

## Episcopal Church of the Epiphany Lay Eucharistic Minister Customary

**Before the Service.** If the Paschal Candle is positioned in the chancel, light it first thing when you arrive before you do anything else. Note the location of the fire extinguisher on the wall of the hallway just outside the door of the Sacristy. Make sure all doors are unlocked. Pay particular attention to the handicapped access door, which is easy to forget. Reread the Epiphany Fire Procedures, which are printed on a sheet of paper in the left drawer of the secretary in the narthex and are posted on the wall in the Sacristy. Dress in an alb and cincture. You may wear a cross if you wish.

Turn on the amplifier. Place a bulletin where you will be sitting. Make sure the offering baskets are in place. Make sure the lights are on in the Chancel. The switch is just behind the front railing, near the lectern. Light the candles on the Altar. Light the one on the right first, then the one on the left. (The Gospel never stands alone.) Please be vested and standing in the vestibule by 10:25 AM. We want to start on time at 10:30 AM.

**Processional.** Walk slowly up to the Altar when the priest indicates you should start, usually at the beginning of the second verse of the processional hymn. Stop in front of the Altar and bow your head, then place the cross against the wall leaning against the Tabernacle. If there is not a chair blocking your access to it, you can use the wooden holder.

**Gospel Procession.** When the sequence hymn starts, take the cross and walk down to the lower railing, and turn around facing the Altar. Wait for the priest to pick up the Missal from the Altar, and at that point you should turn around and head toward the third pew. Then turn around and face the Altar. Symbolism: the Gospel means the Good News is brought to the people. If an acolyte is serving, he or she carries the Gospel Book. After the reading and during the hymn, walk past the priest and take the cross back up and place it as you did before. If you wish, you may go sit in a pew for the Sermon, the Nicene Creed, and the Prayers of the People, then return to the Chancel during the Passing of the Peace.

**Offertory.** After the peace, get ready to take the offering baskets to the ushers. Meet them at the lower railing. Hand the baskets to one of the ushers, and then take the elements from them. The ushers should tell you how many people there are to take communion.

**Preparation.** Bring the elements to the Altar. The priest will take them. If the ushers gave you the count, tell the priest, so he can count out the wafers appropriately.

The priest will prepare the bread first and then give you the wafer bowl. Then he will pour the wine. Put the wafers on the shelf.

Pick up the lavabo towel and drape it over your left wrist. Hold the water pitcher with your right hand with the handle facing away from you and the bowl with your left. When he is ready, the priest will take the water, add some of it to the wine, and return the pitcher to you. Hold it in your right hand by the handle. Then he will ceremonially wash his hands: pour a small amount of water over his fingers into the bowl; he will use the towel draped over your left wrist to dry them. Return the water pitcher to the top shelf below the Tabernacle. Remove the towel and place it as well on the top shelf below the Tabernacle.

**Doxology.** During the doxology go down and meet the ushers at the lower railing and take the offering baskets. Bring them to the priest. He will elevate them, bless them, and hand them back to you. Place them back on the lower shelf below the Tabernacle.

**Consecration, Holy Communion, and Sanctus Chimes.** Stand through this portion of the liturgy; it is easier to ring the chime. Remove the mallet from its hanger when the priest starts the Great Thanksgiving and hold it until you have finished chiming. You will be ringing the chime during the sanctification of the elements of the Eucharist:

1. After the priest elevates the host and says "Do this for the remembrance of me." (one time)
2. After the priest elevates the wine and says "Do this for the remembrance of me." (one time)
3. Three times after the Great Amen ("all honor and glory is yours, Almighty Father, now and for ever. **AMEN.**"). This trinitarian chime is at a sedate one second interval (three times, not fast or slow).

**The Breaking of Bread and Invitation.** When administering Communion say: "The blood of Christ, the cup of salvation." Bring the cup up to the person if they are drinking from it. Hopefully they will help guide the chalice; avoid hitting their teeth or spilling it if they don't help. If they are dipping the wafer, hold it low enough for them to see the wine and tilt the chalice slightly toward them. If they hold the bread in the palm of their hand, take the bread, dip it into the wine, and place on their tongue or lips. If the communicant drinks from the chalice, wipe the rim and rotate it approximately 1/8 turn after administering the chalice.

When everyone has received communion, take a moment and look out in the congregation to spot any non-ambulatory persons who may need to receive in their pew. Then stand in front of the Altar and give the chalice back to the priest. If there is a lot of wine left in the chalice, he may ask you to help consume the wine. Ditto for the wafers.

The priest will need the water to wash the chalice and will be giving you back both the wine and water pitchers.

**Dismissal and Recession.** When the hymn starts, extinguish the altar candles. The candle on the left goes out first, and then the one on the right. If the Paschal Candle is present in the chancel, leave it burning until the congregation has departed. Take the cross and go down to the lower railing and turn around. The priest will indicate to you when he is ready to process out. If the hymn ends before you reach the back of the church, don't panic. Walk slowly; this is not a race.

**After the Service.** After you have removed your robe and hung it up, turn off the amplifier. Sign the service book and make sure the lay reader signs as well. Make sure that all doors to the nave are locked. Again, it's easy to forget the handicapped access door. If someone is still in the nave when you're ready to leave, secure their commitment to lock the remaining door on their way out. If the Paschal Candle is positioned in the chancel, extinguish it before leaving, but save it for last.

**Thank you for serving!**