



LAY EUCHARISTIC MINISTER (1/18/08)
10:30 AM SERVICE with 3 LEMs

If you are reading, you will receive, via email, the copy of your reading, usually by 2 PM Thursday of the week preceding the Sunday service in which you will serve.

It not by Friday noon, please call Eugenia in the Church office.

One of the LEMs normally has a reading. That LEM (LEM 1) should sit on the lectern side of the Chancel.

The other LEMs should be prepared to fill in if the other lector or intercessor does not show up. The LEMs will know before the service if they will need to read.

Prior to service the LEM should check to assure that their reading is in place at the lectern. Also, please be sure to familiarize yourself with the positioning of the unidirectional microphone. The ideal position with the microphone is having the microphone point directly at your mouth when you read. When properly positioned, the microphone picks up your voice nicely as long as you speak into it clearly and with moderate volume. If you need to practice or if you have questions, please arrive early so those issues can be addressed.

Prior to service, LEM 1 moves the elevation box into position at the lectern if needed. If not needed, move the elevation box back from the lectern. Please confer with the other lector (Lay Reader) prior to service as to their need for the elevation box. If the box needs to be moved for the second reading, LEM1 should move the box immediately after first reading, and return to seat.

During the processional, 2 LEMs walk in side by side with the third LEM following behind. During normal months, the LEMs will process behind the choir. When processing, maintain a five to ten foot distance behind the last member of the choir. During summer months when there is not a choir, the LEMs will process behind the Crucifer and Torch Bearers.



Upon arrival at the Chancel, the first two LEMs go up the steps, pause, and reverence the cross at the same time. Then they enter the Chancel pews from the congregational side.



The third LEM goes up the steps, stops, reverences the cross, then proceed to the seat situated directly behind the column.

Remain standing through the Collect of the day.

As soon as the people go to sit, LEM 1 goes to the lectern, pauses for several seconds to allow the congregation to get settled and begins the first reading.

Read with good pace, diction and volume. Also, please refrain from looking up during the reading. At the end of the reading, please pause, look up and with the same volume conclude the reading saying “The Word of the Lord.”

Return to the pew. The congregation recites the psalm.

When another LEM is reading, towards the end of the psalm, the LEM moves to the lectern. When crossing the Chancel, pause, face and reverence the cross, and move to the lectern. Again, please allow yourself ample time if any adjustments need to be made to the microphone or the elevation box. Pause for several seconds to allow the congregation to get settled, and then begin the reading. Following the reading, return to your seat being sure to stop and reverence the cross as you proceed across the Chancel. Return to your seat and remain standing for the Gospel hymn.

After announcements, there will be a call for the Offertory.

At that time the acolytes will approach the rail, and before stepping up into the Sanctuary, will reverence the cross, and proceed to their positions, the server to the Credence table and the Crucifer to the collection plates.

The three LEMs will leave their seats. For smooth transitions, the first two LEMs leave their seats towards the congregational side, meet in the aisle and proceed to the rail.



Before stepping through the rail, reverence the cross. One LEM goes left and the other goes right. The third LEM, seated behind the column will follow the first two LEMs to the rail, reverence the cross, step between the rail and go left. Then stand by the stained glass windows near the flags in the chancel.



After the breaking of the bread and the invitation sentence, “Gifts of God for the People of God”, step forward to the side of the Table to receive Communion.

After the clergy have distributed the elements to those around the table, the Clergy will place the Chalice on the edge of the Table with a purificator. Pick up the Chalice and purificator and follow the Clergy as they distribute the Host at the rail.

The method of distribution with three LEMs breaks the rail into thirds. Using the brass posts as a guide when facing the congregation, the middle section goes from brass post to brass post plus one person on each side of the brass posts. Facing the congregation, one LEM begins from the far left and moves right, stopping before the person outside the brass post. The middle LEM starts to the left at the first person outside of the brass post and moves right finishing at the first person at the other side of the other brass post. The third LEM starts with the person second to the right of the right brass post and completes the rail.

As is always the case with distribution of the elements, there is the need for some attentiveness and flexibility while serving. When families come forward, if possible, have the same LEM serve the family. If there is a shift as one LEM goes to refill or for some other reason, assist as possible to keep the distribution going. If there is confusion about where one began or ended, quiet communication is helpful so the LEMs know what is going on

If there is the need to take communion out to the congregation, one of the clergy will take the elements, and an appointed person in the congregation will assist the clergy with distribution. The LEMs remain in the chancel.

The Rite Two service offers two options when presenting the chalice to people at the rail. You may use either of the following: “The Blood of Christ, the cup of salvation” or “The Blood of our Lord Jesus Christ keep you in everlasting life.” either sentence should be repeated for each recipient.

After each sip from the chalice, wipe the lip of the Chalice with the purificator, turn the Chalice and proceed to the next recipient.

If you need more wine, refill only from the decanter or flagons ON THE ALTAR TABLE. Use your purificator to catch any drops from the decanter and continue with the distribution.

If there is no more wine, let the clergy know so they can consecrate more wine.

For other important recommendations, see “*Tips for Distribution*” section below.

When the distribution is done, check with the clergy to be sure there is no one else to be served. If not and there is wine left in the chalice, there are 2 options for the remaining wine in the chalice. First is consumption, the other is pouring it out on the ground via the pascina in the sacristy. If you do not wish to consume the wine, please leave the chalice and purificator on the altar. If you are able and willing to help consume some of the wine then please do so. Then place the chalice and purificator on the altar.

After the final blessing of the congregation, the Acolytes extinguish the candles and prepare for the recessional. Upon a signal from the Clergy, the Acolytes, lead by the Crucifer, will turn and process towards the rear of the church.

When they turn and leave, two of the LEMs come together, step down through the rail, reverence the cross, turn, and process down the center aisle out of the church. The third LEM will then do likewise. The Clergy will follow. During normal services, wait until the last member of the choir is moving up the center aisle, and then step down and follow the choir at a distance of 5 to 10 feet. During summer months without a choir, follow the Acolytes in the recessional.

Tips for Distribution

When distributing the wine, hold the chalice stem firmly and allow the recipient to guide the cup to their mouth. Your hand should act like a fulcrum on the chalice. Do not let parishioners take the cup from you when they are receiving.

If the recipient wishes to dip (intinct) the bread into the wine, please lower the chalice so they can see what they are doing.

With young children receiving Communion, lower the chalice so the child can see into the cup for intinction. If the child wants to sip from the cup, *hold onto the chalice firmly* as you bring it to the child's mouth. If needed, give them some simple instructions to dip or sip carefully. You may have to ask them to stand in order to receive.

If a person wishes to come forward, but does not wish to partake of the elements, they will cross their arms over their chest. Unless otherwise indicated by the clergy, if the adult or child has their arms crossed over their chest, move to the next person.

You may find a recipient will have their host in their hands and touch the side of the Chalice with the Host before consuming, or they may simply hold the chalice while you say the words of distribution.

You may find a recipient still holding the Host in the palm of their hand, and not knowing what to do next. In that case, pick up the Host, dip it in the Chalice and place the host in the recipient's mouth.

On the rare occasion when the Host is accidentally dropped into the Chalice, or if a strange object is found in the Chalice, there is a long handled spoon on the Credence table. Go over to the Credence Table, remove the item, and set it on a purificator on the table or consume it yourself. Ask one of the clergy for another piece of bread. In the event the recipient does not wait for your return to the rail, and has left, take the Host and consume it yourself.

If the Acolyte is missing for this service, the LEMs should be prepared to handle all the functions of the Acolyte. Please observe well in advance of the need, all the activities and functions of the Acolyte, especially those duties performed at the credence table. If not sure, ask in advance for special training and help.

As to the candles, the Gospel candle, the one on the left (lectern side) should never burn alone. It should be the last to be lighted and the first to be extinguished. In the case of the Pastoral candle when present, it should be the first to be lit before service, but not extinguished after service. The Altar Guild will maintain that candle.

Sanctuary plan for 3 LEM servers

