



LAY EUCHARISTIC MINISTER 8:00 AM SERVICE

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.**

For the LEM reading Old Testament (LEM1), sit on the lectern side of the Chancel to be ready for the first reading. For the LEM reading the New Testament (LEM 2), sit on the pulpit side.

Prior to service each 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 LEM 2 prior to service as to their need for the elevation box. If the box needs to be moved for LEM2's reading, LEM1 should move the box immediately after first reading for LEM 2, and return to seat.

At the beginning of the service, the bell rings. The acolyte goes out first from the sacristy. The two LEMs hold at the Baptismal Font until the acolyte reverences. The LEMs proceed to the rail opening, reverence the cross together, and then proceed to their seats in the Chancel. For the sake of smooth, unified transitions, the LEMs enter their seats from the congregational side of the pew.



All 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.

Towards the end of the Psalm, LEM 2 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. Upon arrival at your seat, remain standing for the reading of the Gospel.

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

At that time the acolyte proceeds to the Credence table as server.

Again, for smooth transitions, the 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. Go through the rail and LEM 1 goes to the left, LEM 2 goes to the right. Stand by the stained glass windows near the flags in the chancel.



LEM 1 will retrieve the Offertory plates, and hold them until the ushers have closed the rail and positioned the kneelers. LEM1 steps down to the rail, offers the plates to the ushers and then return to the left side of the Chancel.

Upon indication from the Clergy, the ushers will bring up the offertory; LEM 1 steps down to the rail, receives the plates, and hands the plates to the Clergy. Be careful not to knock over the elements with the sleeves of your Alb. Return to your position.

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 present the Host.

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 entire 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 One service offers a variety of options when presenting the chalice to people at the rail. You may use any of the following: “The Blood of Christ, the cup of salvation,” which should be repeated for each recipient; “The Blood of our Lord Jesus Christ keep you in everlasting life,” which should be repeated for each recipient; “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’s Blood was shed for thee, and be thankful” which can be said as you present the wine to several people. If you end up with one or two people at the end, you might then use one of the first two choices.

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 insufficient 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 Acolyte will 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, reverence the cross, and process down the center aisle to the rear of the church. The Clergy will follow. During the procession out, the Acolyte will extinguish the candles.

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.

If lighting 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 8am LEM servers



