

# Customary for Emmanuel Episcopal Church

## Liturgical Ministries

### Lay Eucharistic Ministers

*Eucharistic Ministers embody the ministry of all the baptized as they offer the hospitality of God's Table, where the people of God share the benefits of the Paschal sacrifice and renew the new covenant made with us once and for all. In giving food and drink, they symbolize the bond of charity in which Christ calls us as his friends to the banquet of heaven.<sup>1</sup>*

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#### Description

Eucharistic Ministers are licensed by the Bishop to serve under the direction of the rector, or other presiding ordained clergy, and are authorized to administer the consecrated elements at the celebration of the Holy Eucharist. Eucharistic Ministers must be confirmed adults (16 years of age or older) who are members in good standing.

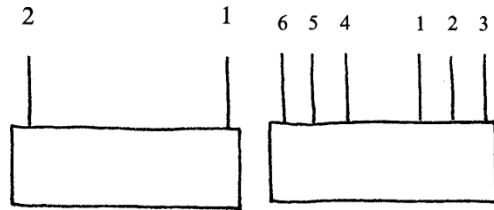
#### General Instructions

1. Service schedules for Lay Eucharistic Ministers are issued from the parish office each quarter. Schedules are published in the monthly *Messenger*, the weekly e-mail update, and on Emmanuel's website ([www.emmanuelbristol.org](http://www.emmanuelbristol.org)).
2. If you are unable to serve at a scheduled service, you are responsible for finding a replacement AND for notifying the parish office as soon as possible.

## Responsibilities for Assisting in Worship at the 8:00 A.M. Service

[Note: Customarily, only one Lay Eucharistic Minister (and no acolytes) assists at the 8:00 A.M. service.]

1. Arrive at the Church no later than 15 minutes before the service is scheduled to begin.
2. Vest in an alb and cincture. A cross may also be worn.
3. Retrieve the intercessory prayers to be read in the service from the "Lay Readers' Closet."
4. Light the Eucharistic candles and the service candles no less than 10 minutes prior to the service.
5. Meet the clergy in the sacristy prior to the service.
6. To begin the service, lead the clergy from the sacristy into the chancel, and move to the lectern on the Gospel (to congregation's left) side of the chancel.
7. Either *kneel* or *stand* quietly and reverently during prayer. NEVER SIT during prayer (unless directed by the officiant). [Standing is recommended while at the lectern.]
8. Always *stand* when the Gospel is being read, during the reciting of the Creed, and at other times whenever the congregation is standing.
9. At the designated times, read the lessons and lead the congregation in a responsive reading of the Psalm, as appointed for the day. The Psalm may be read from the Book of Common Prayer or from the order of service, if printed therein.
10. Following the Nicene Creed, lead the congregation in the intercessory prayers according to the form retrieved prior to the service from the Lay Readers' closet.
11. Move to a position beside the altar, near the credence table on the Epistle side of the Chancel, during the exchanging of the Peace.
12. Carry the alms basins to the chancel steps and hand them to the ushers.
13. Return to the side of the altar and assist the celebrant as a server in preparation for the Holy Eucharist. (You may refer to the Acolyte chapter of the Parish Customary for the duties of a server when assisting in the preparation for Holy Eucharist.)
14. Once the altar is prepared, carry the large collection plate to the chancel steps to receive the alms basins from the ushers. Carry the alms basins to the altar and hand them across the altar to the celebrant.



15. Place the kneeler across the rail opening, and close the railing before the celebrant proceeds with the Great Thanksgiving.
16. After the *Sanctus*, you may either stand or kneel during the prayer of consecration.
17. The celebrant *may* invite the Eucharistic Minister to join him/her behind the altar. If so, the Eucharistic Minister stands beside the priest through the Consecration and until the administration of the consecrated elements commences.
18. After receiving communion, take a chalice and purificator handed from the celebrant, and prepare to administer the consecrated wine to communicants after they have received the consecrated bread.
19. Share the consecrated wine with each communicant saying the following words:

***“The Blood of our Lord Jesus Christ keep you in everlasting life.”***

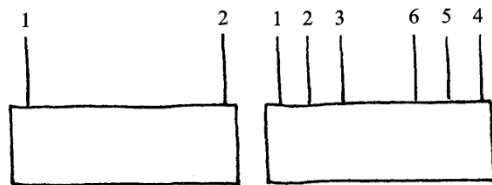
**OR**

***“The Blood of Christ, the cup of salvation.”***

20. Methods for administration of the consecrated wine:
  - a. Drinking from the cup – Guide the cup to the mouth of the communicant. It is usually best to never let go of the chalice, but allow the communicant to control the flow of wine by holding the base of the chalice. Wipe the chalice with the purificator and turn the chalice  $\frac{1}{4}$  turn before moving to the next communicant. [NOTE: The Altar Guild is most appreciative when Eucharistic Ministers take care not to wipe the chalice directly with embroidered embellishments on the purificators.]
  - b. Dipping the bread into the wine – Hold the chalice steady, tipping it slightly toward the communicant, to allow the communicant to dip his/her bread into the wine.
  - c. Intinction – If a communicant holds the bread up handing it to you, take the bread, dip it into the chalice, and place the bread on the communicant’s tongue.
  - d. Preference not to take wine – If a communicant indicates a preference not to receive the wine (usually by crossing ones arms over the chest), stand erect holding the chalice, and administer the words only.

21. If more wine is needed in the chalice, you may go behind the altar to replenish the chalice from the vessel(s) of consecrated wine. (A priest must bless more wine, if there is no more consecrated wine.)
22. The priest may ask a Eucharistic Minister to accompany him/her into the nave for the administration of the sacrament to handicapped worshippers who cannot easily walk to the rail. [Open the altar rail to proceed into the nave.]
23. Once everyone who wishes to partake has received Holy Communion, move to the area of the credence table where the celebrant and Eucharistic Minister may consume any remaining wine or bread. (The Altar Guild disposes of any unconsumed wine left in chalices by pouring it down the pacina.)
24. Lay the used purificator across the top of the chalice, and place the chalice on the credence table. DO NOT stuff the purificator inside the chalice. (Purificators soaked with wine are very difficult for the Altar Guild to clean.)
25. Open the altar rail, and move the kneeler cushion from in front of the opening.
26. Return to your original position beside the altar for the closing prayer.
27. Exit the chancel with the priest.

28. Retrieve a candle extinguisher from the sacristy, and return immediately to the sanctuary to extinguish the Eucharistic candles and the service candles.



29. When moving from behind the altar rail, pause and turn to reverence the altar. Then leave the church through the sacristy.
30. After worship, refer to the section of this chapter titled AFTER WORSHIP for instructions on counting and recording monetary offerings collected during the service.

## Responsibilities for Assisting in Worship at the 10:30 A.M. Service

1. Arrive at the Church no later than 15 minutes before the service is scheduled to begin.
2. Vest in an alb and cincture. A cross may also be worn.
3. Gather with other worship leaders in the rear of the nave approximately 5 minutes before the service begins.
4. Remain quiet as the congregation prepares for worship and listens to the musical prelude.
5. As the service begins, join the procession according to the order of procession described elsewhere in this Parish Customary. The Lay Eucharistic Ministers generally process and recess side-by-side near the end of the procession immediately ahead of ordained clergy.
6. Move with the procession up the chancel steps. Continue to the altar rail and pause until the Sr. Crucifer turns to replace the processional cross in its holder near the sacristy. [NOTE: If you are also serving as a lector or intercessor, refer to the special instructions section at the end of this Customary chapter.]
7. Reverence the altar and proceed into the sanctuary (area inside the altar rail) as the crucifer moves away from the rail opening.
8. One Eucharistic Minister should move to stand in front of the bench on the Epistle side; the other Eucharistic Minister should move to stand in front of one of the carved chairs on the Gospel side. (Do not sit in the larger chair that is reserved for the celebrant.)
9. Either *kneel* or *stand* quietly and reverently during prayer. NEVER SIT during prayer (unless directed by the officiant).
10. Always *stand* when the Gospel is being read, while singing congregational hymns, during the reciting of the Creed, and at other times whenever the congregation is standing.
11. Be prepared, if necessary, to discreetly offer assistance or a gentle reminder to an acolyte who may need instruction during the service.
12. Acolytes are responsible for placing the kneeler cushion across the rail opening and closing the altar rail immediately after the presentation of alms; however, a discreet reminder or assistance may be needed with this task.
13. At the Great Thanksgiving (following the collection and presentation of offerings), the Lay Eucharistic Ministers stand on either side of the altar.
14. After the singing of the *Sanctus*, the Eucharistic Ministers may either stand or kneel during the consecration. It is preferable, however, for both ministers to take similar positions on each side of the altar (e.g. both remain standing to the

side of the altar, both kneel to the side of the altar, or both kneel or stand at the front step facing the altar near its front corners.)

15. The celebrant *may* invite the Eucharistic Ministers to join him/her behind the altar. If so, the Eucharistic Ministers stand on either side of the priest through the Consecration and until the administration of the consecrated elements commences.
16. After receiving communion, take a chalice and purificator handed from the celebrant, and prepare to administer the consecrated wine to communicants after they have received the consecrated bread. Generally, the Eucharistic Minister positioned on the right side of the altar administers to communicants at the rail from the wall to the center of the rail; the Eucharistic Minister positioned on the left side of the altar administers to communicants from the center of the rail to the wall nearest the sacristy door.
17. Share the consecrated wine with each communicant saying the following words:

***“The Blood of our Lord Jesus Christ keep you in everlasting life.”***

**OR**

***“The Blood of Christ, the cup of salvation.”***

18. Methods for administration of the consecrated wine:
  - a. Drinking from the cup – Guide the cup to the mouth of the communicant. It is usually best to never let go of the chalice, but allow the communicant to control the flow of wine by holding the base of the chalice. Wipe the chalice with the purificator and turn the chalice  $\frac{1}{4}$  turn before moving to the next communicant. [NOTE: The Altar Guild is most appreciative when Eucharistic Ministers take care not to wipe the chalice directly with embroidered embellishments on the purificators.]
  - b. Dipping the bread into the wine – Hold the chalice steady, tipping it slightly toward the communicant, to allow the communicant to dip his/her bread into the wine.
  - c. Intinction – If a communicant holds the bread up handing it to you, take the bread, dip it into the chalice, and place the bread on the communicant’s tongue.
  - d. Preference not to take wine – If a communicant indicates a preference not to receive the wine (usually by crossing ones arms over the chest), stand erect holding the chalice, and administer the words only.

19. If more wine is needed in the chalice, you may go behind the altar to replenish the chalice from the vessel(s) of consecrated wine. (A priest must bless more wine, if there is no more consecrated wine.)
20. The priest may ask a Eucharistic Minister to accompany him/her into the nave for the administration of the sacrament to handicapped worshippers who cannot easily walk to the rail. [Open the altar rail to proceed into the nave.]
21. Once everyone who wishes to partake has received Holy Communion, move to the area of the credence table where the priest(s) and Eucharistic Ministers may consume any remaining wine or bread. (The Altar Guild disposes of any unconsumed wine left in chalices by pouring it down the pacina.)
22. Cover the chalice with the used purificator, and hand it to the server to be placed on the credence table. DO NOT stuff the purificator inside the chalice. (Purificators soaked with wine are very difficult for the Altar Guild to clean.)
23. Return to your original position beside the altar for the closing prayer and blessing.
24. Remain in your position until it is time to join the closing procession. When moving from behind the altar rail, pause and turn to reverence the altar. Then leave the church in the same order in which you entered.

## Responsibilities after Worship

1. Remain quiet and then respond appropriately with the congregation to the Dismissal (e.g. *“Thanks be to God.”*)
2. After the service concludes, the Lay Eucharistic Ministers are responsible for counting and securing monetary offerings collected during the service. ***It is essential for there to be two persons who together count and record monetary offerings at ALL worship services. Counting should NOT commence until two persons are present.*** When there is a single Lay Eucharistic Minister participating in a service, it is that person’s responsibility, following worship, to recruit another member of the parish to assist with handling monetary offerings. Together, the counters should proceed as follows:
  - a. Retrieve the zippered bank bag marked “8:00” or “10:30”, depending upon the service, and the offering ledger book from the locked closet in the sacristy.
  - b. Retrieve the offering from the alms basins (usually found on the shelf under the credence table.)
  - c. Discretely check all sealed envelopes for the presence of currency. When currency is found, record the amount on the outside of the envelope.
  - d. Place all checks and sealed envelopes into the bank bag. It is not necessary to open, examine or record information from checks placed into the alms basin.
  - e. Independently count all of the loose currency. Once both counters agree upon the amount, record the collection total in the ledger book in ink. Both counters should then sign the ledger.
  - f. Replace the alms basins on the shelf under the credence table. Return the bank bag and the ledger book to the sacristy closet. Make certain that the closet door is locked unless members of the altar guild are present and working in the sacristy.
  - g. The treasurer will collect the offering from the sacristy closet.



## Special Instructions for Lay Eucharistic Ministers also serving as Lectors or Intercessors

### ***Service as a Lay Eucharistic Minister AND Lector***

1. In procession, walk to the left side of your companion Lay Eucharistic Minister.
2. Stop at the top of the chancel steps, reverence the altar, and stand, facing the organist, in front of the lectern on the Gospel side of the chancel.
3. At the time for the Lessons, stand at the lectern facing the congregation. Speaking into the microphone, introduce the Lesson with the words: "A reading (lesson) from \_\_\_\_\_." Then read the first lesson from the lectern Bible or from the order of service.
4. You may end the lesson with the words, "*Here ends the reading (epistle)*" or you may conclude the reading with the words, "*The Word of the Lord*" to which the congregation responds, "*Thanks be to God.*"
5. Invite the congregation to stand for the Psalm appointed for the day. Unless it is indicated that the Psalm is to be sung, lead the congregation in a responsive reading of the Psalm.
6. Following the Psalm, Invite the congregation to sit for the reading of the second Lesson. Introduce the Lesson with the words: "A reading (lesson) from \_\_\_\_\_." Then read the second lesson from the lectern Bible or from the order of service.
7. You may end the lesson with the words, "*Here ends the reading (epistle)*" or you may conclude the reading with the words, "*The Word of the Lord*" to which the congregation responds, "*Thanks be to God.*"
8. After the reading of the Gospel by the priest, follow the Missal Bearer to the altar area and be seated for the sermon.

### ***Service as a Lay Eucharistic Minister AND Intercessor***

1. IMPORTANT NOTE: Retrieve the intercessory prayers from the "Lay Readers' Closet" prior to the service.
2. In procession, continue to a position inside the altar rail, as described above for Lay Eucharistic Ministers.
3. At the conclusion of the Nicene Creed, move from inside the altar rail to the lectern on the Gospel side of the chancel and lead the congregation in the intercessory prayers according to the form retrieved prior to the service from the Lay Readers' closet.

4. Following the prayers, remain standing behind the lectern, turned facing the organist. Remain at this position during additional prayers offered by the priest, including the confession and absolution. Return to your Lay Eucharistic Minister's position near the altar during the exchanging of the Peace.

References:

<sup>1</sup> The Christian Formation Committee of the Diocesan Commission on Ministry, *Liturgical Ministries Profiles: A Customary for the Diocese of Vermont* (2006)

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