*Sacristan*

The work of the Chaplain General is supported by one or more sacristans. Here are some guidelines for you as you answer this call to service.

* Become well acquainted with the worship space we will be using. How are the lights turned on and off? What amplification system is available? What is available on site which we would have permission to use?
* What candles and candlestands are available?
* Become well acquainted with the “holy hardware” provided by the Order and be sure it is ready for use.
* If the icon of Saint Luke will be used, where can it be best placed? Note that it may be moved for different services, but it is good to have a “default location” where it will usually be placed.
* In consultation with the chaplain general, provide bread, wine and grape juice for services of word and table.
* Ascertain how water will be used in relation to reminders of the baptismal covenant throughout the retreat and know where best to get it and what will hold it.
* Will oil for anointing be needed? What other sacramental signs or worship aids will be needed?
* Be prepared to light the candles or, if there is a lighting wand for an acolyte to use before processing from the back, have what is needed so that it can be lighted there.

When the usually disbursed Order of Saint Luke gathers in community, it is appropriate for it to experience a “season” commemorating Saint Luke the Evangelist, appropriated as a liturgical time special to the Lukan order (*extraordinarius tempus liturgicum).* Unless instructed otherwise, the liturgical color will be red, the liturgical color for Saint Luke.

Setting for Services of Word and Table

* The Eucharistic Table (the “Lord’s Table”) is the visual and symbolic focus.
* Unless otherwise directed, the eucharistic bread and cup are on a table near the rear so they may be carried in during the “presentation of the gifts” by persons recruited by the chaplain general. The eucharistic elements are prepared by the chaplain general or sacristan (clarify responsibility in advance).
* The candles on or nearby the Table are lighted or carried in during the opening hymn (acolyte recruited by the chaplain general or sacristan—clarify in advance).

Setting for Morning Prayer

* The visual setting should reflect the liturgical focus of the service as a remembrance of baptism in preparation for living out our baptism in this new day. A baptismal font or bowl should be prominent. A pitcher or pouring ladle should be provided.
* A single candle (reminding us of the paschal/Easter candle) burns near the font or bowl. It is already lit when the community arrives (reminding us of the historic all-night Easter Vigil Setting).

Setting for Evening Prayer

* The visual setting should reflect the liturgical focus of the service in the Light of Christ, celebrating the paschal mystery of death and resurrection.
* Unless a Vesper Candle is to be carried in during the Entrance of the Light, an unlit single candle or lamp is on a central stand or on the Lord’s Table.
* An acolyte’s lighting wand and the means to light it would then be provided near the rear of the worship space.

Setting for Compline

* The community gathers in silence around a candle or lamp which is already lighted when the people arrive.
* Consult with the leaders of the service about the seating arrangement for the service. The options are dependent on the nature of the worship space available.