

NAVE ALTAR SUNG EUCHARIST — ORDER ONE



CEREMONIAL (ADVENT 2016) V2.0

This document describes the ceremonial introduced on Advent Sunday 2016 for all Sung Eucharist celebrations at the Nave Altar using Order One.

Accompanying documents

- Baptism at NASE (0237 Baptism at NASE.docx)
- Processional Cross Policy (P002 Processional Cross.docx)
- Communion Reserve Policy (P004 Communion Reserve.docx)

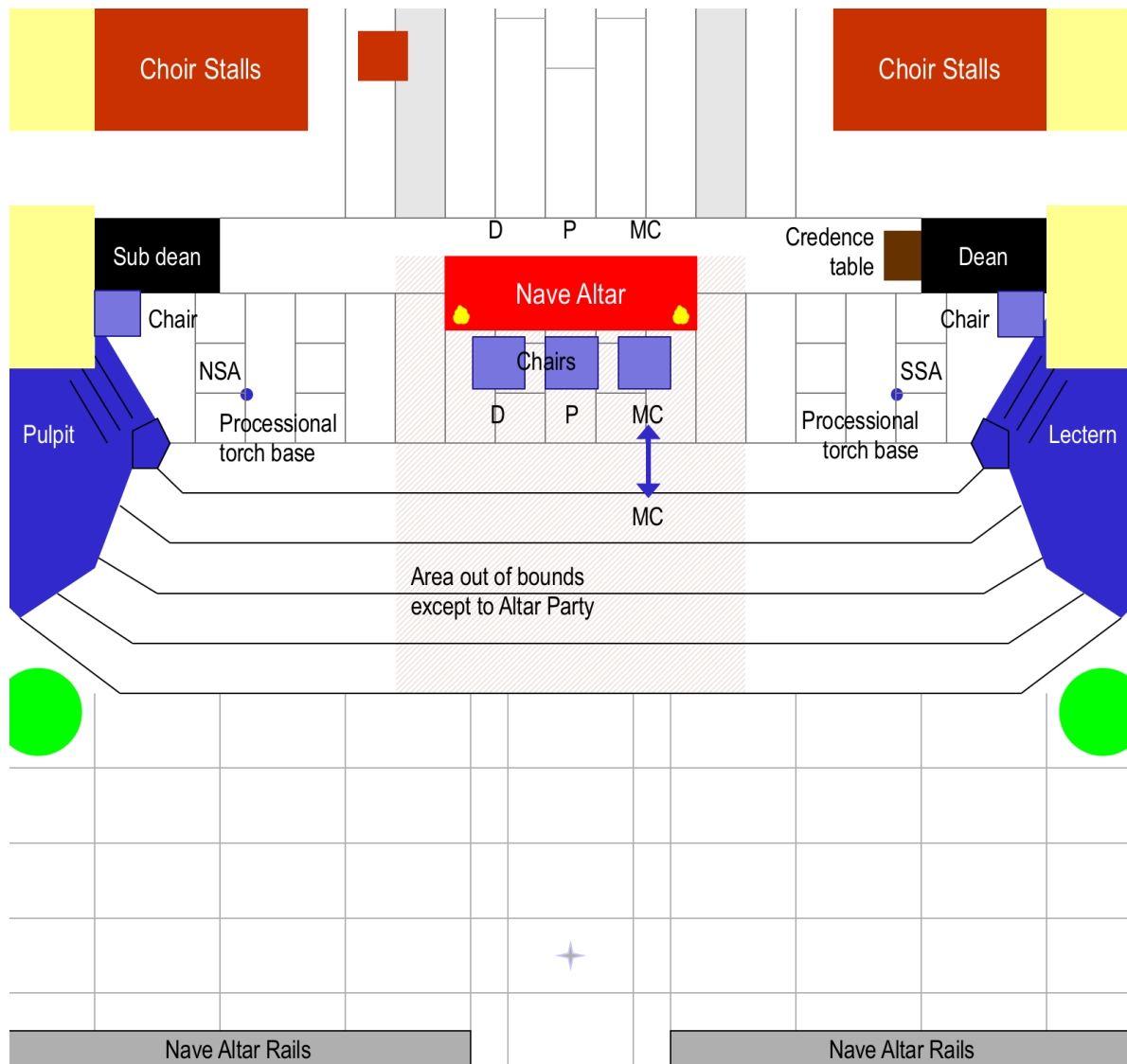
PREPARATIONS

Virgers

1. The middle of the Nave Altar sits above the front mortar line of the line of stone slabs that runs between the Dean and Subdean's stalls. The Altar is covered with a fair linen cloth. On it are two candles and an order of service for the Deacon.
2. Three blue leather chairs for the President, Deacon and MC are placed in front of the Nave Altar.
3. Chairs for the Acolytes are placed immediately west of the Dean and Subdean's stalls.
4. The credence table is placed in front of the Dean's stall and on which there should be:
 - the principal chalice with a purificator, a paten, a priest's wafer, a pall and a corporal in a burse;
 - three other chalices, each pre-charged with wine (but not water) and with a pall;
 - three further purificators on the chalices;
 - a glass cruet containing water;
 - the lavabo jug, containing water, with the bowl and towel.
5. A table at the Gospel station with a ciborium and glass cruet containing wine for the Offertory.
6. The Altar in the Children's Chapel is prepared for the ablutions. The should have on it a linen cloth, an unlit candle, a corporal spread on the Altar, a spare purificator and two glass jugs of water.
 - If there is any reserved sacrament, it will be placed on this Altar and the candle will be lit. The Choir Crucifer brings any reserved sacrament to the Nave Altar during The Lord's Prayer.
 - The ablutions are conducted in the Regimental Chapel when the Children's Chapel is unavailable. The retrochoir may be used at services with more than two communion stations.
7. Reserve elements and vessels are prepared in line with the Communion Reserve Policy.
8. The cushion for the Missal is placed at the Virgers' station.
9. The Gospel station is part way down the Nave where one chair on the inner end of two rows either side of the main aisle have been removed. Chairs from three rows are removed when incense is to be used.
10. The Gospel appointed for the Day is marked in the Gospel Book. The Gospel Book is carried in procession by the Deacon except for Sundays when the Litany is sung in procession in which case it is placed on the Altar before the service

THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

11. The Missal is prepared with the appropriate order of the service, propers and seasonal provisions, eg the Collect for the Day, Preface (when there is one), Post Communion Prayer and Blessing. It also contains the communion administration list. The Missal is placed on the MC's chair.



Servers

12. The MC checks the afore mentioned.
13. Two bases for processional torches are placed in the appropriate places on the floor of the chancel.
14. Two collection plates are placed on one of the padded seats in the North Ambulatory.
15. The MC liaises with the Crucifer (and Thurifer when incense is to be used) over the point at which the Gospel Procession should start to move.
16. The MC robes in an alb, amice, tunicle and apparel to match the vestments used by the President and Deacon when available.
17. All other servers wear albs with apparelled amices (plain amices in Advent). The Crucifer robes in a tunicle of the appropriate colour when incense is used (except when the colour of the Day is red as the red tunicles are no longer used).

THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

18. A server lights the altar candles about fifteen minutes before the start of the service. (In Advent, it will be necessary, except on Advent Sunday, to light one or more candles in the Advent Crown.) The snuffer should then be left in the North Ambulatory for use at the ablutions.
19. The Thurifer places the portable thurible stand in the North Ambulatory ready for use during the service.
20. The Thurifer prepares the thurible by lighting charcoal about ten minutes before the start of the service. The amount of charcoal to be used will depend on the occasion. For a full procession, i.e. to the West End of the Cathedral, seven pieces are recommended. For a procession of usual length, via the cross alley halfway down the Nave, five should suffice.
21. Note that the North Side Acolyte is unsighted at times and will need to pay close attention to the South Side Acolyte at the formation of the Gospel Procession and at the final hymn.

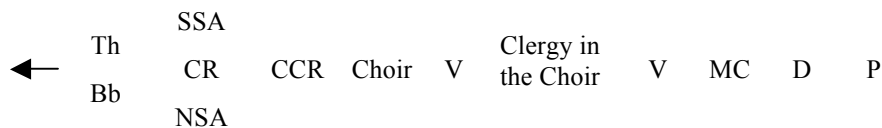
Formation

22. At the appropriate time, probably five minutes before the service is due to start, the Thurifer presents the thurible to the President in the Sacristy to have incense put on and blessed, the President indicates to the MC to marshal the servers in the South Ambulatory.
23. Clergy, Servers, Virgers and Choir assemble in South Ambulatory ready to process in at 9.45am.

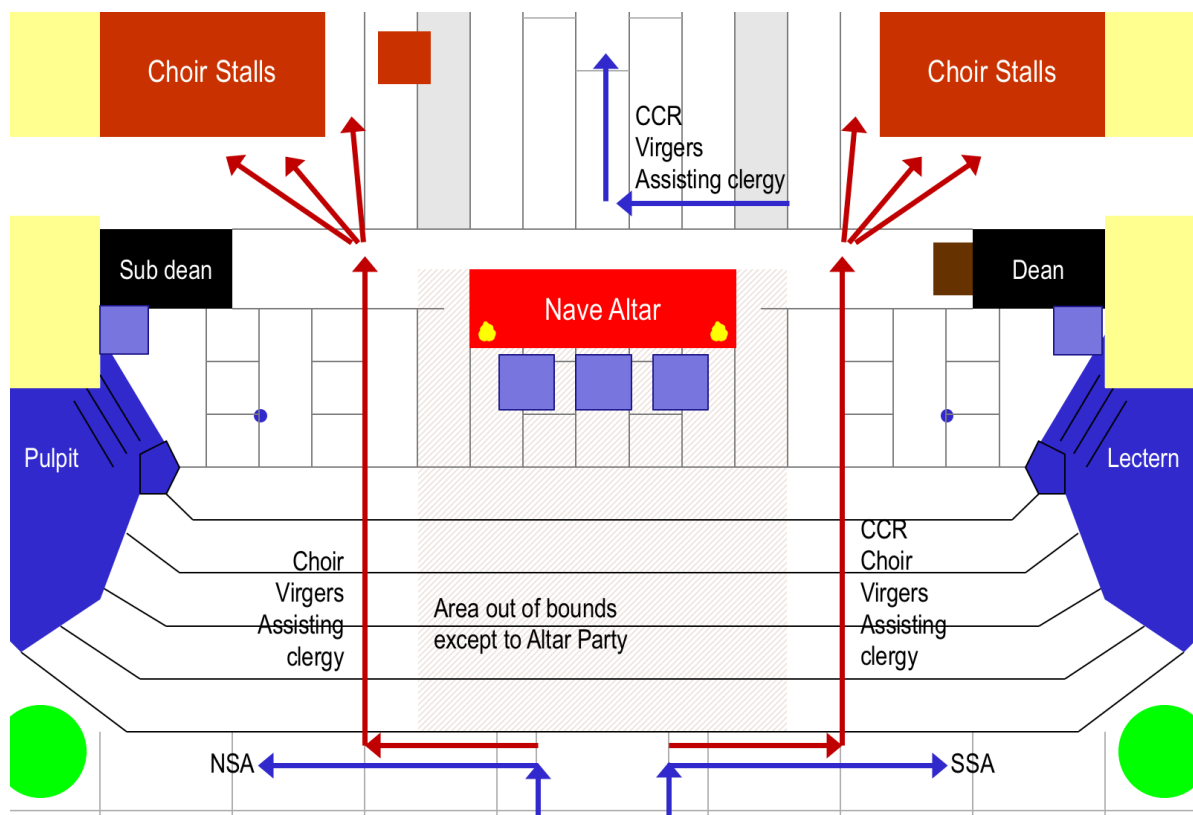
THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

THE GATHERING

24. The Notices are given so that the Organist begins the Introit at 9.45am.
25. The entrance procession sets off at the playover of the Introit. The normal route from the south ambulatory follows the south side aisle as far as the cross alley (except on some Principal Feasts when it proceeds via the west end and under the gallery), which is usually in the third bay of the Nave. The procession then turns right and moves northward via the cross alley to reach the central aisle. It turns east and proceeds up the main aisle to the crossing.



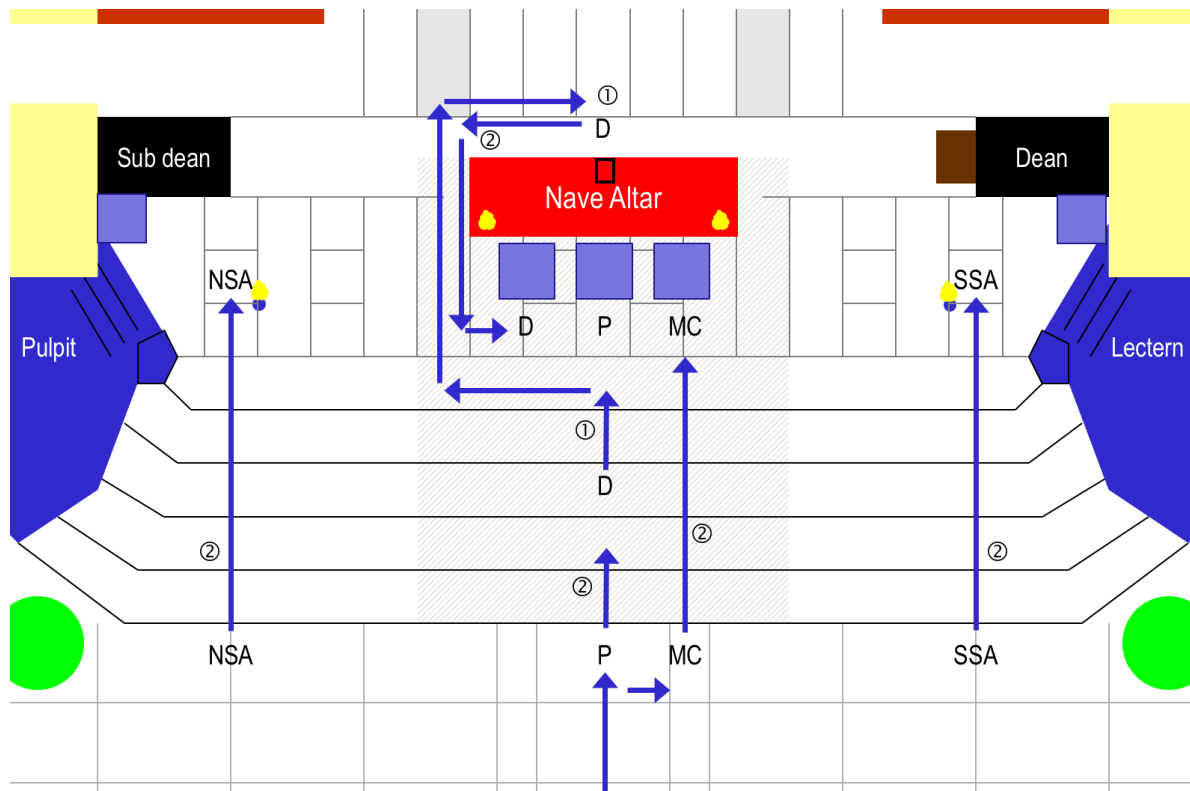
26. The Acolytes turn outwards on reaching the foot of the quire steps and move to a point in line with their torch bases. They turn east and stop, remaining at the foot of the quire steps holding their processional torches.
27. The Choir Crucifer and members of the choir turn outwards at the foot of the quire steps – the lead chorister on the south side will need fall in behind the Choir Crucifer – and turn east to ascend the steps when they reach the Acolytes thereby passing directly between the Altar and the processional torch bases and into their respective stalls. (The Choir Crucifer leads Decani past the end of the Altar, turns left to regain the centre and proceeds up through the quire to the Presbytery, turning left to exit to the north ambulatory via the arch.)



28. The Deacon places the Gospel Book in the centre of the Altar from the east side. As the Deacon returns around the Altar to the Deacon's seat in front of the Altar, the President, MC and Acolytes ascend the steps. The Acolytes set down their torches. Meanwhile the

THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

President, Deacon and MC reverence the Altar, the MC takes up the Missal, and all three turn about to face the congregation.



29. The following applies during Advent:

- The Crucifer and Altar Party Virger exit to the Ambulatory immediately after turning from the procession in the Crossing.
- The President, Deacon and MC stop in line, side by side, at the Stag.
- The choir sings the prayer with a sung congregational response during which the Advent candle is lit.
- The President, Deacon and MC move to the foot of the quire steps. The Deacon continues up the quire steps and around the Altar to place the Gospel Book in the centre of the Altar from the east.
- As the Deacon returns around the Altar to the Deacon's seat in front of the Altar, the President, MC and Acolytes ascend the steps. The Acolytes set down their torches. Meanwhile the President, Deacon and MC reverence the Altar, the MC takes up the Missal, and all three turn about to face the congregation.

30. The entrance is the same as for a hymn when the Introit is the Advent Prose or the Lent Prose.

31. Litany

- The Litany is only sung during Lent.
- The Gospel Book is not carried in procession having been placed on the Altar before the service.
- The President, Deacon, MC and Acolytes wait at the foot of the quire steps until the Litany is finished. Then they ascend as a five. The Acolytes set down their torches. Meanwhile, the President, Deacon and MC reverence the Altar, the MC takes up the Missal, and all three turn about to face the congregation.

32. When incense is used

THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

- a. The Deacon goes up the steps as usual and lays the Gospel Book on the Altar from the east side, but then remains east of the Altar in the Deacon's position.
- b. The President and MC ascend the steps (with the Acolytes) and pass round the south end of the Altar, the President inside the MC, to the east side of the Altar. The President, Deacon and MC reverence the Altar from the east side.
- c. The Deacon and MC step east by about two metres.
- d. The Thurifer passes the thurible to the President who censes the east side of the Altar:
 - o The President moves from the centre to the north end of the Altar and then to the south and then returns to the centre.
- e. The President passes the thurible back to Thurifer.
- f. The Deacon and MC step forward to rejoin the President, then all three move back round the Altar to the west side, the President inside the MC to the south, the Deacon to the north. The MC takes up the Missal, and all face the congregation.

Prayers or Penitence

33. The MC holds the Missal for the President during the greeting, opening prayer and penitential rite by standing one step down in front of the MC's stool and to one side of the President so as to not obscure the congregation's view of the President.
 - a. The Deacon introduces and leads the Confession. The MC remains in position for words said by the Deacon unless moving closer is necessary for the Deacon to be able to read the text.
 - b. After the Absolution, the MC bows and steps back alongside the President facing west for the Gloria.

The Collect

34. The MC holds the Missal for the Collect for the Day. After the Collect, the MC signals to the Acolytes to turn about (eastwards away from the congregation) and move to their seats. Then the MC bows and steps up to join the President, turns around and signals for the Altar Party and all in the quire to sit.

THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

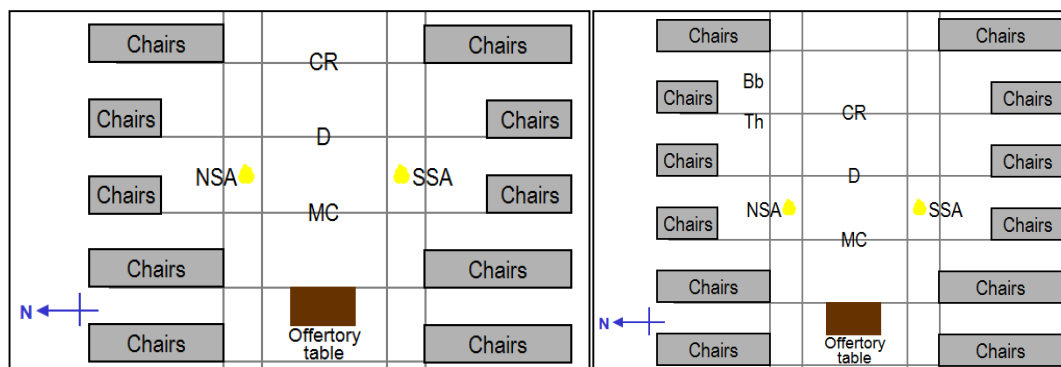
THE LITURGY OF THE WORD

Reading

35. There is an Old Testament Reading followed by a psalm, canticle or hymn and then the New Testament Reading. Readers from the Congregation reverence the Nave Altar before and after the reading from the Stag, then proceed directly, diagonally to and from the Lectern.
36. During the Readings, the MC places the Missal on the Altar behind.

Gospel Reading

37. Gospel Procession
 - a. As soon as the Reader has finished reading, the MC signals the Acolytes, Deacon and choir to stand. The Deacon goes to take up the Gospel Book from the east side of the Altar and returns to be blessed by the President one step down.
 - b. At the same time, the Crucifer moves into the Crossing, pausing for the Reader to return if needed.
 - c. Meanwhile the MC signals to the Acolytes to move to and take up their torches.
 - d. The MC signals the Acolytes to move off whilst the Deacon is being blessed. The MC steps down three steps and then into the centre in front of the Deacon, timing the formation to coincide with the Crucifer turning west.
38. When incense is used
 - a. The Organist improvises an introduction to the Gospel Acclamation, and intones the Alleluia or other congregational theme when the Crucifer is in position in the middle at the foot of the quire steps.
 - b. The Thurifer enters the quire via the north side passage when the Reader of the New Testament Reading says: "This is the word of the Lord."
 - c. As the Thurifer passes the Deacon, the MC signals the Acolytes, Deacon and choir to stand. The Deacon goes to take up the Gospel Book from the east side of the Altar and returns to be blessed by the President one step down after the thurible has been charged.
 - d. At the same time, the Crucifer moves into the Crossing, pausing for the Reader to return if needed and deferring to the Thurifer, holding back to allow the Thurifer direct passage straight down the quire steps before reaching the centre point at the foot of the quire steps.
 - e. The President charges the thurible. The Thurifer then goes straight down the steps on to the Crossing and stops on the Stag.
 - f. The MC signals to the Acolytes to move to and take up their torches.
 - g. The MC signals the Acolytes to move off whilst the Deacon is being blessed and the Crucifer is in position. The MC steps down three steps and then into the centre in front of the Deacon, timing the formation to coincide with the Crucifer turning west.



THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

39. The procession proceeds down the nave to the Gospel station. At the Gospel station:
- The Crucifer stops on the mortar line just outside the area widened by the removal of chairs and sets the cross down once the Gospel Party is in position.
 - The Acolytes continue two paces, 1½ flagstones, further westward on from the Crucifer, at the same time moving slightly outwards into the space left by the removal of the chairs, stop on the mortar line and turn to face each other.
 - The MC moves around the Crucifer, passes the Acolytes, and then halts just beyond them on the mortar line two flagstones west of the Crucifer. The MC then turns round to face east, and receives the Gospel Book from the Deacon. The MC holds the Book while the Gospel is read.
 - The Deacon moves around the Crucifer and stops on the mortar line one flagstone west of the Crucifer, and gives the Gospel Book to the MC. The Deacon announces, censes with three double swings, centre, left and right when incense is used, and reads the Gospel.
 - When incense is used, the Thurifer and Boat Bearer move to a position east of the Crucifer as soon as the Gospel Book has been censed and face west.
40. The return
- The Deacon takes the Gospel Book back, holds it up while saying, "This is the Gospel of the Lord," and then turns east.
 - The MC signals the Acolytes to turn east and move to join the Crucifer, who raises the cross, and all three lead the Gospel party to the Crossing. (When incense is used, the Thurifer, and Boat Bearer when there is one, will lead the procession to the Crossing.)
 - Approaching the stag in the floor of the Crossing, (the Thurifer when present turns left and moves to a point in line with the north side procession torch turning to face east and stops), the Crucifer drops behind and turns to the left, takes two paces, turns right to face the Altar and stops. Once the MC and Deacon have passed, the Crucifer returns to the centre of the crossing and stands there facing east until the Altar Party has revered the Altar. The Crucifer then returns to the south ambulatory (following the Thurifer when present), places the cross in its clasp and goes to his stall.
 - On reaching the foot of the quire steps, the Acolytes turn outwards to a point in line with their torch bases and turn to face east. The Deacon and MC line up at the foot of their steps in front of their respective seats. All four ascend together.
 - The Deacon replaces the Gospel book from the east side of the Altar then returns to the Deacon's seat. As the Deacon goes round the Altar, the President turns to face east. Meanwhile the Acolytes set down their torches.
 - The President, Deacon, MC and Acolytes reverence the Altar. (The Crucifer and Thurifer when present then exit to the north ambulatory.)
 - The MC signals to the Acolytes to turn about and move to their seats, and then the Deacon and MC turn about, and with the President, face the Pulpit.

Sermon

41. The MC signals all in the quire to sit when the Sermon has been introduced. The MC takes the Missal from the Altar.

The Creed

42. After the sermon, the MC waits until the preacher has returned to his or her stall. All stand for the Creed on the MC's signal. The MC steps down and turns to face the President, signals to the Acolytes move to their torches, then presents the Missal. The President leads the Creed during which customary reverences are made.

Prayers of Intercession

THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

43. Lay Intercessors from the Congregation reverence the Nave Altar before and after the Intercessions from the Stag, then proceed directly, diagonally to and from the Pulpit.
44. The President introduces the Intercessions, then the MC bows and moves back alongside the President. The Altar Party remains standing for the Intercessions.

THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

¶ THE LITURGY OF THE SACRAMENT

The Peace

45. The President shares the Peace. The Deacon invites everyone to share the Peace. The President goes to share the Peace with the front rows of the Congregation then moves to the east side of the Altar standing some way back. Acolytes remain at their stations and may share the Peace with anyone who approaches them.

Preparation of the Table

46. The Deacon and MC move to the east side of the Altar as soon as possible, and preparations for the Offertory commence.
- Virgers remove the three blue chairs from in front of the Altar to the south ambulatory whilst the Altar is being prepared.
 - The MC puts the Missal on the Altar, takes up the Gospel Book and moves to the south side passage to hand it to and collect the cushion from a Virger. The MC places the cushion on the Altar leaving room to lay the corporal and opens the Missal on to it.
 - The MC then brings the principal chalice to the Deacon, followed by the other three chalices and they in turn by the ciborium brought by a Virger and, sometimes, a wafer box as well.
 - When the Offertory Party is seen to be approaching, the MC and Deacon move around the Altar, Deacon to the right, MC to the left, to receive the gifts. The Deacon goes down the centre of the quire steps, the MC to the left of the Deacon. At the foot of the steps, the Deacon stands centrally on the bottom step and the MC stands one step up and to the Deacon's. The Deacon takes one gift and passes it to the MC. The Deacon then takes the second gift. The Deacon and MC bow to the members of the Offertory Party and then turn about and return to the east side of the Altar, again moving around it on either side.
 - The MC hands whichever vessel he or she is carrying to the Deacon, bows.
 - The Deacon uses the Offertory cruet of wine to charge the principal chalice. A decision is made between the Deacon and the MC as to whether the remaining wine is to be consecrated as reserve in which case it is placed on the Altar, otherwise the MC holds the left hand out flat to receive the reserve wine cruet, takes the wine cruet by the neck using the right hand and removes it to the credence table.
 - The Deacon charges all chalices with water.
 - The MC serves the water with the cruet standing on the flat palm of the right hand first removing the stopper. The Deacon takes the water and charges all chalices with water. The MC then holds out the palm of the left hand. The Deacon places the water cruet on the outstretched palm and the MC then bows and returns to the credence table. The MC then replaces the stopper, takes the water cruet by the neck using the right hand, and replaces that on the credence table.
47. When the gifts have been brought to the Altar, the Crucifer and Choir Crucifer receive the Collection in the plates provided. The Crucifer leads the Choir Crucifer to the crossing with the collection plates which they hold in a vertical position at about waist height. They walk on the first mortar line out from the foot of the quire steps. They stop on the "tramlines", which are the mortar lines on the inner side of the narrow flagstones on each side of the central passage of the nave. The Crucifer needs to pause briefly once he has reached his "tramline" in order to allow the Choir Crucifer sufficient time to reach his "tramline". They both turn west together. On receiving the signal from the Senior Steward, both Crucifers move westward to a point level with the communion rails where they stop and lower the collection plates to a horizontal position. The Stewards advance and place the bags on the plates. When all have been received, the Crucifers raise the plates, turn about inwards and move to the mortar line one flagstone out from the foot of the quire steps. Here, when the President is ready, they raise the plates to about chest height for the blessing of the collection. After this, they lower the plates a little, bow to the President, turn left and move to the north ambulatory, and

THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

thence to the Sacristy, in single file. In the Sacristy, they deposit the plates on the central chest. The Crucifers then returns to their stalls.

48. The President blesses the Collection from the east side of the Altar after the Deacon has finished preparing it.
49. When incense is used the thurible is charged after the President has blessed the Collection.
 - a. The chalices are covered with palls (which are removed at the Sanctus).
 - b. The MC takes up the Missal and cushion. The Deacon and MC step east by about two metres.
 - c. The Thurifer brings the thurible to the President for charging.
 - d. The Thurifer passes the thurible to the President who censes the Altar:
 - o The President censes the elements then moves from the centre around the north end of the Altar to the west side, censes the cross (at the High Altar) with three double swings bowing before and after, and continues round the south side returning to the centre on the east side.
 - e. The President passes the thurible back to Thurifer.
 - f. The Deacon and MC steps forward to re-join the President. The MC replaces the Missal and cushion.
 - g. The Thurifer moves to the centre of the top of the quire steps and faces east. Everyone in the quire faces the Thurifer who then censes them with three double swings (three triple swings when the Diocesan Bishop is present), centre, left and right.
 - h. The Thurifer turns about and censes the Congregation with three double swings, centre, left and right.
 - i. The MC administers lavabo to the President whilst the congregation is censed.
50. Then the MC administers lavabo to the President after the Collection is blessed and the Altar censed.
 - The MC places the towel over the left forearm, the bowl in the left hand, and takes the jug in the right hand. When the President is ready, the MC goes to stand near the President. When the President turns to face the MC, the latter holds out the bowl. The President holds his or her fingers over the bowl and the MC pours water over them. The MC then holds out the towel for the President to wipe his or her fingers. The MC then bows and replaces the lavabo set on the credence table.
51. The MC then goes to stand at the left hand of the President.

The Eucharistic Prayer

52. During this part of the service, the MC points the place in the Missal for the President and turns the pages as necessary. The President, Deacon and MC bow for the first part of the Sanctus.
53. The MC signals to the Acolytes to pick up their torches at the end of the Sanctus (at the end of the Benedictus if it follows immediately after the Sanctus), and to replace them in the bases at the end of the Eucharistic Prayer, after the genuflection or bow.
54. The President may genuflect or bow at the consecration of the elements and doxology. The Deacon and MC always bow.
55. The Thurifer censes each of the elements with three triple swings at the consecration when raised by the President after the words of institution.
56. When the invitation has been read, the MC signals the Acolytes to move down to the Communion Rails to receive Communion. The South Side Acolyte goes to the south end of the south side

THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

rail; the North Side Acolyte goes to the south end of the north side rail to ensure that he or she can return to the chancel as quickly as possible. Meanwhile the CR moves down the north ambulatory ramp to receive Communion. He follows the North Side Acolyte and may be followed by the Choir Crucifer, Thurifer and Boat Bearer, and they go to the south end of the north side rail. The virgers may join the South Side at the rails. When all are ready, the Crucifer will signal all to genuflect, rise, and then to kneel for Communion.

57. The MC steps to the end of the Altar to receive Communion in the quire with the assisting clergy and ministers.

Giving of Communion

58. After receiving Communion, the MC moves away from the Altar.
59. The Deacon passes chalices and purificators to those assisting.
60. Once the servers on each side have received communion, the group on each side separately rises, genuflects, rises again, and then return to their respective ambulatory. The Crucifer signals this on the north side. The Choir Crucifer proceeds to the Children's Chapel via the retrochoir.
61. When the Acolytes have returned to the ambulatories, the MC signals one or both of them to come to the Altar to collect spare elements. (When just one Acolyte is required, it is the one on the side where the ablutions will be conducted, for example, the South Side Acolyte for the Children's Chapel.) They all genuflect as they approach the Altar and the MC then gives the reserve wine and/or the wafer box of extra hosts, to one or both of the Acolytes. They then go down the quire steps and take up their position on the floor of the crossing with their backs to the lectern and facing broadly north-west.
- If one of the ministers giving Communion requires extra bread or wine, he or she will indicate that fact to the Acolytes. The Acolyte concerned then moves forward towards the approaching minister and either pours wine into the chalice or proffers the open wafer box, depending on which element is required.
62. The MC then clears the Altar, taking the remaining silver and linen to the Choir Crucifer, or directly to the Altar where the ablutions will be conducted, if necessary. The paten is covered with a pall. The corporal is folded front, back, right, left and placed in the burse. The MC moves the Missal on its cushion to the centre of the Altar on the east side.
63. The MC monitors the giving of Communion, being ready to request supplementary consecration if necessary. Supplementary consecration is undertaken by the President at the Altar at the request of and under the direction of the MC.
64. When the Administration of Communion has finished, the South Side Acolyte takes all flagons of reserve wine and reserve hosts to the Children's Chapel for consumption or reservation. (The North Side Acolyte returns to the north ambulatory, reverencing the Nave Altar.) Having placed the vessel(s) on the Altar in the Children's Chapel, the Acolyte genuflects and then moves into the Ambulatory to await the end of the Ablutions.
- The North Side Acolyte takes all flagons of reserve wine and reserve hosts for consumption or reservation when the ablutions are conducted in the Regimental Chapel; the Nave Altar is not reverenced when carrying consecrated species. The South Side Acolyte returns to the south ambulatory.
65. The President and Deacon pass their vessels to other Communion Administrators and return to their positions east of the Altar. The MC administers lavabo to the President.

THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

66. The MC may exit the quire to supervise the ablutions, and then indicate to the Acolytes and Thurifer to re-enter the quire when the choir has sung the anthem. The Acolytes stand by their torches. (Alternatively, the MC may stand at the Altar with the President and Deacon.)

Prayer after Communion

67. The post communion sentence and the congregational post communion prayer are given from the east side of the Altar.

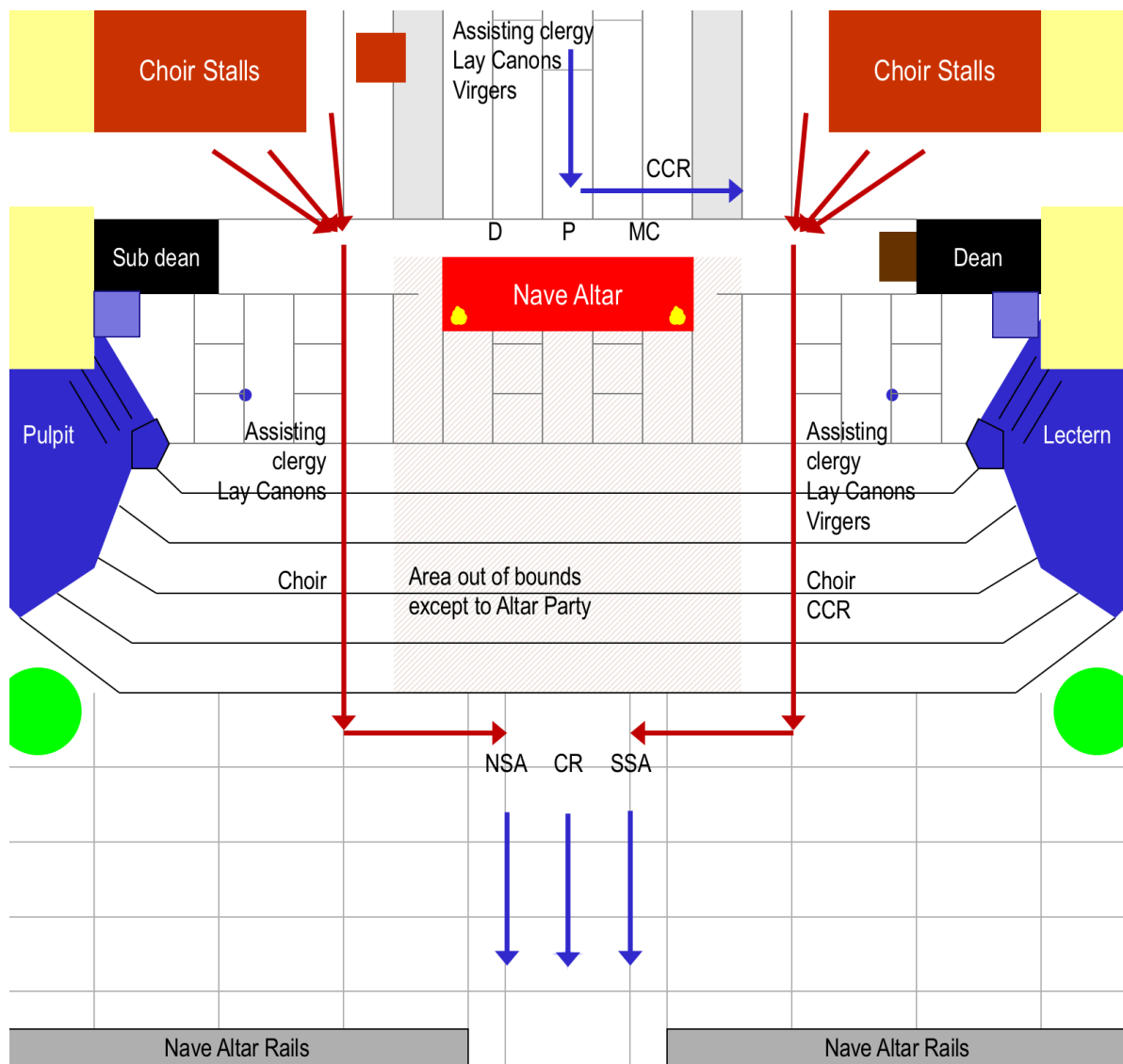
THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

† THE DISMISSAL

68. The President proceeds with the Prayer after Communion as soon as is practical after the Administration of Communion and the Anthem to sustain the flow the service. The ablutions are postponed until after the service if they cannot be completed before the final hymn begins.

69. The procession forms up as follows at the final hymn:

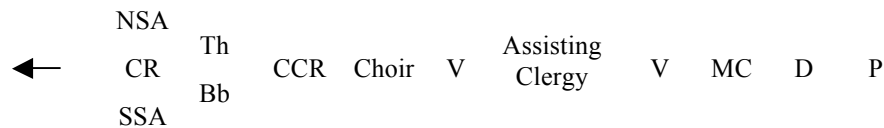
- a. The Crucifer enters the Crossing from the North Ambulatory at the playover of the final hymn. (There is no Virger.)
- b. There is no reverence of the Altar.
- c. The MC signals to the Acolytes to raise their torches and to join the Crucifer. All three face the Altar at await further direction from the MC.
- d. Meanwhile the Choir Crucifer (otherwise a Virger when none available) enters the Presbytery without the choir cross (also at the playover) and proceeds west through the quire, to the left (south) of the Altar and down the quire steps before turning inwards to follow the Crucifer (and Thurifer when present).



- e. Members of the Choir wait until the Choir Crucifer (who will not be carrying a cross) passes level with the Conductor.

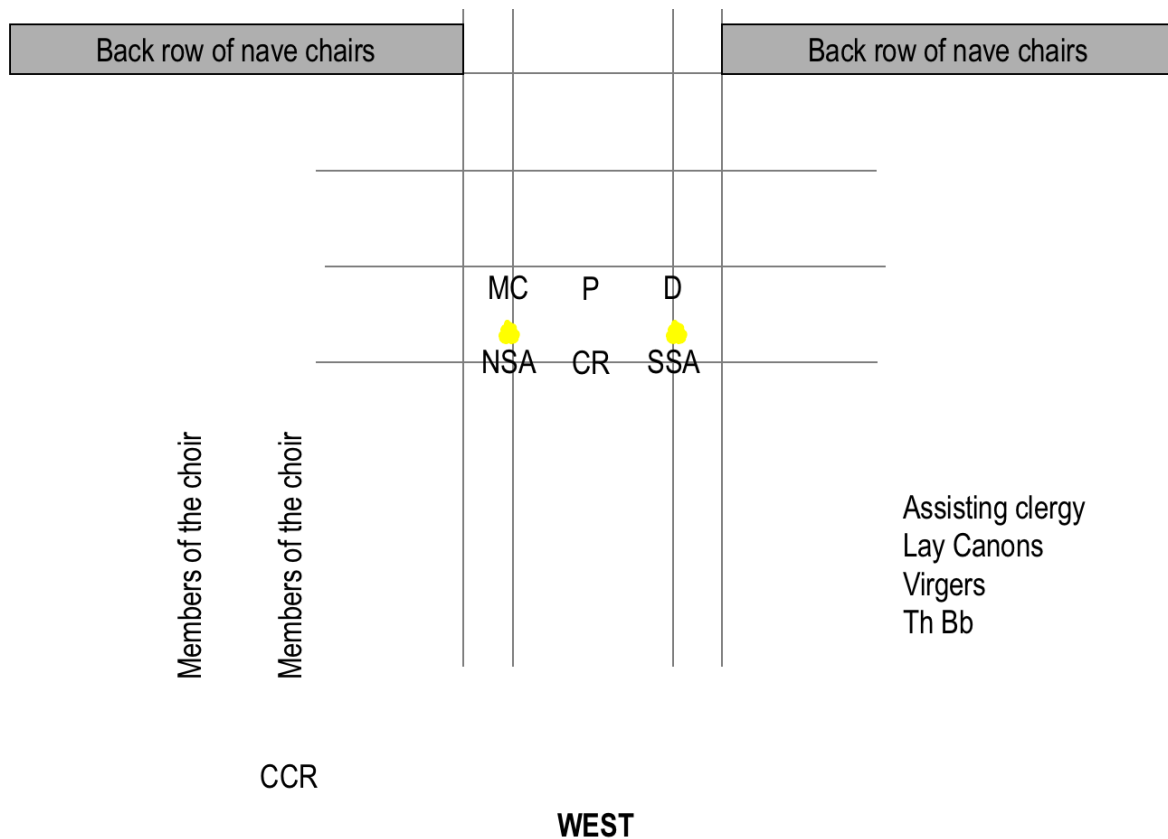
THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

- i. They then leave their stalls from the west end maintaining gaps so as to pass the Nave Altar without brushing the sides and proceed directly down the quire steps.
 - ii. At the bottom of the quire steps, they turn in (i.e. north faces south and south faces north).
 - iii. They meet in the centre and process westwards following the Choir Crucifer.
- f. Then a Virger enters the quire and collects Lay Canons, all assisting clergy, etc. The Virger follows the choir and leads them past the Altar and down the quire steps, only returning to the centre at the foot of the quire steps, not directly in front of the Altar.
- g. The Thurifer moves along the quire steps to the centre and turns west as the Choir Crucifer approaches the Altar.
- h. The MC indicates to the Crucifer to turn and set off down the Nave as the Choir Crucifer moves down the quire steps.
- i. The Altar Party follows everyone else: the Altar Party Virger enters from the south side passage, moves along the top of the quire steps, and turns left down the steps to follow the procession. Then the Altar Party passes around the Altar: MC with Missal to the south descending two steps before moving to the centre, the Deacon to the north descending one step before moving to the centre, and the President to the north moving to the centre at the top of the quire steps. All turn west together and follow the Virger.

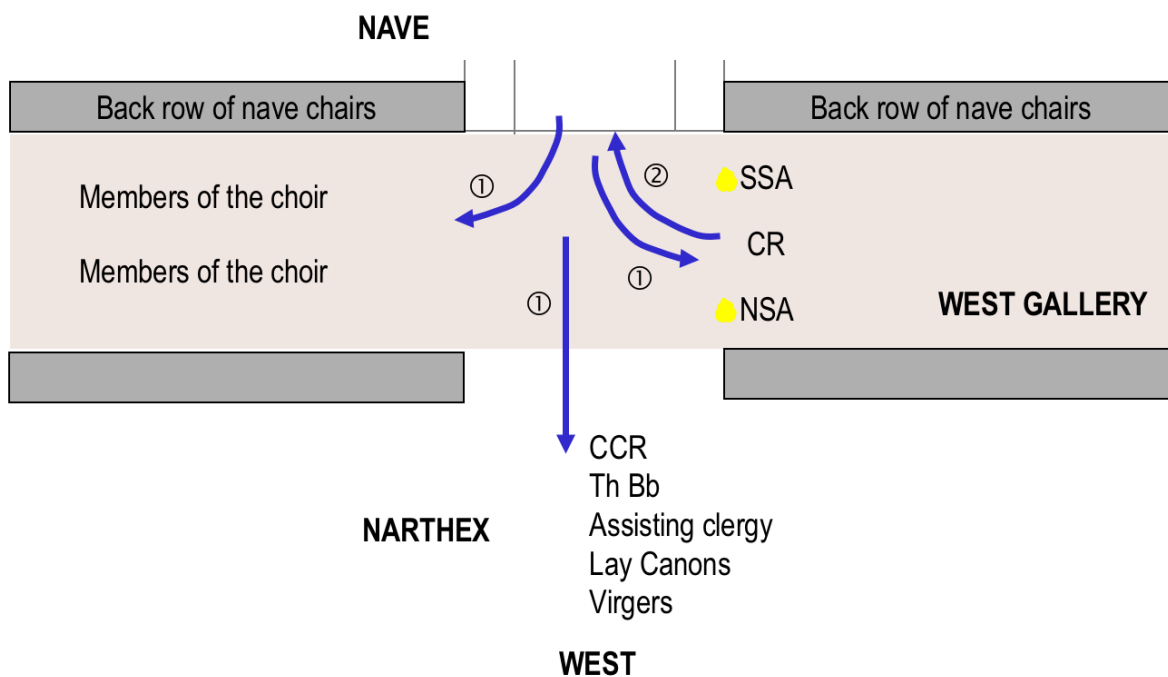


- j. Towards the West End, the Crucifer and Acolytes stop three flagstones past the westmost nave chairs and turn about to face east, the Acolytes continuing to hold their torches. Members of the Choir assemble on the north side with the Choir Crucifer (who will need to be far enough west to leave sufficient space for the choir), whilst the Thurifer, Lay Canons and assisting clergy congregate on the south side. The MC, Deacon and President stop in front of Crucifer and turn about to face the congregation: the President in the middle, the MC to the north on the President's left, and the Deacon to the south on the President's right.

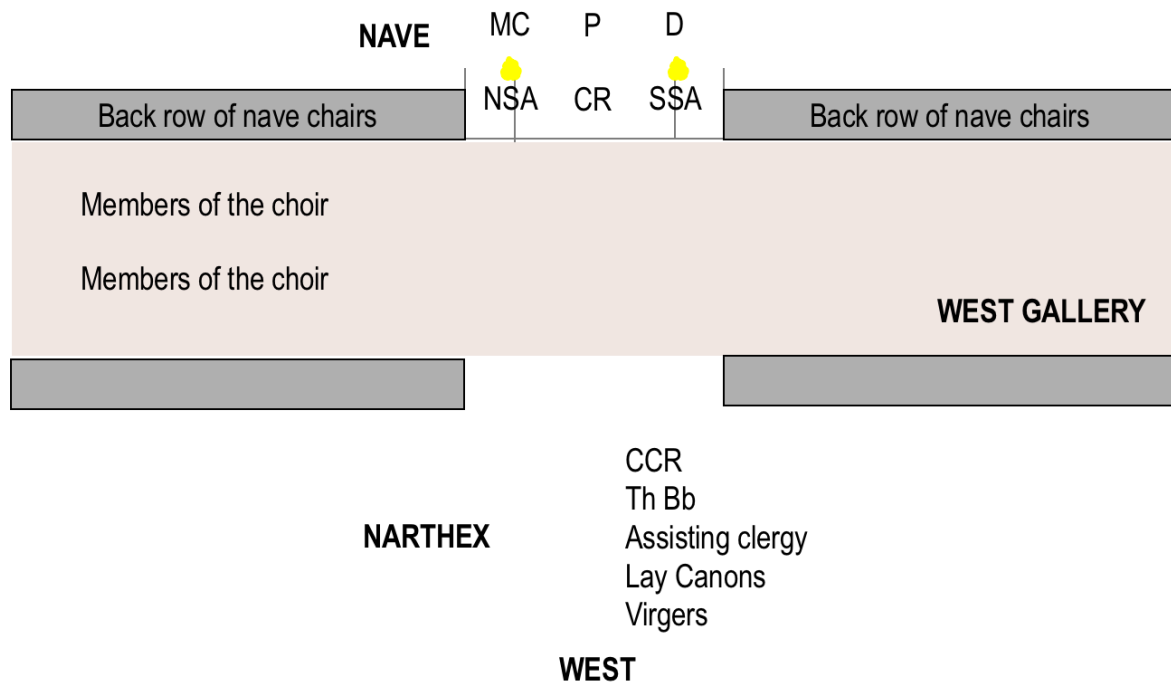
THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD



- k. When there is seating to the back of the Nave, the Crucifer and Acolytes turn south under the Gallery, immediately stop and turn about. Members of the Choir assemble under the north side of the Gallery (guided by the Choir Crucifer as appropriate). The Thurifer, Choir Crucifer, Lay Canons and assisting clergy assemble in the Narthex. The MC, Deacon and President stop in front of the Gallery and turn about to face the congregation. Then the Crucifer and Acolytes turn back into the central arch of the Gallery facing east up the Nave.



THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD



- l. The MC ministers the Missal for the President to give the Blessing and the Deacon the Dismissal.
- m. The Voluntary begins.
- n. The Crucifer and Acolytes lead the Thurifer, Choir Crucifer, Members of the Choir and the MC westwards before turning left in front of or under the Gallery to process up the South Aisle to the South Ambulatory. Assisting clergy may follow the choir. All disperse once everyone has reached the east end of the Cathedral: there is no further dismissal.

THE CATHEDRAL CHURCH OF THE HOLY SPIRIT, GUILDFORD

AFTER THE SERVICE

70. The servers return to the Sacristy.
71. The Thurifer empties and cleans out the thurible somewhere on grass outside away from a path. He empties the incense from the boat into the bag or box of incense and returns the stand to the Sacristy.
72. A server extinguishes the Altar candles.
73. The servers (except the Thurifer) clear the Altar except for the candles and linen, the items on the credence table, the credence table, the Acolytes' chairs, the processional torch bases, the items on the Altar used for the ablutions except for the linen.
74. The Virgers clear all remaining items.

Chris Nott
17th October 2017