

## **St. Stephen's Lay Ministry Customary**

### Lay Eucharistic Minister (chalice bearer)

Your ministry is key to our worship in offering the Cup of wine to those coming forward for Communion. You are helping to lead the worship of the church and to enhance the worship experience of each person here.

When you receive the rota for the upcoming cycle, please review it. If there are times when you are not available as assigned, please arrange for another person to handle your duties. If this is not possible, please call Fran Crookston. Acolytes, please speak with David Evans regarding any times you will not be able to serve.

Please be vested at least 10 minutes prior to the beginning of services. As you are waiting for the procession, please speak only in hushed tones.

At the entrance, walk side by side, at the Altar bow and then immediately move to your left and go to your seats in the chancel area. At the exchange of the Peace, please greet the other lay ministers and remain in the chancel area.

After the Great Thanksgiving, one of you will take the second chalice from the credence table and set it on the side of the Altar and then line up with the other lay ministers for Communion.

Serving the chalice: In administering the chalice, gently tip the cup for the person to sip. Guide the chalice, do not pour the wine into the communicant. Encourage them to hold the base of the chalice but do not let go of the chalice yourself. Wipe the rim of the chalice with the purificator in one direction and then turn the chalice  $\frac{1}{4}$  turn in the same direction. If the person is intincting (dipping the host into the wine) tip the chalice so they can see where the wine is and what they are doing. Also, hold the purificator in front of them to catch any drips of wine. With small children, it is best to go to their level and offer them the chalice either to sip or to intinct. If a person has their arms crossed in front of them to indicate they do not want to take the wine, hold the chalice in front of them and say the words of administration. Do not offer them the chalice. Some people who are in recovery prefer to either just touch the chalice or to kiss it, please make allowances for such practices.

Other cases: Some traditional individuals will leave the bread in their palm and wait for you to intinct it for them and place it on their tongue.

Infants: I tell mothers of infants too small to have the bread that they may dip the end of their finger in the chalice and place the wine in the infant's mouth. I always give a blessing to infants if they do not take the bread.

The words of Administration: Please use, "The Blood of Christ the cup of salvation." If the person chooses to intinct, you may say, "The Body and Blood of our Lord Jesus Christ keep you in everlasting life."

Following communion, return the chalice to the credence table, cover the chalices/patens with the Post Communion Veil and return to your seat.

At the Recessional: Line up behind the acolytes on the south side of the chancel. As they move forward follow them, when you reach the front of the Altar bow together, turn and follow the acolytes to the rear of the church.

Vestments: You are responsible to make sure the alb you generally wear is clean. You may purchase you own alb if you so desire. Albs should come to your ankle in length. You may use a cincture (rope belt) or not, as you desire. You may wear your own cross or one of the wooden ones over the alb, as you desire. Please be aware that dark colors and patterns may show through your alb.

Epiphanytide, 2007

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### Lector

Please practice reading the lesson aloud prior to Sunday morning. You are proclaiming the word of God for the congregation, please read it carefully, at a good tempo and with interest. Please practice any unusual words or names in the text. It is expected that you will use the text from the Lectionary Book and not bring your bulletin with you. Please review the Lectionary Book prior to the service.

For the first reading, come to the ambo as the congregation sits following the Collect of the Day. If we are chanting the psalm, you may return to your seat at the end of the reading. If we are saying the psalm, as in Lent, announce the psalm and lead the congregation in saying it. You may choose to lead them in unison or responsively by whole verse alternating with you.

For the second reading, come to the ambo as the psalm is concluded for your reading.

In coming forward, if you pass in front of the Altar, pause, bow and come to the ambo. When you return to your seat, bow again as you pass in front of the Altar. If you are coming from the south side of the church you may go directly to the ambo. Adjust the microphone as necessary.

Announce the reading in this way: "A reading from \_\_\_\_." Do not give chapter and verse. Do not use any introductory materials. At the conclusion of the reading say, "The word of the Lord."

### Intercessor

Come to the front of the church during the Nicene Creed so you can immediately go to the ambo. (See above regarding reverencing the Altar.) Please have read through the appointed prayers before hand and know where you will insert the intercessions for the Anglican Communion, Diocese and the names of those on the prayer list. If you desire, you can name all of the first part of the bulletin

material until the naming of those in the parish at the beginning of the prayer. After the priest/deacon has read the introductory paragraph begin the Prayers of the People. Adjust the microphone as necessary. Wait for the priest to say the concluding portion of the prayer and then return to your seat for the Confession/Absolution.

Epiphanytide, 2007

## **St. Stephen's Lay Ministry Customary**

### Crucifer/Acolyte/Torch Bearer

Your ministry is important to the worship and life of our parish. You are helping to lead the worship of the church and to enhance the worship experience of each person here.

When you receive the rota for the upcoming cycle, please review it. If there are times when you are not available as assigned, please arrange for another person to handle your duties. If this is not possible, please speak with David Evans regarding any times you will not be able to serve.

The ministry of the acolyte is one of serving the priest or deacon. Pay careful attention to how you can assist in the chancel during the service. Your role is also in leading processions, the crucifer in front, the torch bearers accompanying, in an orderly way.

**Vestments:** The crucifer is vested in an alb, with or without cincture (rope belt), as desired. Torch bearers may be in either alb or cassock and cotta. Your vestments should reach to your ankle. Please wear one of the wooden or acolyte crosses. If you have your own cross you wish to wear, that is fine too. Torch bearers should match in their vesture. Please be aware that dark colors and patterns may be seen through the alb. You are responsible to make sure the vestments you usually wear are clean. Please hang up your vestments at the end of the service.

**Torchbearer:** Hold your torch with both hands, the right on top, the left in the middle. Do not tip your torch, as the oil will often spill down the shaft onto your hands, or you might risk lighting someone's hair (including your own) on fire. Do everything in uniformity to the other torchbearer, from vestments, to movement, to holding your torches at equal height. Accompany the crucifer as if you are holding up his or her ministry. Please be vested, with torches in hand, and ready to process, at least five minutes prior to the service.

**Crucifer:** Lead the processions with confidence, cheerfulness, and order. It is your job to be alert and aware of what is happening in the Liturgy, even if it feels like it is at the expense of your participation. "Lift high the cross." Please be vested and lighting the candles at least five to ten minutes preceding the service. Allow extra time to vest as necessary.

There are several kind of candles you may have to light, each with a precedence

of order: two Altar lights (Gospel side and Epistle side), the Paschal Candle, the torches, and the Advent candles. The Paschal Candle is always lit first, and the last to be put out at the end. The order for candles is as follows:

Paschal Candle (during Eastertide, funerals and baptisms); Altar lights, Epistle side first, gospel side second; Advent candles, the pink candle lit third (when on or after the third Sunday of Advent), and on Christmas day, the Christ candle (white, in the middle) first; the torches are lit last.

Light the candle lighter from matches found in the credence table. Point the flame ahead of you (bell towards you), right hand on the knob for the wick, left hand towards the bottom. Walk at a normal pace, reverence the Altar, step up on the platform, and move in front of the Epistle side candle (right side) to light it; move in front of the Gospel candle, and light it. When done, pull in the taper to snuff the flame, then push it back out so it doesn't melt the wax inside and stick. Return to the center of the Altar, reverence, and turn to step off the platform. Return the candle lighter to its place against corner wall by the door.

Processional: Gather in the Gathering Area. Please speak only in hushed tones while waiting. When the hymn begins (when people are singing), lead the procession down the center aisle at a normal pace. Torch bearers should give the crucifer plenty of room (four or five feet). Wait in front of the Altar long enough for the torchbearers to stop beside you. All three turn left together, the torch bearers stepping together on to the platform in front of the ambo. Place the torches in their stands while the crucifer places the cross in its stand. Sit on the back row as convenient. Please do not slouch or visit with each other while seated.

Gospel Reading: The crucifer collects the lectionary book from the south side of the ambo and waits there. The torch bearers collect their torches, and wait behind the crucifer (don't cross in front of the crucifer, but go to the side to get behind him or her). Carrying the lectionary book in front in a dignified manner, the crucifer proceeds to the front of the Altar at the beginning of the last verse of the gradual hymn. Wait long enough for the torch bearers to stop on either side of you, then immediately move into the middle of the aisle. The deacon or priest will follow you; don't wait at the Altar for him/her. The torch bearers will face each other on either side of (or slightly in front of) the crucifer. Plant your feet, do not sway back and forth. The crucifer should hold the book open and steady in a place the deacon or priest can easily read it. At the end of the reading, move to, and past, the Altar as at the procession. Please remove the lectionary book on the ambo and place it on the table with the sanctus bell.

Peace: Exchange the peace with other lay ministers, but don't leave the platform

to visit with others. The crucifer should be ready to ring the sanctus bell when prompted by the priest .

Offertory: Take up the flagon of water to the Altar, and retrieve the burse and veil from the deacon or priest during the hymn. At the doxology, retrieve the alms from the Altar, and place them in or under the credence table (not on top). Immediately, bring up the lavabo bowl, and towel, to wash the priest's hands.

Great Thanksgiving: The sanctus bell is rung three times at the elevation of bread and wine: after the words of institution, "...in remembrance of me," and after the Great Amen. Strike the bell firmly; don't be shy. What is loud to you may not be discernable to the people. As the priest communicates, come forward with the Lay Eucharistic Ministers: don't make the priest wait. Following Communion be available to help the priest or deacon clear the Altar by coming forward to retrieve things.

Please anticipate what will happen next in the liturgy and be there to assist the deacon/priest.

Recessional: As the hymn begins, gather at the south side of the ambo with cross and torches as at the reading of the Gospel. Do not put out the candles. Unless the hymn is short, proceed to the Altar after the first verse. Pause long enough for the torch bearers to be on either side of the crucifer, then proceed immediately towards the back at a normal pace. The deacon or priest will give the dismissal from the baptismal font; gather to the South of him or her. After the dismissal, crucifer and torch bearers should process behind the small chapel to replace torches and cross.

Candles: The crucifer remains behind to extinguish the candles. Start with the Gospel side (left) first, the Epistle side (right) second. The Paschal Candle is always put out last. The Advent Wreath is last in Advent (assuming there's no Paschal Candle); on Christmas the Christ candle is put out last, (the pink candle, if lit, in reverse order to lighting it). Put out the torches before the Advent candles (and Paschal Candle).

Major Changes:

- Crucifer plays a stronger role in assisting the deacon or priest--not the Lay Eucharistic Ministers.
- No "cattle herding" in front of the Altar.
- "Staging area" for acolytes before the Gospel procession, and the recessional.

- Offerings are collected from the Altar by the priest/deacon.
- Candles are extinguished after the Dismissal.

Epiphanytide, 2007

## Lay Eucharistic Ministers

Dorothy Alley  
Deanna Anderson  
Becky Ball  
Nancy Belnap  
Carly Burton  
Fran Crookston  
David E. Evans  
Susan Fischer  
Betsy Herron  
Betty Johnson  
Zachary Johnson  
Rehana Mirza  
Jean Olsen  
Bill Pitcher  
Pat Pitcher  
Carol Powell  
Lorrin Powell  
Leah Sanford  
Louise Stowe  
Barbara Varner