

Lay Eucharistic Ministry

St. Thomas Episcopal Church

Depoartment

(or, ways that your manner, posture, carriage, bearing, demeanor, movement and behavior will reflect a worshipful attitude, be an example and encouragement to parishioners and fulfill your ministry.)

The clergy and laity called to worship ministries are always worship leaders, whether they are 'in the spotlight' or not. Everyone who is vested sets the tone for, and provides the primary examples of, Christian worship to all who attend St. Thomas.

1. Those who minister in the Chancel and Altar should be heard and not seen. Gestures, postures and behaviors which might draw attention to you are to be avoided.
2. Your focus - visual, aural, physical and spiritual - should be on the Liturgical action of the moment. Examples: during the Readings one's internal and external concentration will be on the Proclamation of the Word; during the Eucharistic Prayer, one's mental, physical and spiritual self will be focused on words and actions at the Altar.
3. Be prepared. Before worship, look carefully at the liturgical bulletin; go over in your mind your assigned duties and how you will fulfill your ministry. If you serve at both the 8 and 10am Liturgies, remember which Rite you will be participating in, and adjust responses accordingly.
4. Prepare your Prayer Book, hymnal and other worship resources before worship. Mark your hymnal with the day's hymns and your Prayer Book for the Prayers of the People, etc. Get rid of bulletin material not necessary for worship.
5. Know the perennial parts of the Liturgy which include congregational participation such as, the Collect for Purity, Nicene Creed, Confession, Sursum Corda, etc.
6. Pay attention and anticipate. So far as possible, focus on the current Liturgical action and think forward to the next action, especially when you will be involved.
7. What we don't/do is as important as what we do. Avoid direct eye contact with worshippers. Do not engage in idle conversation before or during worship.
8. When serving as a LEM you are always a leader of the verbal and physical responses.
9. The surest way to draw attention to oneself is through ill-timed and/or inappropriate movement. This is usually avoidable. The general rules are:
 - move when some other movement is taking place;
 - move with others;
 - move when the congregation is otherwise occupied, such as during a hymn.

Except in cases of urgency, it is usually the case that one must wait for the appropriate time to move; this is as it should be.

LAY EUCHARISTIC MINISTER

"PROCEDURES FOR SERVING THE CHALICE"

10:00AM SERVICE

1. Please be vested and ready 10 minutes before the service begins.
2. Please wash your hands well before the service.
3. You will follow behind the choir during the procession, keeping a 2-pew interval. Reverence the altar before going to the appropriate seating in the chancel.
4. At the offertory:
 - a. If you are not part of the choir, come to the altar with the clergy. The two lems quickly move together with the clergy to reverence the altar at the same time and move quietly and quickly to the lectern side of the altar. Move to stand in line with the acolytes. Face the altar with hands folded slightly above your waist during the eucharistic prayer

LINE UP TO REVERENCE THE ALTAR BEFORE ENTERING THE SANCTUARY:

LEM – PRIEST – CELEBRANT – DEACON – LEM

- b. If you are a member of the choir, come to the altar immediately after the choir finishes the anthem. The two lems move together to reverence the altar at the same time and move quietly and quickly to the lectern side of the altar, lining up with the acolytes. Stand facing the altar with hands folded slightly above your waist during the eucharistic prayer.
5. After receiving communion, one lem will immediately serve the acolytes standing with him/her, and the second lem will move to the other side of the altar and serve the acolytes waiting to receive the chalice.
6. As you serve each communicant be sure to wipe the rim of the chalice clean of any lipstick, etc. With the smooth side of the purificator, turning the chalice 1/4 turn to offer a different side of the chalice to the next communicant. Try to use a different portion of the purificator time.
7. Wine stains on the needlework of the purificators are nearly impossible to get out. Fold the purificator with the needlework inside the fold to avoid that problem.
8. As you offer the chalice, hold it firmly with whichever is your prominent hand. Even though a communicant may take the chalice into his/her hands, do not release it completely. While allowing them to move it to their lips, you maintain control of it.
9. When you offer the chalice, you will say "the blood of christ, the cup of salvation". The communicant might say "amen" and then take the cup.
10. When you come to an individual with arms crossed in front of his/her chest, this indicates to the lem that they are not able to consume the wine.
11. You may, however, stop in front of that person, slightly raising the chalice in front of him/her saying "the blood of christ, the cup of salvation". I prefer this to totally ignoring the communicant by brushing past them.

12. When a communicant receives by intinction, it is preferred that you take the host with your thumb and forefinger, dipping the tip of it into the sacrament and carefully placing it onto the tongue of the communicant. However,
13. Some may insist on dipping the host into the sacrament themselves. Lower the chalice so that the person can see inside the rim of the cup and move the cup as you need to in order to avoid their fingers going into the sacrament.
14. The rate at which you move down the altar rail depends on your level of confidence. Too quickly and you might spill. Try to move quickly but calmly & safely.
15. If you or the communicant spills some of the sacrament, don't panic - just use your purificator to blot up the spill. Get the attention of the assisting priest to help you. If the spill is on the front of the communicant, allow him/her to wipe the spill. There are extra purificators in the burse.
16. The acolytes will stand on either side of altar for you to replenish your chalice as you have need. Hold your chalice up to the cruet with your purificator under the lip of the cruet. Once the pouring is finished, wipe the lip of the cruet.
17. If you are unable to see a person's mouth because of a hat rim, etc, quietly ask the person to raise her/his head so that you can see adequately. If you cannot see his/her mouth, you will very likely spill the sacrament down the front of him/her!
18. If a kneeling child is too short and below the altar rail, ask the child to please stand so that it is easier to put the chalice to his/her lips.
19. Once everyone has been communicated, take your chalice and purificator to the credence table. We do not consume the remaining sacrament.
20. Return to your seating in the chancel, waiting for the post-communion prayers. Move together to outside the altar rail, turn and reverence the altar before moving to your seats.
21. The lems step into the recessional immediately after the last choir member and just before the gospel book bearer.
22. After you have removed your vestments, please go over to the parish hall and greet visitors and newcomers. They might remember seeing you serving at the altar and your welcome will be meaningful to them.