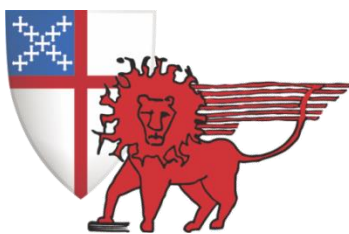


HANDBOOK FOR LITURGICAL MINISTRIES AT

ST. MARK'S EPISCOPAL CHURCH

PORT ROYAL, SC



(Revised November 15, 2023)

PURPOSE

The purpose of this booklet is to provide succinct guidelines regarding the duties of all who prepare for and support Sunday worship services at St. Mark's. The over-riding consideration should be the glorification of God in and through our worship, but we also seek to allow the Celebrant to focus on liturgical matters and to make worship at St. Mark's smooth and seamless. Thanks to volunteers like YOU, worship at St Mark's is and will continue to be meaningful. Instructions generally apply to ALL services, but some are unique to either 9:00 or 11:00 a.m. In the event of questions, please contact Carter Hoyt at carterhoyt@comcast.net or 404-936-5695.

APPLICABILITY

This booklet provides a comprehensive outline of duties for each category of liturgical minister, as well as a summary for each ministry.

Vestry Persons on Duty (VPOD)	Page 2
Fire/Evacuation Plan.....	Page 4
Sacristans	Page 5
Ushers	Page 9
Lectors	Page 12
Acolytes	Page 13
Gospel Bearers	Page 15
Eucharistic Minister (EM)	Page 16
Quick Cheat Sheets	Page 17

ASSIGNMENT PROCESS

Volunteers are given a choice of service dates prior to scheduling by the parish administrator. When the schedule is finalized, it is sent to each person and published, along with a master list of servers, on the St. Mark's website under the Worship tab. Volunteers will receive an email reminder each week, prior to the Sunday service. **If unable to perform a duty, please find a replacement from the master list, and then alert the administrator so the bulletin will be correct.** This notification should be done as early as possible.

VESTRY PERSON ON DUTY (VPOD)

A VPOD is assigned for each Sunday service and for each special service on other Holy Days. The VPOD is the “master-of-ceremonies” for that service and is **responsible for the safety of all congregants, including calling 911 in the event of an emergency**. The VPOD needs to be sufficiently conversant with this booklet so that he/she can monitor and guide, as needed, all the other participants. The VPOD’s focus is on the church building and ensuring that it is open and ready for others as they arrive. As with any position of responsibility, the VPOD should be attuned to where help is needed or to “pitch-in” temporarily if somebody is late or absent. Specifically, he/she will accomplish the following:

9:00 Service

1. Arrive no later than 8:15 a.m. and open the Center. Adjust thermostat as directed on the sign on the wall. Obtain the key to Union Church (9:00 only) from the VPOD box in the closet in the meeting room. That box also contains a key to the Administrator’s office, “Reserved for Usher” signs, bank bags, markers, etc. Bulletins will already be in the church. Leave the Center and the Administrator’s office door unlocked (but closed) and proceed, with the box, to the church.
2. Disconnect one end of the rope barrier on the church ramp and unlock the church via the side door. Close the door behind you and immediately DISARM the alarm (once activated). For instructions on how to arm or disarm the alarm, please contact the Rector at 339-499-8566 or Carter Hoyt at 404-936-5695.
3. Leave the key and the two bank bags on the high table in the Community Room for the VPOD at the next service. Set the thermostat in that room to the seasonal temperature noted by the thermostat.
4. Turn on lights and fans in the sanctuary, setting the altar and middle fans to LOW and the back fan to MEDIUM.
5. Place the VPOD box for the ushers on the right countertop just inside the front door. Unlock **both front doors (notify the Buildings and Grounds Committee if you encounter any latch issues)**. Set the thermostats on either side of the narthex to the seasonal temperature noted by the thermostats.
6. In the Community Room, assemble four (4) love bags, each containing a *Forward Day by Day*, a *St. Mark’s Life & Ministry* pamphlet, a visitor card, and one love loaf. If there are love loaves in the refrigerator, please use those before pulling any frozen loaves. Place the prepared love bags in the lower cabinet below the left countertop just inside the front door.
7. At the time of the announcements, move to the lectern and introduce yourself. Welcome visitors and invite them (do not insist) to introduce themselves (ushers will present love bags). Encourage all to stay for post-service refreshments. BRIEFLY make any other announcements in accordance with the Intra-Parish Communications Guidelines.
8. After worship, ensure that the attendance count has been recorded by the ushers in the red registry book in the Community Room. Help ushers as needed with offering count, also conducted in the Community Room.

9. Ensure, with ushers help, that used bulletins are collected from the pews and placed neatly back on the narthex countertop for use at the next service (when in good condition). Also ensure that there are sufficient bulletins for the 11 a.m. service.

11:00 Service

1. Arrive at the church no later than 10:15 a.m. for the 11:00 service. Ensure that **both of the front doors are unlocked (notify the Buildings and Grounds Committee if you encounter any latch issues)**.
2. Determine the number of remaining love bags in the cabinet below the left countertop and assemble enough to have four (4) for the 11:00 service. Each love bag should contain a *Forward Day by Day*, a St. Mark's *Life & Ministry* pamphlet, a visitor card, and one love loaf. Place the 4 love bags in the cabinet below the left countertop just inside the front door.
3. During the announcements, move to the lectern and introduce yourself. Welcome visitors and invite them (do not insist) to introduce themselves (ushers will present love bags). BRIEFLY make any other announcements in accordance with the Intra-Parish Communications Guidelines.
4. After worship, ensure that the attendance count has been recorded by the ushers in the red registry book in the Community Room. Help ushers as needed with offering and with count, also conducted in the Community Room. Return any remaining love bags to the Community Room, placing thawed bread (NOT the entire bag) in the refrigerator, not the freezer, for use the following Sunday.
5. Ensure that the front and side entrance doors are locked, ALL lights and fans are off, and the thermostats are reset as noted by the thermostats. With the VPOD box and keys, depart via the side door, reconnect the rope barrier on the ramp, and return the VPOD box and keys to the Center closet. If a sacristan is still working at the church when the VPOD departs, the sacristan can set the alarm (once activated) and depart via the side locked door.
6. Set the Center thermostat to temperature noted above the thermostat, ensure Administrator's office door is locked, turn off the lights and fans (check BOTH bathrooms), gather any name tags lying around and place them in the wicker basket. Lock the Center door and depart in peace.

EMERGENCY PROTOCOL

St. Mark's has a trained, volunteer medical response team with members who cover all services. Team members wear nametags with a small red cross. As VPOD, you may be called upon to assist that team in the evacuation of the church in the event of a medical emergency. It is vital to clear the way for the response team, as well as professional EMS personnel, who will care for the ill or injured person. All communicants seated in the pews facing the altar will be evacuated through the front door, down the stairs and away from the doors. Communicants seated in the pews facing each other, as well as the chancel party, will be evacuated through the doors leading to the ramp, then down the ramp and away from the church entrance. Familiarize yourself with how to open both front doors and with the Fire/Evacuation Plan on the next page.

Fire/Evacuation Plan – St. Mark’s Episcopal Church

❖ Emergency egress routes

- Center facing pews and altar participants – exit through the side door to the ramp (due to ramp width, reserve for exiting traffic only)
- Forward facing pews – exit through the main door at the rear of the church
- If either exit backs up or one is blocked by fire, the other exit should be used as needed
- People should exit in a calm, orderly fashion with no talking so that emergency instructions can be heard
- The church green next to the Center will be the assembly location in an actual emergency – care should be taken crossing Paris Avenue and people **be alert to firetrucks** traveling this road to reach the church

❖ Procedure for persons unable to evacuate independently

- Able persons sitting nearby should help those with additional needs
- Individuals anticipating a need for assistance are encouraged to sit either in a center facing pew or the first row of forward-facing pews and should identify someone who can be counted on to assist (request assistance from ushers as needed)
- Individuals who do not require assistance and are not actively engaged in assisting others should quickly evacuate themselves so the exits will be clear for those needing additional time

❖ Method to determine who has evacuated and who might remain in the building

- Ushers will take a count of the congregation early in the service updating with any late comers to aid in accounting for people in the event of an evacuation
- Individuals are asked to notice the people on your pew and try to locate them after evacuation – report anyone missing to the Rector, VPOD or ushers
- Individuals shall provide the VPOD or ushers with their nametags or otherwise provide their name for recording at the assembly point to account for full and safe evacuation

❖ First aid assistance

- Individuals identified and trained to provide emergency aid will have a small red cross identifier on their St. Mark’s nametag

❖ The VPOD for the service has the primary responsibility to dial 911 to report the emergency to the proper authorities. Ushers and other vestry members present should be prepared to do this if they are uncertain the call has been made and provide other support that might be required (such as providing assistance in crossing Paris Avenue and recording names of individuals evacuated).

❖ Rector and Wardens are contact points for further information or explanation of duties under the plan.

SACRISTAN

The sacristan is charged with the care of the sacristy, the church, the sacred vessels, and vestments. There is a single sacristan assigned for each service and the 9:00 and 11:00 sacristans work together at the end of the early service to facilitate the re-set for the 11:00 service. **NOTE TO ALL SACRISTANS:** If you take something from the sacristy to your home to clean it, PLEASE let Carter Hoyt know so that it is not reported missing.

9:00 Service

1. Arrive by 8:15 a.m. in order to be complete by 8:45 or set up on Saturday.
2. Enter the church via the side door (utilizing the key in the lockbox on the railing if necessary). Obtain from freezer two bags of communion bread, each bag containing one large priest host, plus 60 small pieces. Microwave the bread for about 30 seconds.
3. If hangings are in place, simply remove the dust cover from the altar. If not already in place, place hangings on the lectern, the credence table and the altar. Altar linens include the altar pad, the Fair Linen, a corporal and a corporal pad. The second Fair Linen is stored on a marked tube on the right end of the lateral cabinet in the vesting room, along with the lectern falls and any seasonal altar hangings. The calendar on the bulletin board in the sacristy will identify which color lectern fall and service binders will be used on a given day. Any seasonal altar hanging will already be in place.
4. **These items go on the credence table:** large cruet of **fresh** water, two chalices, each with a purificator, lavabo bowl, lavabo towel, small silver dish, pierced silver spoon, and the small bottle of hand sanitizer placed discretely behind the water cruet. Utilize the chalice and lavabo bowl storage bags in positioning the chalices and bowl to minimize tarnish and fingerprints.
5. **These items go on the countertops just inside the front door:** alms basins (on right countertop as you face altar), large cruet of wine and one bag of communion bread and the pyx, with 5-6 gluten-free wafers, on a paten (on left as you face altar). SECURE THE PYX TOP LIGHTLY. Bag of communion bread for the 11:00 service will remain in the zip lock bag but be placed on the second paten which will be positioned on the upper shelf at the rear of the credence table.
6. **On the altar,** place the altar pad and Fair Linen (ensuring ends are even), missal stand, raised to fourth notch from back (utilize supplied cotton gloves in positioning the missal stand so as to minimize tarnish and fingerprints), the seasonal color "Altar Copy" 3-ring binder (ensure correct bulletin has been placed inside and dog-ear upper right corner of each page), two candles with bases (confirm sufficient oil, don't over-tighten, and ensure bottoms of bases are not oily before placing on Fair Linen), corporal and pad, large prayer bowl and mallet and the Gospel book, properly marked to the day's reading (consult service bulletin in binder to confirm Gospel reading). Gospel book is placed UPRIGHT, centered on the front of the altar facing the congregation. Place a small glass of water just behind the prayer bowl.
7. **On the lectern,** place the lectern hanging (color appropriate for the liturgical season) and the "Reader Copy" seasonal color 3-ring binder containing the large print readings for that service.
8. Ensure there is a small amount of water in the baptismal font. The Rector will dispose of it after the Wednesday evening Holy Eucharist.

9. Ensure that each torch has an ample supply of oil and wick height is adequate. Do not over-tighten tops. As with the missal stand, please handle the brass torches with the supplied gloves.
10. Ensure that the taper has an adequate supply of oil.
11. Ensure that all lights in the sacristy and Community Room are extinguished prior to commencement of the service.

Between Services (both sacristans)

The following must be accomplished.

1. Ensure that any **remaining consecrated bread** from the 9 a.m. Eucharist is covered with a purificator and placed on the shelf on the back side of the credence table as a reserve sacrament. In the absence of such consecrated bread (or if there is very little), place about 12 communion wafers in the larger pierced silver bowl and put the bowl, uncovered, on the shelf on the backside of the credence table. Carefully return any bread remnants on the corporal or crumbs on the paten to nature and replace the corporal on the altar.
2. Any **remaining consecrated wine** from the chalices is poured into the piscina (right sink in sacristy) and the chalices are rinsed with water which is also poured in the piscina. Wash chalices with soap and water and dry. Place soiled purificators in mesh bag.
3. Refill large cruets, as needed, with wine and water. Place bagged communion bread on the paten and position it and the large wine cruet on the left (as you face the altar) narthex countertop and ensure that the alms basins are on the right countertop. If the wafers in the pyx were consecrated at the 9am service, place the pyx on the upper left corner of the corporal.
4. When necessary, remove from the binders the service bulletin from any prior service.
5. Replenish oil in torches, altar candles and taper as necessary. Do not over-tighten tops.

11:00 Service

1. Ensure that the credence table is re-set with 2 clean, vested chalices and purificators, the lavabo bowl and towel, the large water cruet, the small silver dish and pierced spoon, and the small bottle of hand sanitizer. The paten, with bagged communion bread, and the wine cruet should be on the countertop by the front door.
2. Check that the altar has the large prayer bowl and striker on the left (facing) side. Ensure that the Gospel lesson is marked correctly and the Gospel Book is placed UPRIGHT, centered on the front of the altar facing the congregation. Ensure there is sufficient drinking water remaining and that wafers and/or consecrated bread, covered with a purificator, are on the back side of the credence table.
3. Ensure that all lights in the sacristy and Community Room are extinguished prior to commencement of the service.
4. **After the service**, any remaining consecrated wine is poured into the piscina and the chalices are rinsed with water which is also poured into the piscina. Wash chalices and water cup with soap and water. Carefully return any bread remnants on the corporal to nature. Any remaining bread on the paten may be consumed or returned to nature. The paten is then wiped clean and returned to the cabinet.
5. Remove missal stand (use gloves) and binder from the altar and place in the designated drawer/cabinet in the sacristy.

6. From the credence table, after all have been cleaned, place the chalices in their storage bags (use gloves or bag), as well as the lavabo bowl in its bag, in the upper left cabinet in the sacristy.
7. The lectern fall may remain in place unless a different seasonal color will be used for the next service, in which case hang the lectern fall on a rod in the lateral cabinet in the vesting room. The credence cover and the fair linen may also remain unless they are soiled. Cover the fair linen with the “dust cover.”
8. Place soiled linens in the mesh bag and the Linens Team member responsible for cleaning will pick up soiled linens after the last service.
9. The VPOD will have locked the exterior doors. With the side door closed and you inside, set the alarm (when activated) (For instructions on how to arm or disarm the alarm, contact the Rector at 339-499-8566 or Carter Hoyt at 404-936-5695). Open door, exit promptly, and ensure that the door closed completely. Reattach the loose end of the rope barrier on the ramp. (To obtain the combination for the lockbox on the church railing, please contact the Rector at 339-499-8566 or Carter Hoyt at 404-936-5695.)



Credence table set-up for all services

Credence table with 2 vested chalices, water cruet, lavabo bowl, towel, small silver dish, slotted spoon, and hand sanitizer. At 9:00, bread for 11:00 is on the back shelf to serve as reserve for 9:00. At 11:00, a veiled paten of consecrated bread from 9:00 (or a small quantity of wafers if no reserve from 9:00) will be placed on back shelf to serve as reserve. Bread and wine to be brought forward by ushers at the offertory are on countertop in back of church.



Altar set-up for all services
Pad, Fair Linen, Corporal and pad, 2 candles with bases, missal stand with altar book,
Gospel (lesson marked), prayer bowl with mallet, torches, and water for Celebrant.



Church, altar, credence table and lectern ready for worship

USHERS

Two ushers are assigned for each service. Plan to arrive no later than thirty (30) minutes prior to the service. Ushers are responsible for greeting, providing bulletins, counting attendance, handing out visitor/newcomer Love Bags, taking the elements forward, collecting the offering, and directing congregants to communion. After the service, ushers record attendance, count and secure the offering, and tidy the sanctuary. The ushers also support the VPOD and the medical response team in the event of an emergency and should be prepared to call 911 if the VPOD is not able to do so.

Ushers, please note that your duties are essentially the same for each service.

Sunday Service

1. Upon arrival before the 9:00 service, **ensure that both front doors are unlocked.** Obtain the name tag rack from the storage closet in the Community Room and set it up on the sidewalk in front of the church, weather permitting. In inclement weather, place in front of the window between the door and the fire extinguisher in the Community Room. Do not block access to the fire extinguisher.
2. Check the countertop to the right of the front door (as you face altar) for two alms basins and the ushers' box containing bulletins, the counter, a key to the Administrators' office, visitor name tags, reserved seating signs, and pens. On the opposing countertop, you will find the pyx (small, covered, round silver box) and communion bread on a paten, and the wine cruet. Four Love Bags will be in the cabinet underneath. The VPOD should already have taken the offering bank bag (for transport to the Center after service) to the high table in the Community Room.
3. Place "Reserved for Usher" signs on back right pew. Be prepared to surrender these spots if church is full.
4. Insert a bulletin into the hymnal at the seat of the acolyte and gospel bearer, marking the opening hymn. Place a bulletin in the middle (Celebrant's) chair as well.
5. Greet congregants and give out bulletins and any other hand-outs. If at any time the supply of bulletins runs short, ask select couples who are regular attendees to share a bulletin.
6. Provide each visitor/newcomer with an adhesive name label and a Sharpie pen to write. Age-appropriate activity packets stored in the cabinet below the right countertop may be offered to children attending the service.
7. **Urge regular St Mark's congregants to sit as far forward as possible.**
8. Close front door at the start of the service but remain in the narthex area to greet late arrivals. Direct them to open seats while readers are changing or during the sequence hymn, but **NOT** during the lessons, Psalm or gospel.
9. Early in the service, take an accurate congregant count that includes late arrivals and service participants.
10. At announcements, give Love Bags to visitors/newcomers who identify themselves. When present, try to recruit age-appropriate children to assist with this.

11. At the offertory, one usher comes forward to the altar with the two alms basins and the other with the elements of bread and wine. Discreetly provide the acolyte with the congregant count so that an adequate supply of bread and wine will be assured. The acolyte will take the elements and each usher then takes an alms basin to collect the offering on his/her side of the sanctuary.
12. When the Doxology (the sung offertory prayer) begins, bring the alms basins to the altar and give them to the acolyte or Celebrant. Stay until the end of the Doxology. Reverence the altar with a bow of the head and return to the rear of the sanctuary.
13. During the Eucharist, at the words, "The gifts of God for the people of God," come forward together to direct congregants to communion from each side of the sanctuary. Note if any desire to receive at their seat and so indicate to the Celebrant as you take communion last.
14. At the end of service, take the alms basins from behind the credence table and transfer the offering to a bank bag. Return the alms basins to the right countertop (after 9:00 service) or leave in sacristy (after 11:00) and, notifying the other usher, place the bank bag on the high table in the Community Room.
15. Record attendance in red registry book in the Community Room, and ready the sanctuary for the next service. This includes taking up bulletins left behind and readying them for the later service (9am usher) or depositing them in the recycle bin in the Community Room (11am usher), disposing of trash, ensuring that hymnals are placed face-fronting, right side up, and fully-seated in the racks, ensuring that three blue and one green hymnal are in each pew rack, along with one prayer book, and returning "Reserved" signs to the VPOD bin and activity packets to the bin in the cabinet. After 11:00 service, return name tag rack to the storeroom.
16. Together, both ushers take the bank bag to the Center for counting, recording, and securing. **There should always be two ushers present while counting the money.** Fill out the slip found in the bank bag, put money and slip in the bank bag and deposit it in the safe next to Parish Administrator's desk. NOTE: If ushers are a couple (married, partnered, etc.), one member of the couple must recruit someone else to sub as counter and those two will sign the deposit slip.

EMERGENCY PROTOCOL

St. Mark's has a trained, volunteer medical response team with members who cover all services. As an usher, you may be called upon to assist that team in the evacuation of the church in the event of a medical emergency. Team members wear nametags with a small red cross. It is vital to clear the way for the response team, as well as professional EMS personnel, who will care for the ill or injured person. All communicants seated in the pews facing the altar will be evacuated through the front door, down the stairs and away from the doors. Communicants seated in the pews facing each other, as well as the chancel party, will be evacuated through the doors leading to the ramp, then down the ramp and away from the church entrance. Familiarize yourself with how to open both front doors and with the Fire/Evacuation Plan on the next page.

Fire/Evacuation Plan – St. Mark’s Episcopal Church

❖ Emergency egress routes

- Center facing pews and altar participants – exit through the side door to the ramp (due to ramp width, reserve for exiting traffic only)
- Forward facing pews – exit through the main door at the rear of the church
- If either exit backs up or one is blocked by fire, the other exit should be used as needed
- People should exit in a calm, orderly fashion with no talking so that emergency instructions can be heard
- The church green next to the Center will be the assembly location in an actual emergency – care should be taken crossing Paris Avenue and people **be alert to firetrucks** traveling this road to reach the church

❖ Procedure for persons unable to evacuate independently

- Able persons sitting nearby should help those with additional needs
- Individuals anticipating a need for assistance are encouraged to sit either in a center facing pew or the first row of forward-facing pews and should identify someone who can be counted on to assist (request assistance from ushers as needed)
- Individuals who do not require assistance and are not actively engaged in assisting others should quickly evacuate themselves so the exits will be clear for those needing additional time

❖ Method to determine who has evacuated and who might remain in the building

- Ushers will take a count of the congregation early in the service updating with any late comers to aid in accounting for people in the event of an evacuation
- Individuals are asked to notice the people on your pew and try to locate them after evacuation – report anyone missing to the Rector, VPOD or ushers
- Individuals shall provide the VPOD or ushers with their nametags or otherwise provide their name for recording at the assembly point to account for full and safe evacuation

❖ First aid assistance

- Individuals identified and trained to provide emergency aid will have a small red cross identifier on their St. Mark’s nametag

❖ The VPOD for the service has the primary responsibility to dial 911 to report the emergency to the proper authorities. Ushers and other vestry members present should be prepared to do this if they are uncertain the call has been made and provide other support that might be required (such as providing assistance in crossing Paris Avenue and recording names of individuals evacuated).

❖ Rector and Wardens are contact points for further information or explanation of duties under the plan

LECTORS

Lectors read the lessons and lead the reading of the Psalm and the Prayers of the People. There are two lectors assigned per service. The first reads the First lesson and leads the Psalm, and the second reads the Second Lesson and leads the Prayers of the People. On Thursday, the church administrator sends to lectors a copy of the service bulletin which contains the weekly readings. Lectors should **practice their readings prior to Sunday**. Some readings contain words and names difficult to pronounce. If you seek help with pronunciation, check the following link: <http://netministries.org/Bbasics/bwords.htm>

Upon arrival at the church, check the binder on the lectern to ensure that the large print version of that day's readings is there. If you are using a large print text of your own, place it in the binder prior to the service. Lectors should not take loose sheets of paper to the lectern. Reverence (bow) at the altar prior to stepping to the lectern. As directed in the Book of Common Prayer, lectors will announce the lesson by saying, "A reading from" and after the last verse, **PAUSE** and then say, "Hear what the Spirit is saying to God's people." No further commentary is necessary.

The lector reading the Psalm will announce the Psalm by number and clearly state how it will be read. The options are 1) responsively by whole verse, 2) responsively by half-verse, 3) by alternating sides of the congregation, or 4) entire congregation in unison, especially if it is a short Psalm.

All lessons, Psalms, and Prayers of the People will be read from the lectern. When leading the Prayers of the People, do not wait for a signal from the Celebrant. Move right into the prayers upon the congregation's completion of the Nicene Creed. If confused about what to read, simply ask ahead of time and/or read what is designated for "The Leader." During the Prayers, anything designated to be read by the "Leader" is read by the Lector, not the Celebrant. If a concluding collect is offered by the Celebrant, remain at the lectern until that collect is completed and the Celebrant offers the Peace.

If one lector is absent, the remaining lector needs to be prepared to assume all lessons, Psalms and prayers. This does not preclude recruiting another person from the congregation if time permits before the service begins.

Reading tips:

1. Rehearse BEFORE Sunday morning. Become familiar with the reading(s).
2. If unsure of pronunciation, check the following link: <http://netministries.org/Bbasics/bwords.htm> or the small booklet pinned to the sacristy bulletin board.
3. **Read slowly**. Let the words sink in. Pause while others turn a page or other noises occur.
4. **Read with sufficient volume** for all to hear. **The microphone at the lectern does not enhance the volume in the sanctuary; it only provides volume for the livestream.**
5. Don't drop your voice at the end of a sentence. It may be the most important part.
6. Enunciate. Do not mumble.
7. Engage with the congregation as you read. You have "arrived" as a lector when the congregation looks at you as you read and not at the bulletin.
8. Make the reading come alive without making it about you.

ACOLYTE

In general, the acolyte is involved in most of the movement phases of the service, including the lighting and extinguishing of candles, the processional and recessional, the Gospel procession, the offertory, the preparation at the altar, and post-communion clean-up.

9:00 & 11:00 Services

Before the Service

1. Arrive a MINIMUM of twenty (20) minutes prior to service start time.
2. Vest in the vesting room, just off of the sacristy. Vestments are in the vestment closet.
3. Check with sacristan to see if there are any changes. Check your seat ahead of time to ensure you have a bulletin and hymnal so you can participate in the service.
4. Ten minutes prior to the start of the service, light the altar candles and torches, **lighting from RIGHT to LEFT (right torch, right altar candle, reverence altar, then left torch, left altar candle)**. Reverence (bow to) the altar each time you cross in front. Return the lighter to its place, retrieve the processional cross and prepare for the processional from back of the church.

Beginning of the Service

1. From the rear of the church, upon receiving the Celebrant's signal, lift the cross high and walk in a dignified manner down the aisle. Pause briefly at the altar - do not bow when carrying the cross (head nod is appropriate) - and then move the cross to its holder.
2. Take a seat to the right of the Celebrant. When there are two clergy, you will sit on a pew or chair on the credence table side.

During first part of the Service

1. Gospel Procession (no Deacon present): At the time of the Sequence Hymn and upon the signal from the Celebrant, in step with the Gospel Bearer, retrieve the torch on your side from its stand and, alongside the Gospel Bearer, process to the transept, turn to face the Gospel Bearer and lower the torch to the floor. Holding the Gospel Book, the Celebrant will read the Gospel and, upon completion, will lead the procession back to the altar at which time you and the Gospel Bearer will reseat the torches and return to your seat.
In the absence of a Gospel Bearer or if a Deacon is present, at the time of the Sequence Hymn, retrieve the cross, return to the front of the altar, facing the Celebrant, and upon the signal from the Celebrant/Deacon, process to the transept, turn around to face the altar and continue holding the cross high while the Celebrant or Deacon reads the Gospel. Upon completion, the acolyte, with the cross, will lead the procession back to the altar, pausing briefly (no bowing) at the altar, place the cross back in its stand, and return to the acolyte seat.
2. Offertory and Preparation of the table for communion: During the offertory, move to the front of the altar to receive the bread and wine from the ushers and then turn to hand them to the Celebrant. Return to the credence table to assist the Celebrant in the "preparation of the table" while the offering is being collected. This includes handing to the Celebrant the chalices and purificators, as well as the large cruet of water (see picture on page 7) and any communion kit. All stoppers should remain on the credence table. Be prepared to assist in washing the Celebrant's hands with the water, lavabo bowl, and towel provided. Then hand the small bottle

of hand sanitizer to the Deacon and/or Celebrant who will return it to you after use. Do not sit down, as the offering will be coming up the aisle. Move again to the front of the altar and take the alms basins (should be stacked) from the usher(s), hand them from the front of the altar to the Celebrant, move to the side of the altar, receive them back from the Celebrant, and place them on the lower shelf of the back of the credence table. Return to your seat.

During Communion (see photo on page 7 for credence table set-up)

1. Prior to the Celebrant's words of invitation to the table ("The gifts of God for the People of God," or some other similar words), the Celebrant will hand a chalice to each of the altar servers. When the Celebrant offers the invitation and invites the congregation to the table, the altar servers will lift what they were given and then return them to the corporal on the altar. Receive communion from your side of the altar and then return to your seat. Be vigilant and available to the Celebrant and the chalice bearers should they need more bread, wine, or the silver dish and spoon to retrieve crumbs from a chalice. A reserve supply of bread is on the shelf on the backside of the credence table.
2. After communion, receive the chalices, paten, purificators and any other items from the Celebrant and place them carefully on the credence table (see page 7 to identify these items). Move slowly and carefully during this process. Cover each chalice with a purificator and the paten with the lavabo towel.

End of Service

1. At the start of the final hymn, retrieve the candle lighter, return to the altar, reverence the altar and extinguish the altar candles, LEFT to RIGHT (left torch, left altar candle, reverence the cross, then right torch, right altar candle). Return the candle lighter, retrieve the cross and return to a position in front of and facing the altar.
2. Upon signal from the Celebrant, turn, hold the cross high and recess in a dignified manner down the aisle.
3. When the final dismissal is offered, return down the side aisle, and replace the cross in its stand.
4. The Paschal Candle, when used, is the first candle lighted and is the last candle extinguished.
5. Return your vestment to the vesting closet and hang it up **neatly, fastening all snaps** and hanging the cincture on one of the pegs on either end of the vesting closet. If the vestment is soiled, please notify Carter Hoyt so that it will be laundered.

GOSPEL BEARER

The Gospel Bearer is responsible for processing in and out with the Gospel and participating in the Gospel procession.

- 1 Arrive in time to vest (minimum of 15 minutes before service). Vestments are located in the vestment closet just off of the sacristy.
- 2 Check the Gospel book on the altar to confirm that the correct lesson for the day is marked. Ensure that a service bulletin and hymnal are at your seat (to the Celebrant's right).
- 3 Prior to the beginning of the service, take the Gospel Book to the rear of the church. Ring the steeple bell about 12 times as the altar candles are being lighted.
- 4 At the opening hymn, process in behind the acolyte (and torch bearers when present) in a slow and stately manner, holding the Gospel book high. Leave sufficient space in the procession to avoid a "stack-up" at the altar. Pause at the altar, place the Gospel book upright, centered on the front of the altar facing the congregation (see page 6), reverence the altar, and take your seat to the Celebrant's left.
- 5 Be prepared to offer clues to and/or support the acolyte if needed during the service. Also, turn pages in the Altar Book for the Celebrant as necessary.
- 6 At the time of the Sequence Hymn, upon the signal from the Celebrant and in step with the acolyte, retrieve the torch on your side from its stand and, alongside the acolyte, process to the transept, turn to face the acolyte and lower the torch to the floor. Holding the Gospel book, the Celebrant will read the Gospel and, upon completion, lead the procession back to the altar at which time you and the acolyte will reseat the torches and return to your seats. **NOTE:** If a Deacon is present, the Deacon will serve as Gospel Bearer, processing out behind the crucifer (acolyte carrying the cross) with the Gospel Book and reading the Gospel.
- 7 Prior to the Celebrant's words of invitation to the table ("The gifts of God for the People of God," or some other similar words), the Celebrant will hand the chalice to one of the altar servers and the paten to the other. When the Celebrant offers the invitation and invites the congregation to the table, the altar servers will lift what they were given and then return them to the corporal on the altar. Receive the bread from the Celebrant and the wine from the eucharistic minister and return to your seat.
- 8 At the recessional, once the acolyte turns with the cross to process out, move to the front of the altar, reverence the altar, retrieve the Gospel book, and follow the acolyte down the aisle. Return the Gospel book to the altar at the end of the service.
- 9 Return your vestment to the vesting closet and hang it up **neatly, fastening all snaps** and hanging the cincture on one of the pegs on either end of the vesting closet. If the vestment is soiled, please notify Carter Hoyt so that it will be laundered.

EUCCHARISTIC MINISTER (EM)/CHALICE BEARER

Two chalice bearers are assigned for each regular service.

Arrive 10 minutes prior to commencement of the service and sit where it is convenient to access the altar. Consult with the other chalice bearer to determine who will administer from each side.

At the words, "*The Gifts of God for the People of God*," approach the altar and, with the other chalice bearer, reverence (bow) and move to your side of the altar to receive the bread and wine from the Celebrant. When the Celebrant moves forward to administer the bread, move into position to the side of and behind the Celebrant. As communicants come forward, holding the chalice securely by the stem with your left hand and keeping the purificator in your right hand below the lip of the chalice, offer the cup saying, "*The Blood of Christ, the Cup of Salvation*." This is the prescribed verbiage in the Book of Common Prayer. Please do not embellish with other wording, the person's name, or other forms of affection.

Some communicants will intinct (dip the bread in the wine). Others will drink from the cup. Be sure to raise or lower the chalice as the height of the communicant dictates. **VERY IMPORTANT - After each person drinks from the cup, wipe both the inside and outside rim with the purificator and turn the chalice one quarter turn.** Some communicants might offer a polite refusal of the wine. This action may be taken by someone who does not want alcohol or by a parent speaking for a child; nonetheless, the words "The Cup of Salvation" are rendered. If at any time a piece of bread or larger crumbs fall into the chalice, ask the acolyte to retrieve them with the spoon and small bowl on the credence table.

If your wine is running low, ask the acolyte for a resupply. The acolyte will simply pour wine from the cruet on the credence table. There is no need for reconsecration as the new wine mingles with the already consecrated wine in the chalice. Be aware also of any congregants who are not physically able to come forward (see also ushers' duties). The chalice bearer should be prepared to accompany the Celebrant to that person's seat.

When you are certain that the administration of the sacraments is complete, give your chalice and purificator to the acolyte and, with the other chalice bearer, reverence the altar and return to your seat.

QUICK CHEAT SHEET: VPOD

1. Arrive no later than 45 minutes prior to service start time.
2. Open Center. Take VPOD box to the church.
3. Assemble love bags. **Ensure that both of the front doors are unlocked.**
4. Serve as coordinator for duties of others, as needed.
5. Make brief announcements.
6. Ensure attendance register is completed.
7. Oversee proper closure and re-set of the church and Center.

QUICK CHEAT SHEET: Sacristan

1. Arrive no later than 45 minutes prior to service start time (or set up on Saturday).
2. Set credence table, altar, and wine table.
3. Set up countertops with alms basins, counter, pyx, bread and wine.
4. Coordinate with other service sacristan.
5. Clean up after service.

QUICK CHEAT SHEET: Usher

1. Arrive no later than 30 minutes prior to service start time.
2. Set up name tag rack. **Ensure that both of the front doors are unlocked.**
3. Set out bulletins, activity packets, newcomer nametags, counter and alms basins
4. Bring wine and bread forward, supply count to acolyte, take up collection and bring it forward.
5. Direct congregants during communion. Be alert for those who will take it seated.
6. Write number in Service Registry in Community Room.
7. Tidy sanctuary.
8. Count and account for plate offerings in bank bag and place bag in safe in Center.

QUICK CHEAT SHEET: Acolyte

1. Arrive a minimum of 20 minutes prior to service start time.
2. Vest in vesting room.
3. Light candles.
4. Lead procession.
5. Lead Gospel procession.
6. At start of Offertory, receive bread and wine; at end, receive alms basins.
7. Serve at credence table, as Celebrant desires. Be prepared to assist Celebrant and chalice bearers during administration of communion.
8. Extinguish candles.
9. Lead recessional.
10. Return cross.

QUICK CHEAT SHEET: Lector

1. Rehearse lesson, Psalm and/or prayers. Check out pronunciation of difficult names.
2. Announce correctly. Do not embellish.
3. Read slowly, distinctly and with sufficient volume. Close lessons with, "Hear what the Spirit is saying to God's people."
4. With Psalm, announce clearly the manner to be read.
5. Sit where there is least disruption moving to/from the lectern.
6. All lessons, Psalms and prayers are read from the lectern.

QUICK CHEAT SHEET: Gospel Bearer

1. Vest in vesting room.
2. Obtain Gospel book and check that correct reading is marked.
3. Ring steeple bell 12 times when acolyte lights altar candles.
4. Follow acolyte in processional.
5. Participate in Gospel Procession.
6. Take communion with altar party.
7. Follow acolyte in recessional.

QUICK CHEAT SHEET: Eucharistic Minister

1. Come forward at invitation, reverence the altar, then move to side of altar.
2. Receive communion and then administer the wine.
3. Verify if any are to receive at seats and be prepared to accompany Celebrant

MANY THANKS FOR YOUR ONGOING COMMITMENT TO THIS VITAL MINISTRY.

NOTES
