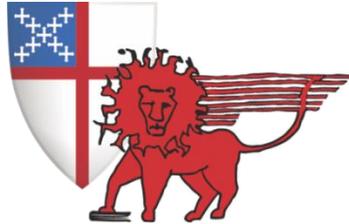


**HANDBOOK FOR LITURGICAL MINISTRIES AT
ST. MARK’S EPISCOPAL CHURCH
PORT ROYAL, SC**



(Revised January 2016)

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 relief of our Rector or celebrant from all but things liturgical prior to worship. Whatever duty is performed has but one purpose and that is to make worship at St. Mark’s smooth and seamless.

APPLICABILITY

This booklet includes an outline of duties for the following members of the Worship Team:

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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, along with email addresses of all volunteers, and published on St. Mark’s webpage. Volunteers will receive a reminder 10 days in advance via “Red Lion Weekly” and an email reminder on the Tuesday before the Sundays of service. If unable to perform a duty as assigned, please find a replacement from the list, and then alert the administrator so the bulletin will be correct. This should be done as early as possible.

St. Mark’s Episcopal Church, PO Box 761, Port Royal, SC 29935 St. Mark’s Center, 1110A Paris Ave. 843 379-1020 Email: stmarksc@gmail.com Webpage: stmarksc.org

VESTRY PERSON ON DUTY (VPOD)

A VPOD is assigned for each service (9:00 and 11:00) for Sundays and for each special service on other Holy Days. The VPOD is the “master-of-ceremonies” for that service. He/She needs to be conversant sufficiently 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 temporarily “pitch-in” if somebody is late or absent. Specifically, he/she will accomplish the following:

9:00 Service

1. Arrive NLT 8:15 a.m. and open the Center. Adjust thermostat. Plug in the two coffee pots in the front room (coffee will be already set up.) Assemble four (4) love bags with *Forward Day by Day*, St. Mark’s brochure and bookmark, a newcomer card with envelope and one frozen love loaf. Obtain the key to Union Church (9:00 only) from the office and get the bulletin box from the closet in the meeting room. (Bulletin box will contain bulletins (common to both services), announcements, visitor name tags, markers, etc.) Leave the Center unlocked.
2. Unlock the church. Close the door behind you and immediately turn OFF the alarm (**Press OFF and then 8232**).
3. Turn on lights, unlock the back door to the ramp and then leave the key on the card table for the VPOD at the next service.
4. Place the bulletin box on the narthex table for the ushers, the love bags on the card table, and the 2 bank bags in the sacristy/museum.
5. At the time of the announcements, move to where you can be both heard and seen and introduce yourself. Welcome visitors and ask them if they desire to introduce themselves (ushers will present love bags). Invite all to stay for education hour and post-service refreshments. Make any other announcements as directed or as needed.
6. After worship, check to see that the attendance count has been recorded by the ushers in the red registry book in the sacristy cabinet. Help ushers as needed with offering count, done in the Center.
7. Ensure, with ushers help, that used bulletins are cleaned up and there are sufficient clean ones for the 11AM service.

11:00 Service

1. Arrive NLT 10:15 a.m. for the 11:00 service.
2. Determine the number of love bags that remain from the earlier service and assemble enough to have four (4) for the 11:00 service. (Love Bags should contain *Forward Day by Day*, St. Mark’s brochure and bookmark, a newcomer card with envelope and one frozen love loaf.)
3. Take additional love bags to Union Church and place the love bags on the card table and ensure bulletins and announcements are on the table in the narthex. The card table will also have the two alms basins, the counter and the bread and wine.
4. Be proactive to ensure that all the parts and pieces are coordinated prior to worship.
5. During the announcements, move to where you can be both heard and seen and introduce yourself. Welcome visitors and ask them if they desire to introduce themselves (ushers will present love bag). Invite all to join for refreshments. Make any other announcements as directed or as needed.

6. After worship, check to see that the attendance count has been recorded by the ushers in the red registry book in the sacristy cabinet. Help ushers as needed with offering and count.
7. Wait on the sacristan to clean up and assist if necessary in the “reset” of the building to its Museum configuration.
8. Ensure that back door is locked, ALL lights and fans are off, and the thermostat is reset to its original setting (if needed). Then CLOSE the front door (you are inside), **set the alarm to “AWAY” and 8232.** Open door, exit, close door and lock.
9. Return to the Center and hang the church key back behind the door in the administrator’s office. Assist in the clean-up from refreshments if needed. Secure trash bag(s) and deposit in the garbage container on the back deck.
10. Set the Center thermostat to UNOCCUPIED temperature, 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.



Church configuration after the 11:00 service

The Episcopal flag and St Mark’s banner are stored in the sacristy/museum. The American flag is on its own right of the altar area. The altar table and lectern and base are on the left side by the window, with the cross and candle lighter in holders. The credence table becomes the lectern and is centered in front of the wall cross. The “Museum” sign is posted on the door by the piano. All other items for worship are stored and locked in the cabinet in the sacristy/museum.

SACRISTAN

The sacristan is charged with care of the sacristy, the church, the sacred vessels and vestments. The sacristan performs the altar set-up and furniture movement, as needed, to transform Union Church from a Museum posture to Episcopal worship. There is a single sacristan assigned for each service and they work together at the end of the early service to facilitate the re-set for the 11:00 service.

9:00 Service

1. Arrive by 8:15 AM in order to be complete by 8:45 AM, or you may set up on Saturday afternoon after 3:00 p.m.
2. Enter the Center (be prepared to use the key box. (Code is -- *N D E*) and obtain 6 round communion loaves. Microwave the bread for about 30 seconds.
3. Collect the mesh bag hanging on the door of the vestment closet containing clean purificators and corporals.
4. Once the church is opened (see VPOD instructions for opening), move the credence table to its proper position and move the altar centered upon the cross. Move the lectern and base to the center of the aisle. Place the Episcopal flag by the door closest to the piano and the St. Mark's banner nearest the other door from the sacristy. The American flag remains in its base. Remove the "MUSEUM" sign from the door.
5. Place hangings on the lectern, the credence table and altar. Altar linens include the pad and the Fair Linen. The Fair Linen and pad are on the shelf so-marked in the locked cabinet in the sacristy.
6. Open the cabinet (**combination is 923**). These items go on the credence table: large cruet of water, 2 chalices each vested with a purificator, small cruet of wine, gluten-free wafers in pyx (if there are less than 4 wafers, then put 2 unconsecrated wafers in the small glass bowl), lavabo and towel, spoon and bowl. These items go on the card table in the back: alms basins and counter, large cruet of wine and 3 loaves in paten. Extra bread (3 loaves for the 11:00 service) will remain in the zip-lock bag and be placed on the shelf at the rear of the credence table.
7. On the altar place the altar pad and Fair Linen (ensuring ends are even), missal stand with a 3-ring binder, 2 candles, corporal, prayer bowl and mallet and the Gospel book, properly marked to the day's lesson.
8. On the lectern place the lectern hanging and the other 3-ring binder containing the large print copies for both services.



Altar set up for 9:00 & 11:00 service

Between Services (both sacristans)

The following must be accomplished.

1. Clean the chalices and patens and ensure that remaining wine or bread is consumed or returned to nature. Check purificators to see which ones may be re-used for the 11:00 service. Carefully return any bread remnants in the corporal to nature and replace the corporal on the altar.
2. Refill large cruets, as needed, with wine and water. Place 3 unconsecrated loaves in the paten and relocate the bread and the wine (large cruet) and place them with the alms basins and the counter on the card table for the ushers.
3. Place any remaining consecrated bread from 9AM Eucharist in the zip lock bag and place it on the shelf beneath the credence table.

11:00 Service

1. Ensure that the credence table is re-set with 2 clean and vested chalices, the lavabo bowl and towel, the silver bowl and spoon and the large cruet of water. The paten with 3 loaves and the wine in the large cruet should be on the card table in back.
2. Check that the altar has the prayer bowl and striker on the left (facing) side. Ensure that the Gospel lesson is marked correctly. The Gospel Bearer will have the book for the processional at 11:00. Also, the small cruet and pyx should be on the altar, having been consecrated at the 9AM service. .
3. After the service, clean the chalices, the patens and the corporal, ensuring that any consecrated bread is returned directly to the ground. The chalice may be cleaned with bottled water provided or with water obtained from the bathroom. A plastic pitcher and a rinse bowl are provided. Likewise, all water used for that purpose will be poured directly into ground
4. Remove lectern, credence table and altar coverings. Roll the altar Fair Linen on the cardboard roller provided and store on the shelf of the closet in Union Church. All the other coverings are also stored in the church closet.
5. Remove candle holders and candles, prayer bowl/mallet, missal stand and Gospel from the altar and place in the marked spaces in the locked cabinet.
6. From the credence table, after all have been cleaned, place the chalices in their brown storage bags, the lavabo and silver bowl/spoon, and cruets all in the places indicated in the cabinet.
7. Place soiled purificators or corporals in the mesh bag and return it to the Center (vestments closet). Make a note in the notebook of how many were placed in the bag for the person who launders them.
8. Ensure that the red 3-ring notebooks and the service registry are also in the cabinet. Lock the cabinet.
9. Move the Episcopal flag and St. Mark's banner to the sacristy and move the altar table to a position near the window. The American flag remains in its base. Place the credence table in front of and centered upon the wall cross.
10. Tell the VPOD that you're finished so he/she can secure the building. See below Page 6) for set-up and also page 3 for museum set up.



Credence table set up for 9:00 AM

Credence table with 2 vested chalices, water, small cruet (consecrated after 9AM service) lavabo and towel, silver bowl and spoon. Consecrated bread from 9:00 service will be place on credence table shelf. Bread and wine to be brought forward by ushers at the offertory are on card table in back. For the 11:00 service, the small cruet and pyx (now consecrated) are placed on the altar prior to the service.

USHERS

Two ushers are assigned for each service. Plan to arrive NLT 20 minutes prior to the service. By that time the bulletins, love bags, announcements and card-table will have been set up. The ushers are responsible for greeting, providing bulletins, taking the elements forward, conducting the offertory, directing congregants to communion, counting and recording attendance, and counting and securing the offertory after the service,

Usher's please note that your duties are virtually the same for each service. The only small difference is that there is now a common bulletin for both services.

9:00 and 11:00 Services

1. Upon arrival ensure that the name tag board is displayed outside.
2. Check bulletins and insert announcements.
3. Greet congregants and provide with service bulletins and any other hand-outs.
4. Check the card-table for 2 alms basins and the counter. Ensure an accurate count that includes late arrivals and participants in the service.
5. **Urge regular St Mark's regular attendees to sit as far forward as possible.**
6. Close door at the start of service but be aware of late arrivals. Greet and count and be prepared to seat them at an appropriate time (NOT during the lessons, psalm or gospel). They may be seated while readers are changing or during the sequence hymn.
7. At the offertory come forward to the altar with alms basins and the bread and wine. Either the celebrant or an acolyte will take the elements. Proceed to take up the offering.
8. At completion when the Doxology is played, come forward with alms basins to the altar and give them to the acolyte or celebrant. Reverence the altar and return to your seat.
9. During the Eucharist at the words, "The gifts of God for the people of God," come forward down the center aisle and offer direction to congregants to go forward. Note if any desire to receive elements at their seat and so indicate to the celebrant as you take communion, last.
10. At service completion, with the VPOD if necessary, put the collection in the bank bag, and **go to the administrator's office in the Center to count the money with the door closed.** Fill out the slip that is in the bank bag, put money and slip in the bank bag and deposit it in the safe behind the door.

ACOLYTES

In general acolytes are involved in most all of the movement phases of the service, including the initial lighting of the candles, the processional, the Gospel procession, the offertory, the preparation at the altar and post-communion clean-up, and finally the recessional and extinguishing the candles. An acolyte, when properly trained, provides the visible yet seamless link of activity for our worship services. Attention to proper procedures should never be taken lightly.

9:00 & 11:00 Services

Before the Service

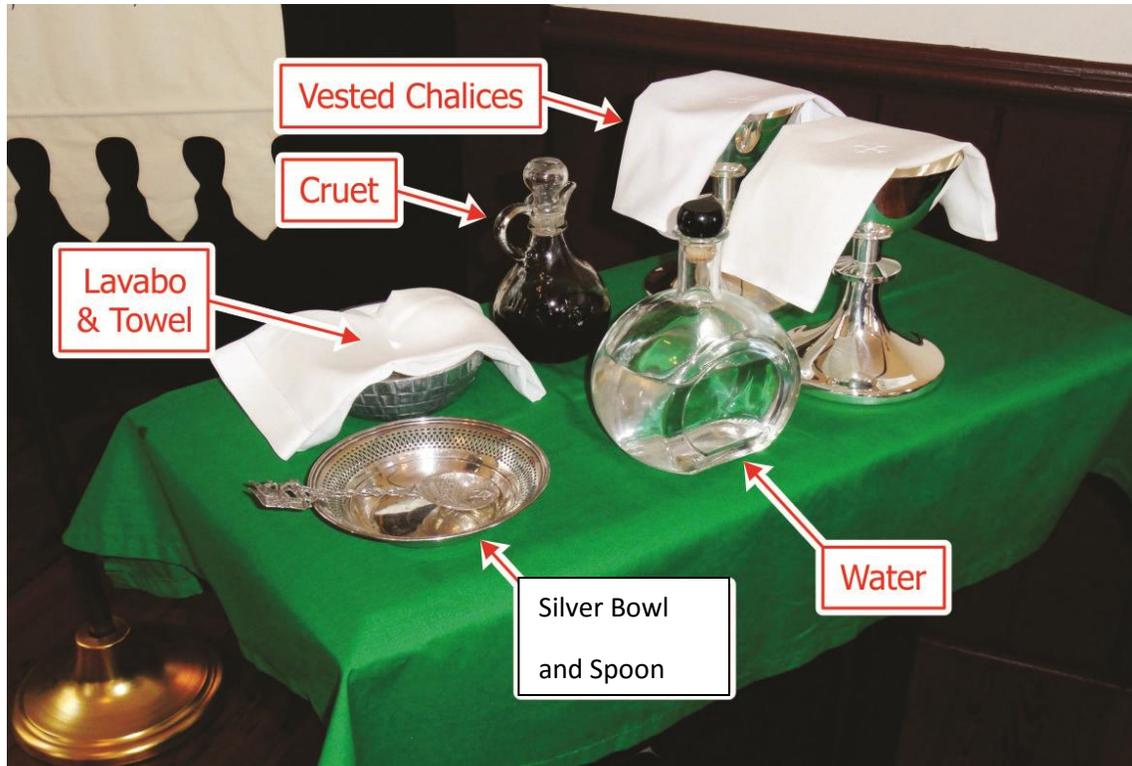
1. Arrive a **MINIMUM** of 20 minutes prior to service start-time.
2. Secure your vestments at the Center and make your way to Union Church
3. Check with sacristan to see if there are any changes. Check your seat ahead of time to be sure you have a bulletin and hymnal so you can participate in the service.
4. Upon celebrant's signal, light the altar candles, **light from RIGHT to LEFT**. 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, along with the Gospel bearer, await the celebrant's signal during the first hymn. Upon the signal, lift the cross high and walk in a dignified manner down the aisle leading the procession. Pause briefly at the altar -- do not bow when carrying the cross -- and then move the cross to its holder at the side of the church.
2. Take a seat to the right of the celebrant. When there are two clergy, you will sit at the side near the processional cross holder.

During first part of the Service

1. Gospel Procession: At the start of the Sequence Hymn, move directly to the cross, return to a position **FACING** the altar and await the celebrant's signal to process into the congregation. Turn on signal and holding the cross high and pointed straight, process in a dignified manner to a position nearly three-fourths of the way back down the aisle, turn and face the altar again. You will be followed by the Gospel Bearer and the celebrant. During the reading, remain still while the celebrant reads the Gospel. At the end of the reading, the Gospel Bearer will turn aside and allow you to process back to the altar leading the Gospel Bearer and the celebrant. As before, pause at the altar (do not bow) and move the cross back to its holder. Take your seat for the sermon/homily.
2. Offertory: During the offertory, you will receive the bread and wine from the ushers and hand them to the celebrant. You should also be prepared to pass items from the credence table to the celebrant (preparation of the table) while the offering is being collected. These actions include passing one chalice and purificator and passing, in order, the small cruet of wine, and the large cruet of water. (see picture on next page). All stoppers should remain on the credence table. Be prepared to assist in washing the celebrant's hands with the water, lavabo and towel provided. Do not sit down, as the offering will be coming back down the aisle. Take the alms basins (should be stacked) from the usher(s) and hand them from the front of the altar to the celebrant. Move then to the side of the altar, receive them back from the celebrant and then place them on the floor near your seat. Return to your seat.



Credence table with 2 vested chalices, water, small cruet (consecrated), lavabo and towel, silver bowl and spoon. Consecrated bread from 9:00 service is on credence table shelf. Bread and wine to be brought forward by ushers at the offertory are on card table in back.

During Communion

1. Participate in the service. Be prepared to respond to any of the celebrant's needs. At the time of communion, take communion at your side of the altar with one of the lay ministers/chalice bearers and then return to your seat.
2. After communion, receive chalices, patens, purificators, and any other items from the celebrant and place them carefully on the credence table (see picture above to identify these items). Move slowly and carefully during this process.

End of Service

1. At the start of the final hymn, proceed directly to the cross, retrieve it and return to a position in front of and facing the altar.
2. Upon signal from the celebrant, turn, hold the cross high and process in a dignified manner down the main aisle.
3. When the final dismissal is offered, return down the side aisle, replace the cross in its holder and extinguish the altar candles from LEFT to RIGHT. Do not appear to be in a hurry.
4. The Paschal Candle, when used, will be extinguished when the last worshipper has departed.
5. Return your vestments to the Center and hang them up neatly. Depart in peace.

LAY READERS

Lay Readers read the lessons, the psalm and the Prayers of the People. There are two readers assigned per service. The first reader reads the first and second lessons (normally Old and New Testament) and the second reader leads the psalm and the Prayers of the People. Lay readers should obtain and practice their readings prior to Sunday. The Episcopal Lectionary is at the following address: <http://www.lectionarypage.net/>. The lessons appointed for the day are also included in the service schedule.

Upon arrival at the church, check the red notebook on the lectern to ensure that the lessons/prayers are there. If you are using a large print text of your own, place it in the book prior to the service. Readers should not take loose sheets of paper to the lectern. Readers will announce the lesson, as directed in the BCP: “A reading from” and after the last verse, **PAUSE** and then say, “*The Word of the Lord.*”

Psalm readers will announce the psalm by number and clearly state how it will be read. The options are generally 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.

Readers will read the lessons and psalms from the lectern. The Prayers of the People may be read from the lectern or led from your seat within the congregation. 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 the confession follows (especially Form VI, BCP-392-3), pause briefly and begin to lead the congregation.

If one reader is absent, the remaining reader 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:

- Rehearse before Sunday morning.
- Pronounce clearly and correctly.
- If unsure of pronunciation, check the following link: <http://netministries.org/Bbasics/bwords.htm>
- **Read slowly.** Do not be afraid to pause where necessary.
- Look up at the congregation as you read. You have “arrived” as a lay-reader when the congregation looks at you as you read and not at the bulletin.
- At the end of the lesson, **PAUSE**, and then close with: “The Word of the Lord.” .

GOSPEL BEARER

The Gospel Bearer is responsible for processing in and out with the Gospel and processing and holding the Gospel Book during the Gospel reading. Gospel Bearers are vested.

- 1 Arrive in time to vest. Vestments are located in the Center.
- 2 Check the Gospel Book on the altar and ensure that the correct lesson for the day is marked. At this time, obtain a service bulletin and hymnal to leave at your seat (to the celebrant's left) since you will be part of the processional.
- 3 Prior to the beginning of the service, stand at the rear of the church with Gospel Book in hand with the acolyte. Ring the steeple bell as the altar candles are being lighted. The number of rings could be 9 or 11 (the hour), or 12 (disciples) or whatever is needed to quiet the congregation.
- 4 Process in at the opening hymn, following the acolyte in a slow and stately manner, holding the Gospel over your head. Halt at the altar, reverence the altar and place the Gospel in the center front of the altar.
- 5 Move directly to your seat and continue with the service. Be prepared to offer clues to the acolyte if needed during the service.
- 6 At the start of the Sequence Hymn, the acolyte faces the altar with the cross. Remain singing until the celebrant begins to move and then secure the Gospel and process behind the acolyte to midpoint in the center aisle. Turn around so that you are facing the celebrant.
- 7 The celebrant will take the Gospel from you, announce the reading and then return for you to hold while during reading.
- 8 At the end of the Gospel reading, the celebrant will return the book to you.
- 9 Move to one side, allowing the acolyte to begin to return to the altar. Follow the acolyte back in the same manner (book held high), return the Gospel Book to the altar, reverence the altar and return to your seat.

LAY EUCHARISTIC MINISTERS/CHALICE BEARERS

Two chalice bearers are assigned for each regular service. Arrive in time to ensure that your ‘partner’ is there and sit where it is convenient to access the altar. Decide who will administer which side of the church.

At the words, “*The Gifts of God for the People of God,*” move to the center aisle and approach the altar and reverence (bow). Move to the right or left of the altar to receive both the bread and wine from the celebrant. With one chalice on the altar for the Eucharist, the second chalice is filled by the celebrant. Move into position once the celebrant begins to administer the bread.

When administering the chalice (BCP-338), say as a minimum: “*The Blood of Christ, the Cup of Salvation.*” Be aware that members may react differently to the chalice:

1. Some sip when administered by you. They may assist, or they may want you to tip the chalice. Be sure to wipe the edge with the purificator AND then rotate the cup approximately 90 degrees
2. Others may dip the bread in the wine. Depending upon the height of the congregant, you may have to tilt the chalice carefully in order for him or her to see the surface of the wine. It is helpful, since you do not have to wipe the cup, to ensure that the purificator is between the edge of the cup and the person’s body. This action precludes dripping wine onto the floor. Be attentive also for pieces of bread that may collect on the surface of the wine. Move to the credence table and use the spoon and bowl provided to remove them. Technically, since the congregants who dip are receiving the body and blood together, appropriate words might be “*The Body and Blood of our Lord Jesus Christ keep you in everlasting life.*”
3. Some might offer a polite refusal. This action may occur by someone who does not want alcohol or by a parent speaking for a child.

Keep an eye on the congregation coming forward and what is left in your chalice. There will be some consecrated wine in the small cruet on the altar. The sacristan may help you with this. Be aware also of any congregants who are not physically able to come forward (see also ushers’ duties) and one 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, you may consume all or some of the extra wine (personal decision) and hand the chalice with the purificator vested on top, back to the celebrant.

Both LEM’s/Chalice Bearers should then return to their seats after reverencing the altar.

QUICK CHEAT-SHEET: VPOD

1. Open Center and church
2. Assemble love bags
3. Pick up bulletins and announcements
4. Serve as coordinator for duties of others, as needed.
5. Make announcements.
6. Ensure attendance register is completed
7. Ensure proper closure and re-set of the church and Center

QUICK CHEAT-SHEET: Sacristan

1. Arrive 45 min prior to service
2. Bread from Center (9:00 only)
3. Unlock cabinet (923)
4. Set credence table
5. Set altar
6. Flags and banner in place
7. Set card table with alms basins, counter, bread and wine
8. Coordinate with other service sacristan
9. Clean up after 9:00 and 11:00
10. Reset Church to Museum venue after 11:00.

QUICK CHEAT-SHEET: Usher

1. Arrive 20 min prior
2. Bulletins, announcements, counter and alms basins
3. Bring wine and bread forward and take up collection and then bring it forward.
4. Escort congregants during communion. Be alert for those who will take it seated.
5. Write number in Service Registry
6. Account for plate offerings in bank bag and place bag in safe in Center.

QUICK CHEAT SHEET: Acolyte

1. Vest
2. Light candles
3. Lead processional
4. Lead Gospel procession
5. At start of Offertory receive bread and wine; at end receive alms basins
6. Serve at credence table, as celebrant desires.
7. Lead recessional
8. Extinguish candles

QUICK CHEAT-SHEET: Lay Reader

1. Rehearse lesson, psalm or prayers.
2. Announce correctly
3. Read slowly and distinctly. Close lessons with “The Word of the Lord.”
4. With psalm, announce clearly the manner to be read.
5. Sit where there is least disruption moving to/from the lectern

QUICK CHEAT SHEET: Gospel Bearer

1. Obtain Gospel book and check that correct reading is marked.
2. Ring steeple bell upon celebrant’s signal.
3. Follow acolyte in processional
4. Follow acolyte in Gospel procession and support Gospel reading by celebrant.
5. Take communion with altar party.
6. Follow acolyte in recessional

QUICK CHEAT SHEET: LEM

1. Ensure you have a partner, left and right sides of congregation.
2. Come forward at invitation.
3. Receive communion and then administer the chalice
4. Verify if any are to receive at seats and be prepared to accompany celebrant.
5. Consume elements (optional) and return vested chalice to celebrant

NOTES
