

LAY EUCHARISTIC MINISTER (1/9/08)
8:00 AM 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. **It not by Thursday, please call Becky or Bill in the Church office.**

If you receive the Old Testament reading you will be seated on the lectern side of the Chancel as you will have the first reading. If you have the New Testament, be seated on the pulpit side.

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. Please confer with the other LEM or lector prior to service as to their need for the elevation box. If needed, immediately leave or move the elevation box in proper place for the next reader after first reading and return to seat.

Prior to service check to assure that the readings are 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".

When the bell rings to start the service, the acolyte will leave the sacristy area, and will proceed to the rail opening, reverence the cross, and seat themselves on the lectern side of the Chancel. As the acolyte leaves the sacristy entrance, the two LEMs should hold at the Baptismal Font until the acolyte has completed their reverence, then both proceed to the rail opening together, reverence the cross together, and then proceed to their seats in the Chancel. Enter the Chancel seat from, and sit at the congregational side.

If one of the LEMs 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 a 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. Remain standing for the reading of the Gospel.

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

At that time the acolyte will approach the rail, and before stepping up into the Sanctuary, reverence the cross, and proceed to the Credence table as server. The two LEMs should leave their seats at the congregational side, come together and proceed to the rail. Before stepping up into the Sanctuary, reverence the cross. One LEM goes to the left (LEM 1) and the other LEM to the right (LEM 2). Position yourself on the congregational side of the upper level of the Sanctuary.

LEM1 will retrieve the Offertory plates, and hold them until the ushers have closed the rail and moved the kneeling cushion to center. Then step down to the rail and offer the plates to the ushers and return to the side of the Sanctuary.

Upon indication from the Clergy, the Offertory will be brought forward by the ushers; LEM 1 will step down to the rail, receive the offerings, step up to the front of the table, and elevate the plates to the Clergy. Be careful with the sleeves of the Alb with the Eucharistic utensils. Return to your position.

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 One service, and with the presentation of the Chalice, you may elect to use the words "The Blood of Christ, the cup of salvation" which should be repeated for each recipient. Or you may use the wording "The Blood of our Lord Jesus Christ, which was shed for thee, preserve thy body and soul unto everlasting life. Drink this in remembrance that Christ Blood was shed for thee, and be thankful." If using the later, you should share the words with several recipients. If you end up with one or two at the end, you might then use the first selection.

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 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, do that and present the Chalice to the recipient as if at the rail.

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.

After the final blessing of the congregation, the Acolyte will leave the sanctuary to retrieve the candle attendant. Just as soon as they step down from the Sanctuary, the two LEMs should then move to the center of the rail, step down to the Chancel level, turn to face and reverence the cross, turn again and leave the church through the center aisle. The Clergy will follow. As you process out, the Acolyte will extinguish the candles.

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 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.