

## **Holy Cross Lay Eucharistic Minister Handbook**

### **General**

Be on-time – dressed 15 minutes before the service is scheduled to begin

Be prepared – practice reading the lessons out loud several times. If you are not sure of the pronunciation of a word, do a Google search on the internet. The lessons for each week can be found at:

[www.io.com/~kellywp/](http://www.io.com/~kellywp/)

As you cross in front of the altar, pause and bow on your way to the lectern or altar. Don't cite the chapter and verse of the lesson. Bow at the altar as you return to your seat.

If the service gets out of sequence, or part of the service is inadvertently skipped – just keep going. Follow the lead of the Celebrant.

If it falls pick it up. If a priest drops a wafer they will normally pick it up and eat it. If they don't notice it - pick it up and eat it yourself. If the wine spills on the floor or rail– wipe it up with the purificator. If the wine spills on someone, offer them the purificator to wipe it up.

Turn the chalice frequently. Use the fingers you are holding the purificator to wipe the inside and outside of the chalice.

Use the regular words of administration – “the Blood of Christ, the Cup of Salvation.” Administer the wine as you say the words not afterwards. Don't speak the person's name. Two reasons:

1. It may distract the person
2. It is unlikely you know everyone's name and those that you don't know may feel left out.

Do your best to keep wine and lipstick stains off the cross on the purificator. The Altar Guild will thank you.

**Chalice** - Don't wait until the Chalice is empty to refill it. Take wine from the flagon or cruet (on the altar) and pour more in the Chalice. (Remember that if it is not on the altar, it has not yet been blessed.) After all have received the Eucharist, take your cues from the priest on emptying the Chalice.

**Intinction** – it is much easier for you and the communicant if you tilt the cup slightly towards them. Most will dip the wafer in the wine themselves. Some will have you take it from them, intinct it, and place it on their tongue with the words “Body and Blood of Christ, keep you in eternal life”

**Children** – you may need to kneel down or ask them to stand up at the Altar. You may need to help them intinct the wafer or do it for them. Take your cues from the adult who brings them.

**Blessings** – if someone is not receiving they will cross their arms and you can pass them by or wait for them to move on if you are doing the 11:15 service. The priest will already have blessed them so there is no need for a second blessing.

**Prayers of the People** – Each service is different – note the format prior to the service beginning. Know where you are going to place each specific prayer. Expectant mothers are not ill; don't group them in with the sick unless they are specifically listed with the sick because of complications with their pregnancy. It is not appropriate to add other prayers without the priest's specific permission. Check with the priest if you are unsure of the pronunciation of someone's name.

**Those who can't come to the altar** – Be conscious of people who are physically unable to come to the front or to the altar to receive the Eucharist. The ushers should let you know if someone needs you to bring the Eucharist to them. Usually the priest is aware of this person in attendance and will ask you to follow them into the congregation. If they don't notice this person, quietly point it out to the priest and follow their lead.

**Schedule** - Pam Keown does an awesome job of publishing the schedule several months in advance. If you can't serve as scheduled, please arrange a substitute and contact the church office so the bulletin is correct on that Sunday.

### **8:00 Service**

Candles – light the candles prior to the service. The Pascal candle is lit first and put out last.

Procession: You will go in front of the priest and as you approach the step to the altar – stop and the lector will move to the right and the intercessor to the left. Bow when the priest bows and take your seat. The Intercessor should sit in the chair closest to the congregation and the lector in the chair nearer the altar to make the movement to the lectern easier.

Readings: First reading – announce the specific book with “ A reading from the book of (the prophet) \_\_\_\_\_ ” Conclude with “ The Word of the Lord.” Psalm – announce the Psalm by saying “the Psalm appointed for today is Psalm \_\_\_\_\_ verses \_\_\_ thru \_\_\_ found on page \_\_\_ of the Book of Common Prayer or your insert.” Say how it is to be read – generally responsively by whole verse is easiest, although some Psalms lend themselves to being read responsively by half verse. In unison is least desirable. Second reading – same format as the first reading except announce as “a reading from the (1<sup>st</sup>, 2<sup>nd</sup>) letter to (the) \_\_\_\_\_ (Corinthians, Hebrews, etc.)” (Except Revelation or Acts – “A reading from the Revelation to John” or “A reading from the Acts of the Apostles.”)

Prayers of the People: Unless instructed otherwise by the priest, the intercessor will follow the form in Rite II. Announce the prayers of the people by saying, our service continues with the Prayers of the People using form \_\_\_\_ found on page \_\_\_\_ of the Book of Common Prayer.

Eucharist: At the conclusion of the peace, the lector will move to the credence table and assist as instructed. The intercessor will take their place at the other side of the Altar. Check to be sure the altar rail is in place. The Lector brings the bread box to the priest, waits for the bread to be placed on the paten and then takes the bread box back to the credence table. The Lector then removes the stoppers on the wine and water prior to handing them to the priest. Bring both cruets to the priest. Wine will be used first, then water. Return them to the credence table when the priest has finished and put the stoppers back on. Follow the priest’s lead as communion is administered and stay one or two people behind to avoid crowding at the rail. After communion, go back to your place at the altar and assist as instructed. After the concluding blessing, put out the candles on your side of the altar, the back candles first. Move to the front of the altar rail making room for the priests in the very middle and bow as they bow. Walk together ahead of the priests to the very back of the Sanctuary.

### **9:00 Service**

Processional: Follow the second acolyte who will have the smaller cross. Stop at the step leading to the altar. Lector moves to the right and the intercessor to the left. Bow as the the priests bow and take your seats. Intercessor is in the chair closest to the congregation, lector is in the chair closer to the Altar.

Readings: First reading: announce the reading – “ a reading from the book of (the prophet) \_\_\_\_\_” Conclude with “ The Word of the Lord.” and move to the small seat next to the choir. Psalm: the choir will normally sing the psalm. Second Reading: after the psalm, return to the lectern and read the second lesson using the same format as the first lesson except announce as “a reading from the (1<sup>st</sup>, 2<sup>nd</sup>) letter to (the) \_\_\_\_\_ (Corinthians, Hebrews, etc.).” (Except Revelation or Acts – “A reading from the Revelation to John” or “A reading from the Acts of the Apostles.”)

Prayers of the People: Announce the prayers by saying “our service continues with the Prayers of the People using form \_\_\_\_ found on page \_\_\_\_ of the Book of Common Prayer.”

Eucharist: As the acolyte hands the priest the offering move to your spot at the Altar. The Lector will go the side of the credence table. Check to be sure the altar rail is in place. Give the acolyte plenty of room for assisting the altar preparation. Follow the priest’s lead as communion is administered and stay one or two people behind to avoid crowding at the rail. After communion return to your place at the altar. After the acolytes have extinguished the candles, you will then move to the front of the altar rail as the second acolyte recesses, make room in the middle for the priests and bow as they bow. Walk together following the second acolyte to the back of the sanctuary.

### **11:15 Service**

Procession: Follow the acolyte. Stop in front of the altar step – Lector moves to the right and the Intercessor to the left. Bow as the priests bows and take your seat. Intercessor to the chair closest to the congregation and the lector to the chair closest to the altar.

Readings: After the second song. Lector goes to the lectern and reads the single lesson for this service.

Prayers of the People: The format for these prayers has changed periodically, so check the worship booklet for any format changes before the service. Curtis will issue suggested placements with Mike's review for each new format.

Eucharist: As the acolyte hands the offering to the priest, take your places at the altar. Lector to the credence table side, the intercessor to the other side. Give the acolyte room to assist the priest. After the priests and LEMs have received communion, the priests will move in front of the altar to take the bread to the congregation. Follow them on the outside of the altar rail and take your place being sure to give ample space between yourself and the priests. After all have communicated, return to the altar. The intercessor will help extinguish the candles on their side in unison with the acolyte after the blessing. The Lector and Intercessor will then make their way to the front of the altar rail, allowing space for the priests in the middle. They will bow with the priests and they will recess to the back of the sanctuary.