, stop when **Deacon** stops, turn toward each other and set their torches down in unison on either side of the Gospel Book
- Following the response “Glory to you, Lord Christ,” the **Thurifer** offers thurible to **Deacon**
- **Deacon** censens the Gospel with 3 double swings and returns the thurible to **Thurifer**
- **Thurifer** moves behind **Deacon** to middle of Crossing, facing the Deacon, allowing the thurible to sway *gently*.
- *NOTE: The whole party is forming a cross:
 - **Subdeacon** at head of the cross.
 - **Torches** on left and right.
 - **Deacon** at center.
 - **Thurifer** at the foot of the cross.
- At the end of the reading:
 - **Thurifer** turns, moves to bottom step, turns left and exits through South Monument Room
 - **Torches** raise torches and turn toward altar
 - **Deacon** steps to the right to allow **Subdeacon** to pass
 - **Subdeacon** returns to their stall
 - **Torches** escort the Gospel Book, stop at the bottom step
 - **Torches** line up with candles on altar
 - When **Deacon** sets Gospel Book down on the right edge of altar, **Torches** turn left and exit to Monument Room

Creed, Intercessions, and Peace

- At the end of the sermon, altar party moves together to places behind the altar for the Nicene Creed
 - **Subdeacon** will lead the party in a straight line, directly behind altar
 - If Phil+ is celebrant, **Deacon** will lead
- During the Creed, all follow the lead of **Celebrant**
 - All join on the second syllable: “We BELIEVE...”
 - Some celebrants may bow during the Creed.
 - All cross themselves at “We look for the resurrection of the dead”
- Altar party turns 45 degrees to the lectern for the Prayers of the People
 - **Celebrant** leads Confession and Absolution, if applicable
 - See notes about bowing during the Confession above
- **Deacon** and **Subdeacon** return to their stalls after exchanging Peace
 - The Peace may be bid at the altar or in front of the altar
- **Celebrant** moves to front of altar for announcements

Offertory

- At the end of the Offertory Sentence:
 - **Celebrant** returns to their stall, carrying the notebook

- Deacon and Subdeacon rise together and move to the altar.
- Subdeacon will continue to the South Monument Room door to retrieve vessels and bring them to Deacon (a Sacristan will be at the door to assist)
 - As the Subdeacon brings items to the Deacon, they wait behind the candle for a signal to offer items. Subdeacon should wait for Deacon to nod before releasing items.
 - Subdeacon brings the main stack to Deacon
 - The main stack includes the chalice, a purificator, the paten with priest host, a pall, and a corporal
 - The stack should be passed to the Deacon with the cross on the bottom of the chalice facing the Deacon
 - Subdeacon brings additional patens to Deacon
 - There are generally two large and two small patens. Deacon should set them on the right side of the corporal. The two large patens should be stacked, the two small should be stacked.
 - Subdeacon brings wine and water to Deacon, holding the vessels by the neck, with the handles facing out.
 - Subdeacon hands each item with right hand, wine then water. The wine will stay on the altar. Subdeacon receives the water from Deacon in left hand.
 - Deacon stands off to the lecterns side stalls until the Celebrant is ready to come to the altar.
 - Subdeacon returns to the Monument Room door to prepare lavabo (water in right hand, bowl in left hand, towel over left arm)
- As the Offertory Anthem is ending:
 - Celebrant steps to the altar alone
 - Thurifer moves to Celebrant with thurible already loaded with incense and locked. Celebrant blesses and receives the thurible with the chain held out horizontally in front of them
 - Thurifer steps back half-way to the door to wait for Censing of Gifts
- When Celebrant finishes censing gifts:
 - Thurifer receives thurible, making sure it is locked
 - Thurifer walks to the front of the altar
 - Subdeacon and Deacon move to the Celebrant's right and left sides behind each candle, respectively, standing on the line on the floor
 - Thurifer bows to altar party and censens 2 times in each direction (Center, Left, Right). Bows again. Subdeacon, Deacon, and Celebrant bow in response each time.
 - Thurifer turns to the congregation
 - Subdeacon offers to wash Celebrant's hands
 - If Celebrant does not react, Subdeacon may ask "Would you like to wash your hands?"

- **Subdeacon** brings lavabo items back to Monument Room door and then returns to altar
- **Thurifer** bows and censes 2 times in each direction (Center, Left, Right). Bows again.
- **Thurifer** exits via the chancel door

Eucharistic Prayers, Communion, Post-Communion Prayer

- **Subdeacon** and **Deacon** follow cues to bow and cross themselves from the **Celebrant**
 - At Trinity, though this may vary depending on the priest, the general practice is not to bow during the first part of the *Sanctus* nor to make the sign of the cross at the *Benedictus*.
 - The eyes of the altar party should remain on the notebook, the candles, or the ritual objects.
 - It is customary to make the sign of the cross at the *Epiclesis* as indicated by **Celebrant**
- **Chalice Bearers** should arrive in Monument Room at beginning of the Lord's Prayer. Sacristan will line them up according the communion diagram, handing them each a chalice and purificator and reminding them of the words to be said "The Blood of Christ, the Cup of Salvation" along with these notes:
 - Be warm and inviting
 - Give the clergy space, follow them as needed to serve those with mobility issues
 - Do not permit intinction
 - Hold the purificator folded over the index finger with the embroidered cross facing in
 - Hold the chalice firmly but not rigidly by the knop and do not let go; encourage parishioners to help guide the chalice as needed
 - Firmly wipe the inside and outside rim of the chalice, turning it 180 degrees after each drink
 - Move quickly and efficiently
 - Look to Sacristan for help as need (e.g. more wine, spills, etc)
- Following the Fraction:
 - **Deacon** brings wine from the altar to the sacristan at the Monument Room door - receiving the bread box of gluten free wafers from the Sacristan in exchange - then returns to altar to take over communion on chancel once those at altar have received
 - Sacristan pours wine for **Chalice Bearers** and lines them up in the nave, ready to go to their places as soon as the clergy come down from the chancel
 - **Celebrant** takes Communion
 - **Subdeacon**, **Deacon**, and clergy distributing communion form half circle behind altar to receive communion. **Subdeacon** receives bread and wine and then immediately takes the chalice to assist in serving.
 - **Celebrant** should give communion to clergy delivering communion to congregation and then help hand out patens while **Deacon** and **Subdeacon** continue serving communion to those on chancel.

- Deacon and Subdeacon clear altar and return to their stalls
 - Note: If Deacon serves Communion, Sacristan clears altar alone
- The first Clergy person and Chalice Bearer to finish serving communion wait in the Monument Room to serve the other returning Chalice Bearers communion
- All stand at the final verse of the Communion Hymn. Celebrant, Deacon, and Subdeacon move to the altar during the final verse of the hymn for the Post-Communion Prayer
 - The altar party will return to their stalls after the Blessing
 - Subdeacon/Deacon should remove missal stand if Celebrant does not

Closing Procession

- When Closing Hymn music begins (do not wait for singing):
 - Thurifer (or Verger) leads the procession out of Monument Room, stops in same location as at Gradual, facing altar
 - Torch follows, then Crucifer, then second Torch
 - Crucifer stops at bottom step center, facing altar
 - Torches line up with altar candles
 - As choir reach the top step in front of altar:
 - Crucifer and Torches turn toward congregation
 - Torches turn in toward the Crucifer at the same time
 - Thurifer (and Verger) turns as Crucifer turns, in the same direction
 - Thurifer (or Verger) leads procession out
 - Match pace of music, stately and joyful
 - Crucifer should permit enough space so as not to collide with the thurible on the back swing
 - Torches follow closely in V-shape behind Crucifer, cross and torches held high
 - Thurifer (or Verger) turns right at end of center aisle, stopping with Crucifer and Torches at south vestibule for Dismissal
 - The cross and torches may be lowered to the ground at this point
 - The choir follows cross and torches
 - Chancel clergy (excepting the sacred ministers and preacher/rector) follow the choir, leaving two pews between themselves and those in front of them
 - Subdeacon will follow the last clergy person other than Celebrant and Deacon out in procession
- Deacon takes Gospel Book from altar
 - Bids Dismissal from back of center aisle, holding Gospel Book
- Deacon moves to the Crossing to greet congregation moving towards Parish Hall, Celebrant and preacher remain in back for greeting departing guests
- Acolytes and Subdeacon return to Sacristy via outside path under the glass canopy