



The International

Order of Saint Vincent

Serving Acolytes and All Other Lay Sanctuary Ministers since 1882

Amori Christi et Ecclesiae

27 August 2005

Dear fellow OSV member,

I welcome you to the fellowship of our Order and enclose your current membership card, Membership Certificate, and OSV medallion. Your medallion is an outward and visible sign of your commitment to abide by the rules of the International Order of St. Vincent which are printed on the reverse of your membership card. Because the medallion is such a positive sign, if for some reason you should choose to stop being a member of our Order I must ask that you discontinue wearing it and either turn it in to your Chapter Warden or return it to me.

Along with fellowship, our aim is to help you recognize that your Lay Ministry is a calling by our Lord in much the same manner as He calls the Ordained Clergy and to encourage you to live a way of life dedicated to Him. To provide you with some "food for thought" I have enclosed a copy of our Tract No. 10, "Living a Rule of Life", written by Fr Harry Ruth.

I have also enclosed a copy of Serving Basics which is part of your new membership package. The Order also has other tracts and service aids which as a member you can purchase at significantly discounted prices. I have enclosed a copy of our listing of Tracts available, as well as "goodies," and am working to have many of the Tracts and Service Booklets that are being revised available during the coming year. Two items not noted in the listing are an outstanding, hand made blazer patch which we offer at \$50.00 each and an OSV striped tie which we offer at \$45.00 each. A bow tie will soon be available and will be offered at \$40.00. Another benefit of membership is a 10 percent discount at the Advancement Society's Anglican Book Center co-located with us at the Cathedral of St. Luke and St. Paul in Charleston, SC. They have quite an eclectic assortment of books and other items in stock and can usually quickly locate any titles in print you might wish. They have a toll free number, 1-877-ANGLICAN, and even take VISA, MasterCard, and American Express.

Additionally, the International Order of St. Vincent has a web site www.orderstvincent.org and My e-mail address is Director-General@orderstvincent.org. (When you email me please put OSV in your Subject line.) I hope you will take advantage of these means of communications to ask questions or obtain information. We hope to continue improving the web site to provide you with information you can use.

I look forward to hearing from you and ask that you keep us and all in the Order in your prayers.

Yours aye,

Philip G. Dixon, OSV
Director-General

✠ In the Name of the Father, the Son, and the Holy Spirit. Amen. ✠



The International
Order of St. Vincent



Certifies that as of August 27, 2005 AD,

David Wingerson

Grace Episcopal Cathedral, Topeka, KS

*Having fulfilled the requirements of the Order, and pledged Obedience,
Regularity, Reverence, and Devotion at the Altar of Christ's One, Holy,
Catholic, and Apostolic Church, has been admitted as a Full Member
and is entitled to wear the medallion, and is granted all the privileges of the Order.*

Amori Christi et Ecclesiae

Philip G. Dixon, Director General, OSV



Church reference library on subjects covering topics of continuing ordinary interest, and with indexes so that questions can be answered when asked. The danger is not in reading too much but reading too little on the right subjects. It is wrong to subscribe to so many magazines and not to one of the Church which acts as a current newspaper. The reason we have so few Church magazines is the lack of demand, our young people and others do not read or demand them. This is sinful, because it lets down those whom God has called to write.

(4) **GIVING.** We believe in the Incarnation, and that means our Lord redeemed the body and the soul. We belong to God. We must make our bodies work for God, first. That means the body must be disciplined by fasting, abstinence and good works. All that we have belongs to and came from God. Therefore, we must learn to give it back to Him. That includes elements of time, labor, and things including money. When the people of God were a theocracy the minimum was ten percent. That was a duty. It became a sacrifice or an offering after that. Conditions have changed, but a certain percentage must be worked out no matter how many welfare, charitable and tax demanding organizations raid our resources. The Church must come first, and the Church places the family and individual necessary needs first. Our Lord through the sermon on the Poor Widow giving her all sets the standard. He wants in return from everyone no matter how

limited one's possessions. He is our teacher in building character for eternity as well as in this life. The church plant is God's. We should be keen about it being kept up. We should do the work ourselves, offer ourselves for it, or that is done. We should offer ourselves to carry on the work in connection with daily and Sunday services and programs. We should not be asked to make a pledge of money. We should do it, and generously. We should support the work of the Church, now, locally, extend it through missions and all agencies at work, and in the future when we have passed on through endowment funds. Giving is also an art. It is something to be learned and developed.

CONCLUSION. There will never be two Rules alike. They must be made to fit the lives and conditions of everyone. However, the rule we make is the measure of our enthusiasm, and the word enthusiasm means the extent to which we are God-impelled because we love Him for what He is, and we want others to love Him too. Further, we want His Church to grow, and strongly, beginning with "me". Finally, one should give thought to an annual retreat either in a religious house or under the direction of a Priest. Yearly your Rule of Life should be examined and changed according to your spiritual progress. Consider becoming an associate of one of the Religious Orders.



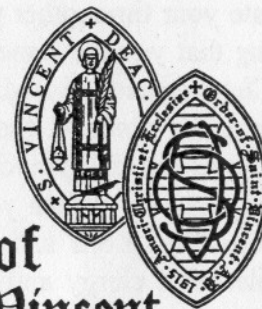
Living a Rule of Life

This tract, scanned from a tract printed many years ago (undated), was written by Fr. Harry Ruth, (long-time Secretary General of the OSV) sometime between 1915 and 1963. In this printing, we have not edited or updated the text to "better fit the times we live in." In the future, this tract will be expanded.

We hope you are edified and inspired by Fr. Ruth's wisdom.

The
International

Order of St. Vincent



St. Vincent's Tract
No. 10

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the written permission of the OSV.

Living a Rule of Life

The Christian's rule of Life must, at least, include (1) Praying, (2) Worshiping, (3) Reading, (4) Giving. However, young or old these "ings" must be put into action if one is to exercise militant Christianity. The Rule must be progressive. Simple for young people, more mature for the older, but covering the four "ings".

(1) **PRAYING** As soon as one awakes to dedicate oneself to God, because one must live eternity in one day, and it must begin right. In the Name of the Father, etc., I come from God; I belong to God; I go to God; I praise my God this day; I give myself to God this day, I ask God to help me this day, etc., ought to be a sample of the minimum dedication every day. Then as you regulate your time, other praying, remembering that you are a member of the Whole Church, the One Body, and your praying must be done on that basis, and for it. During the day you can practice ejaculatory prayer. When you pass the Church say, "My Lord and My God" or God bless the clergy and the parish. When you pass a hospital pray for the doctors, nurses, attendants, sick injured and dying. A home of mourning, a passing burial group, or a cemetery suggest prayer for those in sorrow and the departed. Many times during the day developments and events may stimulate prayer to the Holy spirit for guidance. St. Paul urges

praying continuously. Learn the art of prayer. One may be a good baseball or football player, and yet fail repeatedly because lacking in the art of the sports. At noon time the bells, and even the whistles remind us to say the Angelus, a memorial of the Incarnation and its extension through missions. Nights may permit longer praying unless one is fatigued and with the danger of briefing or neglect. Night praying should include Adoration, Thanksgiving, Confession of Sin, Intercession. Petition, and Memorials of the Departed.

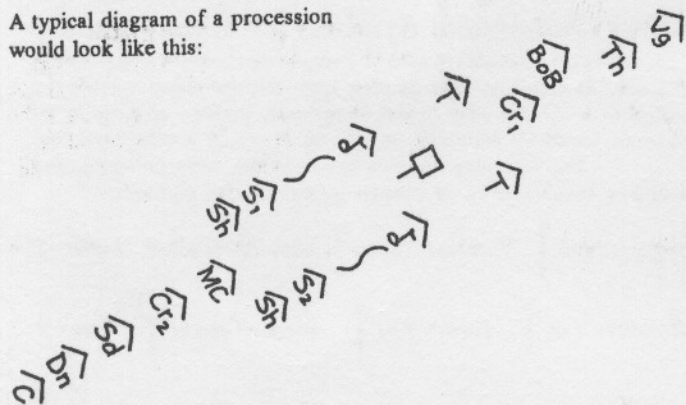
The church building is always open (if not, why not?) for prayer, and you should practice the habit of stopping in and praying there. Devotional manuals are a guide and should be used, but avoid becoming glued to one only. One of the best comprehensive intercessory manuals is *SURSUM CORDA*.

(2) **WORSHIPING**. It is an art that must be learned, and one must worship to learn. One must obey to love. To love God one must obey Him by worshiping. The Offices of Instruction in the Book of Common Prayer informs us that we cannot love God less than worshiping Him "every Sunday in His Church". That, like much in the Prayer Book is a minimum. From what has been revealed, worship will play an important part in eternity. One cannot miss school, lectures, payments on debts, etc. without incurring a penalty. So with worship. Further, we let the whole Body of the Church down, as well as ourselves, when we miss worship, carelessly. Character building suffers. Our sense of values cheapens. So we must learn to attend the Divine Office, which are Morning

and Evening Prayer, as well as the worship of the whole Body of the Church, the Holy Eucharist. That should not be confined to Sundays. All major Holy Days should be included. Anniversaries of baptism, confirmation, etc. Further, our worship should be offered with preparation, intention and thanksgiving. It is something God gives us which we give back with something in addition. Sacrifice, inconvenience, enthusiasm, coldness, beauty and plainness all are part of the return. When we cannot worship in the Church, when we are prevented in several ways, we can offer up a definite act of Spiritual Communion which all proper devotional manuals direct.

(3) **READING**. Includes the Bible. The Book of Common Prayer sets forth a daily reading scheme in the forefront along with daily Morning and Evening Prayer. Many laypeople read at least one Office a day, and that takes probably twenty minutes. Others follow the scripture readings as most convenient covering the two groups of Old and New Testament readings in four years, and beginning over again. They meditate upon the reading as they have time. Some use Forward because it ties them down to a brief rule, and suggests food for meditation. Some purchase a one volume Bible Commentary and take time to ferret out the meanings of what has been written. Nearly every parish has a loaning library, and very few books are borrowed. Every Priest will direct reading and loan books. Also in building up a permanent small

A typical diagram of a procession
would look like this:



To help avoid a lot of confusion and commotion before a
procession, post copies of the processional diagram for all ministers to
see, but not apparent to the congregation.

The International Order of St. Vincent

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Liturgical Notations, Abbreviations, and Symbols



The International Order of St. Vincent

Serving Acolytes and All Other Lay Sanctuary Ministries Since 1882

The International
Order of St. Vincent
Charter for Grace Chapter
has been renewed for 2005.



Grace Episcopal Cathedral
Topeka, KS

Liturgical Notations

There has evolved a system of liturgical notation that uses hieroglyphs that can be added to prayer books, missals, bulletins, and order-of-service cards. The hieroglyphs, usually easily recognizable stick figures, depict postures, gestures and movements used by the lay ministers during the course of any service. When they are added in red marker or pen to a Prayer Book or an order-of-service bulletin, they alert everyone that some change of posture, movement, or gesture is about to occur. The position of the hieroglyph in the text indicates the precise instant the change of posture occurs. If a hieroglyph is contained in parentheses, the gesture is optional.

The following are the most used liturgical notations that should be memorized by ministers and Chapter leaders:

Stand=	Sit= ㄣ	Kneel= ㄣ	Slight or simple bow= ㄣ
Moderate bow= ㄣ	Solemn or Sarum bow= ㄣ	Genuflect= ㄣ	
Moderate kneeling bow= ㄣ	Solemn kneeling bow= ㄣ	Ring bell= △	
Pax/Peace= *	Orans position= ㄣ	Sign of cross= +	Incense= ㄣ
Proceed with torch= ㄣ	Proceed with Cross or Crucifix= ㄣ		
Proceed with banner= ㄣ	Proceed with Gospel= GB or ㄣ		
Asperges= As or ㄣ	Light or extinguish candles= ㄣ		

An excellent teaching exercise is to have the acolytes in company of a trainer mark up the bulletins for the sanctuary with correct liturgical notations.

Abbreviations and Symbols for Diagrams

Liturgical symbols are used to diagram the sanctuary or procession at a specific frame in time as seen from directly above. From the beginning to the end of a typical Sung Mass, perhaps as many as 20 diagrams would be required. A procession would require only one.

The following symbols have become fairly universal, and should be memorized by all Chapter leaders and lay ministers:

Verger=Vg or ㄣ Thurifer=Th or ㄣ Boat Bearer=BoB Server=S

Crucifer=Cr or ㄣ Torch=T or ㄣ Banner=Ban or ㄣ Vimp=V

Shadow=Sh Subdeacon=SD Deacon=Dn Celebrant=C

Bishop=B or Bishop's Chaplain=BC Master of Ceremonies=MC

Officiant=O Gospel Bearer=GB or ㄣ Chalice bearer=CB or LEM

Vat Bearer=VB Bambino Bearer=BB Figure Bearer=FB

Lector/Layreader=L Choir or Chorister=Ch or ㄣ Usher=U

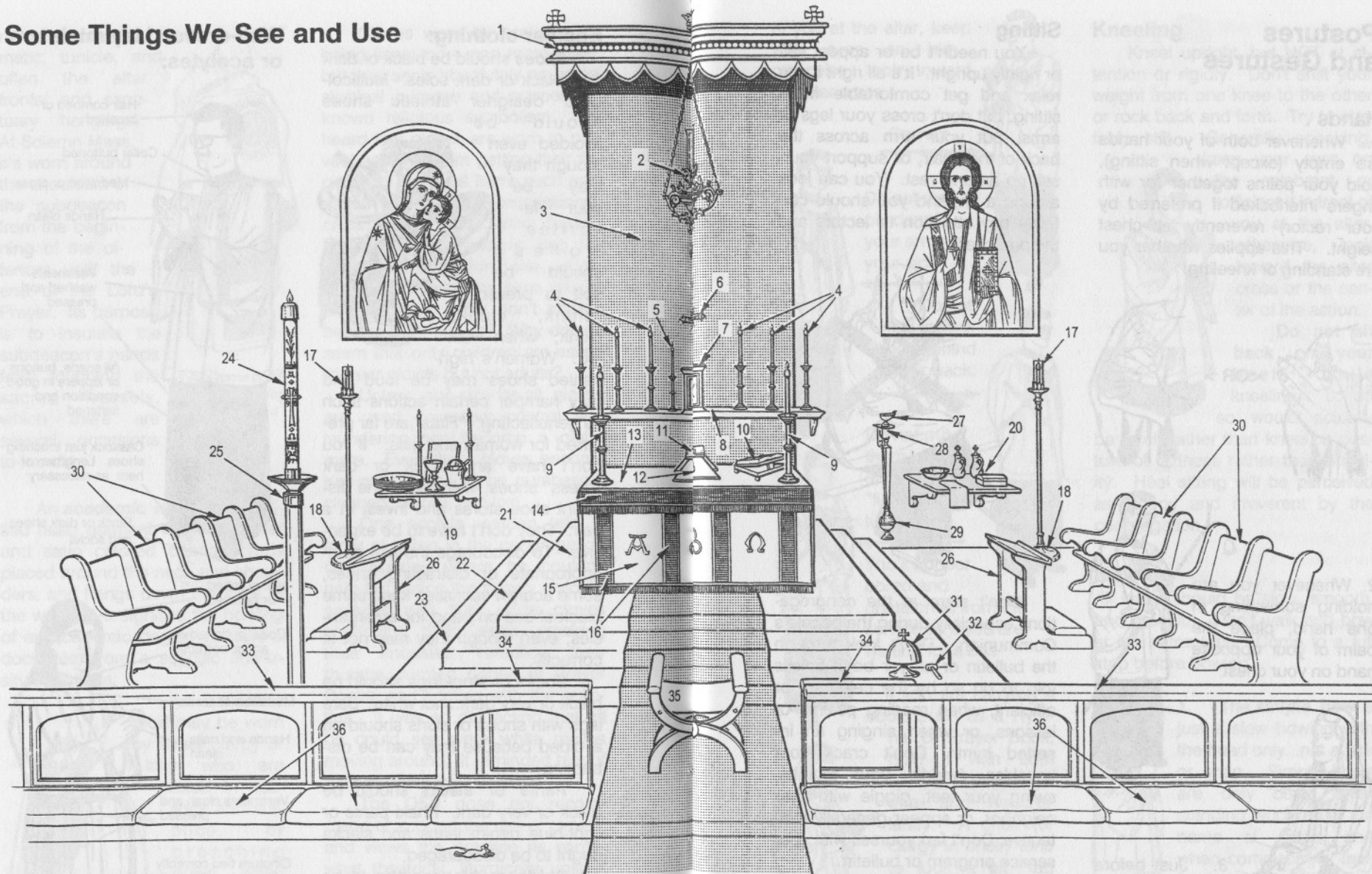
An arrow located over, under, or to one side of the symbol or abbreviation indicates the direction the person is facing or moving. Alternatively, a triangle may be drawn around the abbreviation or symbol. When a line is drawn beginning at the symbol and ending with a dot, it means that the person is to move from one position to another.

As a member of the Order, you have subscribed to the following:

The Rule of The Order of St. Vincent

- To pray each morning and each night
- To be faithful in the reading and study of Holy Scripture
- To make due preparation before the service and to say the Order's prayer
- To attend Mass and receive Holy Communion, if possible, every Sunday and Holy Day, and to be duly prepared through self-examination and Reconciliation
- To fully cooperate with, and support the clergy and other spiritual leaders
- To always speak reverently of Holy Things and when in Holy places
- To pray for the Order and all her members
- To pray for the unity of the One, Holy, Catholic and Apostolic Church
- To wear the OSV medallion only as long as I am an active member by paying my annual dues and taking the OSV pledge.

Some Things We See and Use



1. Baldachin or tester
2. Sanctuary lamp
3. Dossal
4. Office candles (lights)
5. Bishop's candle
6. Altar cross or crucifix
7. Tabernacle
8. Retable or gradine
9. Mass candles (lights)

10. Missal, Sacramentary or Service Book on stand
11. Burse
12. Chalice veil with chalice and paten under
13. Mensa (top of altar)
14. Superfrontal
15. Frontal

16. Orphreys
17. Processional torches
18. Torch stands
19. Credence table with Gospel book, Gospel candles, extra chalice, holy-water vat (aspergillum) and aspergillum, alms basins

20. Credence table with bread box, wine and water cruets, lavabo bowl, lavabo towel
21. Predella or foot pace
22. Deacon's step
23. Subdeacon's step
24. Paschal candle
25. Paschal candle stand

26. Prie dieu or prayer desk
27. Incense boat
28. Thurible and boat stand (butler)
29. Thurible
30. Sedilia
31. Sanctus bell
32. Sanctus-bell mallet

33. Altar or Communion rail
34. Altar-rail gates
35. Bishop's faldstool (in position for confirmation) only used when a Bishop is present and officiating at a pastoral service.
36. Kneeling cushions

International Order of St. Vincent Publications and Products



Tracts



Tracts 1 - 8 are being revised and are not presently available.

		Prices to be announced	
No. 1	<i>Being an Acolyte</i>		
No. 2	<i>All About Candles</i>		
No. 3	<i>The Crucifer</i>		
No. 4	<i>Processions</i>		
No. 5	<i>Serving Manners, Postures, and Gestures</i>		
No. 6	<i>Things We See and Use in Church</i>		
No. 7	<i>The Thurifer</i>		
No. 8	<i>What About Incense?</i>		
No. 9	<i>St. Vincent, Our Patron</i>	\$.25	\$.50
No. 10	<i>Living a Rule of Life</i>	.25	.50
		(Members)	(non members)
No. 11	<i>Planning a Festival</i>	\$.25	\$.50
No. 12	<i>The Ministry of Usher</i>	.25	.50
No. 13	<i>The Ministry of Lector</i>	.25	.50
No. 14	<i>The Training of Lay Eucharistic Ministers</i>	.25	.50
No. 15	<i>The Ministry of Verger</i>	.25	.50
No. 16	<i>Administering the Blessed Sacrament (L.E.M. 1)</i>	.25	.50
No. 17	<i>The Licensed Lay Reader</i>	.25	.50
No. 18	<i>A Life of Prayer</i>	.25	.50
No. 19	<i>Praying the Rosary</i>	.25	.50

Tracts 20, 21 are being revised and are not presently available.

No. 20	<i>The Sacrament of Reconciliation (Confession)</i>	.25	.50
No. 21	<i>Mentorship (Receiving the Little Ones in His Name)</i>	.25	.50

Manuals

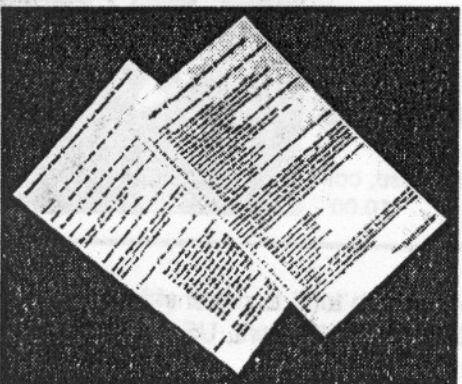


<i>Serving Basics</i>	Free to all OSV members	\$6.50
<i>OSV Chapter Manual, 15th Edition</i>	3.50	4.50
<i>A Church Glossary</i>	3.00	4.00

The manuals below are being revised and expanded and are not presently available.
They will be extensively illustrated and printed with red rubrics and instructions.

<i>1928 BCP Holy Eucharist Server's Guide (the little red book)</i>	\$ 2.50	\$ 4.00
<i>Holy Eucharist, Rite I Servers' Guide</i>	2.50	4.00
<i>Holy Eucharist, Rite II Server' Guide</i>	2.50	4.00
<i>Morning and Evening Prayer, and Benediction, Rite I Guide</i>	2.50	4.00
<i>Morning and Evening Prayer, and Benediction, Rite II Guide</i>	2.50	4.00

Service Cards



<i>Preparation for Liturgy, traditional (not laminated)</i>	\$ 2.00	\$ 3.00
<i>Preparation for Liturgy, contemporary (not laminated)</i>	2.00	3.00
<i>Preparation for Liturgy (combination, two sided, laminated)</i>	3.50	5.50
<i>Distribution of the Blessed Sacrament by an L.E.M. II (laminated)</i>	3.50	5.50

Goodies and Gifts for OSV Members

(membership required for purchase)

Medallions



Only active members of the OSV may wear the bronze medallion of the Order. It is presented upon admission. Replacement medals may be purchased only by members.

The silver medallion is owned and worn only by OSV members who have maintained active membership for ten years. The silver medallion may not be transferred to others.

Only prepaid life members OSV, continuous 25-year OSV members, and those OSV members recommended for gold-medal status by the parish rector, vestry, or warden of lay ministers may own and wear a gold medallion. Gold medallions are not transferable to others under any circumstances.

Bronze - \$12

Silver (plate) - \$22

Gold (24-kt plate) - \$35

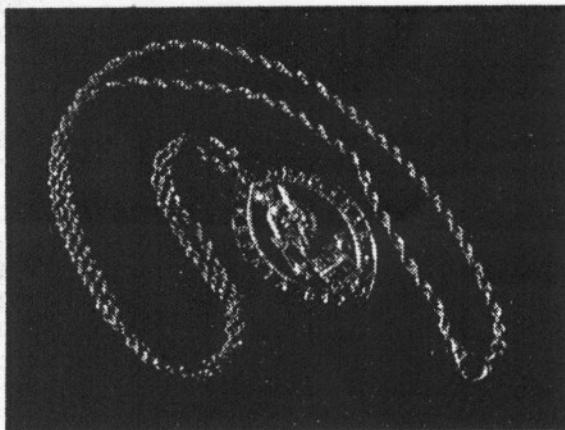
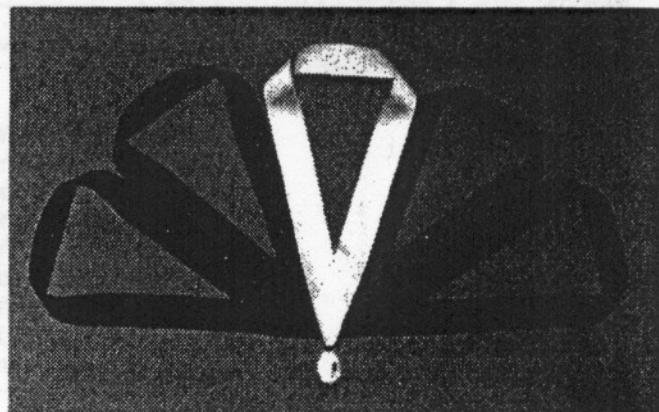
Ribbons

1½" Cross grain satin ribbons with rings for medallions (available only in liturgical colors: white, red, bright green, drab green, violet [purple], blue, and black). Specify color(s) with order.

\$5.00 each

\$20.00 per set of five

We will send a full size ribbon pattern and sewing instructions at no cost to any OSV member or chapter leader upon request.

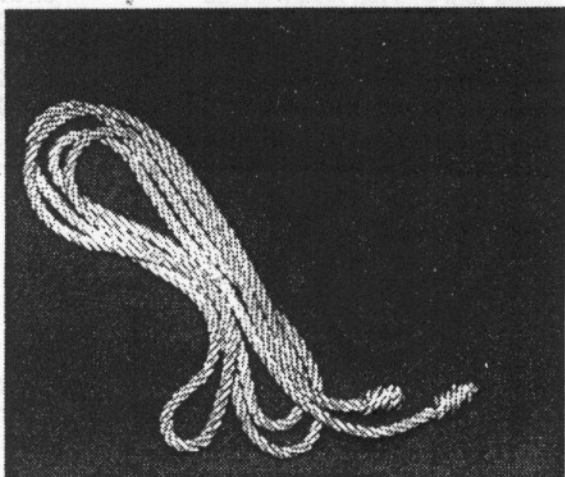
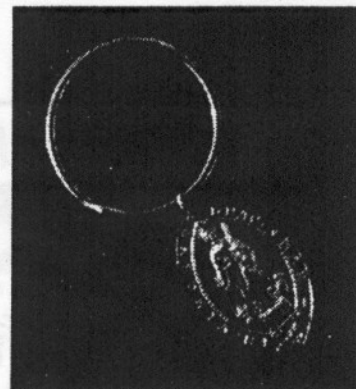


Necklace Medal

1" OSV necklace medal (gold finish, chain not included)
\$10.00

Key Ring

Gold OSV key ring (gold finish)
\$13.00

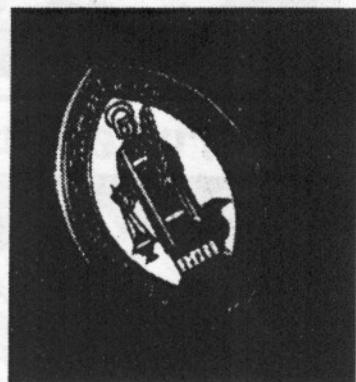


OSV Cinctures

OSV rope cinctures with monk's knots (special order for correct lengths and colors). You must send us your waist size and the vertical measurement from your waist to the approximate center of your calf. Cinctures are available in black or white. Specify color.
\$14.00

Lapel Pin

Lapel pin (silver with filled, colored enamel)
10.00



To order items:

Just indicate description, quantity of items, and prices in a brief note. Add 7% of the sub total to cover shipping and handling. Remit with a check or money order for the total amount, payable to the Order of St. Vincent, US currency. Sorry... we can't bill, accept CODs or credit-card orders. Please allow three to four weeks for delivery.