

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

There are three LEMs assigned to serve at this service.

If you are reading you will receive, via email, the copy of your reading, usually by Thursday morning of the week preceding the Sunday service in which you will serve. **If not by 3pm Thursday afternoon, please call Becky or Bill in the Church office.**

Only one LEM will read a lesson, and it will be the first lesson. You should be seated on the lectern side of the Chancel.

Prior to service be sure to check the elevation box to see if it needs to be pushed back, or advanced to the lectern, and have it properly positioned. Also position in advance the microphone to be directly in front of your mouth.

Prior to service check to assure that your reading is in place at the lectern. Please read with a strong, clear, slow voice into the microphone. When completing the reading, please pause; look up and with some greater degree of volume project "The **Word** of the **Lord**". Please do not finish with a mild and subdued voiced with a fast paced - "thewordoftheLord".

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 should step up to that level, pause, and together reverence the cross then step to the side and enter the Chancel pews from the congregational side. The third LEM will hold in the Sanctuary, and when clear step up to the Chancel level, proceed past the side seats, stop, reverence the cross, then proceed to the seat situated directly behind the pillar.

For the LEM is reading the first lesson, the reader moves to the lectern immediately following the Collect of the day. Pause for several seconds and begin the first reading.

The Psalm is then recited.

If on occasion an LEM is reading the second lesson, begin to move towards the lectern as the Psalm is nearing conclusion. When crossing the Chancel, pause, face and reverence the cross, and arrive at the lectern as the Psalm is being completed. Pause for several seconds and begin the reading. Upon completing the reading, return to your seat, stopping to reverence the cross as you proceed across the Chancel. Upon arrival at your seat, remain standing, as the Clergy and congregation will soon stand 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, reverence the cross, and proceed to their positions, the server at the Credence table and the Crucifer at the collection plates.

The three LEMs should leave their seats, the first two come together and proceed to the rail, and before stepping up into the Sanctuary, reverence the cross, one go to the left and the other to the right. The third LEM, seated behind the pillar will follow the first two LEMs to the rail, reverence the cross, step up into the Sanctuary and proceed to the left. Position yourself on the congregational side of the upper level of the Sanctuary.

Upon the presentation of the Eucharistic elements to the congregation as the “Gifts of God for the People of God”, step forward to the side of the Table to receive Communion.

After presentation of Communion in the sanctuary, 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 present the Host.

This is Rite Two service, and with the presentation of the Chalice, you will then offer the words “The Blood of Christ, the cup of salvation” which should be repeated for each recipient.

After each service to a recipient, and if they take from the Chalice, please wipe the lip of the Chalice with the purificator, turn the Chalice slightly and proceed to the next recipient.

If you find the Chalice near empty, return to the table, replenish with wine, catch any drops from the decanter with the purificator and continue the presentation.

Many recipients do not sip from the Chalice, and prefer to dip (“intinct”) the Host into the Chalice and take Communion in that manner.

In the event an adult is at the rail with their arms crossed over their chest, or in the case of an infant at the rail, and it is indicated that the Chalice is not appropriate, please move to the next person.

With young children receiving Communion, often they are not sure as to how to proceed. Give instructions, and usually have them dip the host in the Chalice. Be sure to lower the Chalice so that they can see what they are doing. You may have to have them stand so as to dip into the Chalice.

You may find a recipient will have their host in their hands and touch the side of the Chalice with the Host before consuming.

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. Use that to retrieve the Host and place it in the recipient’s mouth. In the event the recipient does not wait for your return to the rail, and has left, take the Host from the Chalice and consume it yourself. If a strange object, wrap it into the corner of the purificator until conclusion of the presentation of Communion.

There may be times when the Clergy will go into the Nave to present Communion to a disabled person. When they signal you to follow, take the Chalice to the recipient as if at the rail. At 10:30 AM service, the Communion is taken to the organist and upon arrival hold the Chalice so that the Clergy may dip the host and place into the organist’s mouth.

If there is a significant amount of wine left in the Chalice at the conclusion of Communion, check with the clergy to be sure that there are no more communions to be received. If not, then 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 on the altar. If you are able and willing to help consume some of the wine then please do so. Then place the chalice on the altar. Leave the purificator with the chalice, and place the Chalice on the Table at the approximate place where the vessels are normally situated.

With the final blessing of the congregation, the Acolytes will leave the sanctuary to retrieve the candle attendant and prepare for the recessional.. One Acolyte will return to the sanctuary and extinguish the candles, then return to position outside the rail. Upon signal from the Clergy, the Acolytes lead by the Crucifer will turn and move towards the rear of the church.

When they turn and leave, the three LEMs should also leave for recessional, two together, stepping down to the Chancel level, turning to reverence the cross and the third LEM will follow the first two. Then proceed to the top step of the Chancel. During normal services, wait until the choir has turned and the last is moving toward the rear of the church, then step down and follow the choir at a distance of 5 to 10 feet... During summer months without a choir, follow the Acolytes for the recessional.

If any Acolyte is missing for 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 Paschal 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.