

Customary for Lay Eucharistic Minister

(LEM Instructions & Processes, January, 2025)

("as you eat this bread and drink the cup, you proclaim the Lord's death until he comes." - 1 Corinthians 11:26)

As a LEM, you will never be a perfect LEM, but nobody expects you to be perfect, but they love you and are pulling for you. Thank you for Serving as a LEM!

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LEM INSTRUCTION SUMMARY

LEM INSTRUCTION SUMMARY, start & during Service

IMPORTANT: Substitutions: *Scheduled LEMs are responsible for finding substitutes. DO NOT assume automatic coverage by LEMALT.*

15 minutes before start of Service: Crucifer & Torch Bearers

- Crucifer transfers the Processional Cross from its holder at the rear of Chancel, Cross-side, to near the center Sanctuary entrance.
- Torch Bearer lights Altar candles. See Altar Candle Lighting Order & Lighting Cautions in Full LEM Instructions. Torchbearers also bring lit torches from the back of the Chancel to near the center Sanctuary entrance.

10 minutes before start of Service, LEMs, including the Alternate LEM (ALTLEM)

- Assemble at the Font in the Lobby in Vestments with appropriate colored lanyard, and acknowledge role to the AC, (ex: Chalice Bearer, Rail 3)
- Alms Basin Receivers are assigned by the AC
- Crucifer & Torch Bearer(s) are assigned by the AC.
- Additional assignments, such as Thurifer & Gospel Book Carrier may also be assigned by the AC
- ALTLEM, not in vestments, stays in the Lobby, and is either assigned as a last-minute substitute or is released by the AC. If assigned the ALTLEM vests and rejoins the Procession into the Sanctuary

PROCESSIONAL (from Center Aisle into Sanctuary from Lobby):

The AC releases the Crucifer & Torchbearers, leading the Procession to Altar. The Crucifer & Torchbearers do NOT bow at the foot of the Chancel. Crucifer & Cross-side Torchbearer turn right, returning cross and torch to holders, and take seats, leaving front row, nearest back wall, seat vacant for AC. Choir-side Torchbearer turns left, returning lit torch to its holder, and takes a seat behind the choir.

The Choir may or may not process after the Crucifer, so either after Choir or Crucifer the AC releases pairs of LEMs, who process to the foot of Chancel center, bow, turn right to LEM Seating. Note: LEMs are to leave an empty seat, nearest back wall, for the AC.

GOSPEL READING:

1. Crucifer retrieves Processional Cross and Torchbearers retrieve lit torches from holders, during the last verses of the Sequence Hymn, and proceed to Chancel front Center, facing Altar, pivot and proceeds to the blue tape at 6th row in the Center aisle, followed by Gospel Reader Holder and Gospel Reader.
2. Crucifer pivots to face Altar and Gospel Reader; Torch Bearers stand with backs to opposite aisles facing the Gospel Book; and the Gospel Book Carrier holds the book for the Reader (Priest).

3. After Gospel Reading and Response, the Crucifer is the first to return to the foot of Chancel, followed by Torch Bearers, Gospel Book holder, & Reader (who now holds the book). Crucifer & Cross-side Torch Bearer, turn right and return Processional Cross & lit torch to to holders, and take a seat The Choir-side Torch Bearer turns left, returns lit torch to its holder on Choir-side and then proceeds down the alcove aisle, behind the seated congregation and Section 3-4 aisle, returning to LEM seating.

COMMUNION ELEMENT RECEIVERS:

1. At the beginning of Offertory, Ushers bring unconsecrated bread & wine (Cruet & Porridge Bowl) to the Altar. Two designated LEMs, usually Chalice Bearers 3 & 4, proceed to Front Center Aisle, bow to Altar and step onto 1st step of Chancel, turn to face the approaching Ushers to receive the elements. These LEMs bow to Ushers and turn to Altar and proceed to Altar, Choir-side.
2. LEMs place elements on back, choirt-side of Altar atop purificators, near Veiled Chalice, to avoid stains to the Fair Linen (large Altar cloth).
3. These LEMs step off front Chancel Center, rejoining Ushers, who then all bow to Cross, and then return to LEM seats.

COMMUNION (LEMs receive Communion BEFORE congregation)

1. After the Lord's Prayer, LEMs & Acolytes in line proceed to Cross-side back step of the Chancel, bow to cross, step onto Chancel 1st step; cleanse hands with sanitizer at side Credence Table with Chalice Bearers also taking a Purificator from the table. LEMs & Acolytes stay on Chancel 1st step, and in line proceed toward Cross inside Rail 4, providing sufficient room for all LEMs & Acolytes to receive communion.
2. After Bread Bearer LEMs, Chalice Bearer LEMs & Acolytes receive communion the LEMs accept Porridge Bowls & Chalices.
3. Communion Teams 1-4 proceed to their assigned fixed positions (see #4 below for position), remaining in place, 5-6 feet apart, as communicants pass by.
 - Note: If there are only 2 or 3 Communion Teams in place, then the team that finishes serving first then serves Communicants In Place.
4. All Communion Teams are to be on the Chancel 1st step:
 - Teams #1 (Rail 1, Side Chancel, Choir Side)
 - Team #2 (Rail 2, Front Chancel, Choir-side)
 - Team #3 (Rail 3, Front Chancel, Cross-side)
 - *Team #4 (Rail 4, Side Chancel, Cross Side) *see below add'l Team 4 duties
 - If labyrinth is in place, Team #4 may need to serve off Chancel on the tile in front of LEM Seating.
 - Team 4 is guided by Ushers, serves Communicants In Place, Greeters, & Musicians. Note: Ushers are not to feed too many communicants from Sections 1-3 to Team 4.
 - Team 4 returns unused elements to the Altar Guild Sacristy, not to the Credence Table behind the Altar.
 - These LEMs then take temporary seats behind choir and recess behind the LEV team, synchronizing with the AC, during recessional.
 - Balcony & Baby's Nest come to Sanctuary Floor for communion (next pg)

AC serves Gluten-Free Communion at Rail 4, 5-6 feet from Team 4.
Team #5 serve communion to BALCONY & BABY NEST congregants at Christmas Eve Children's Service, only. Note: This Bread Bearer will be a priest to provide blessings upon request..

Recessional & Dismissal

1. At the beginning of the DISMISSAL HYMN, LEMs stand, and, led by AC, approach the Rail 4 & 3 intersection, and pause.
2. The AC releases each pair of LEMs, who walk to the front of the Chancel, and standing on the tile floor, turn toward the Altar and bow.
3. Each LEM pair turn and walk down the center aisle and exit the Sanctuary.
4. LEMs stay in the Lobby, until the AC releases them to de-vest.

FULL LEM INSTRUCTIONS

Lay Eucharistic Minister (LEM) Roles for Sanctuary Services follow:

- **LEM:** Bread Bearer or Chalice Bearer, serving at Communion Rails and to Communicants in Place, Greeters, & Musicians.
- **ALTLEM:** Alternate LEM, who is on standby until assigned or released by AC
- **Altar Coordinator (AC)** coordinates LEMs & Lay Readers (LR) and assists Clergy.
- **LEM as CRUCIFER:** If no ACOLYTE is present then the AC assigns a LEM as Crucifer
- **LEM as TORCH BEARERS:** If ACOLYTE are absent then the AC assigns 2 LEMs as Torch Bearers to light, extinguish & carry Altar Candles before, during & after service.
- **Schedule Coordinator:** Creates & publishes monthly & weekly assignments for LEMs, ACs, Lay Readers, & Acolytes, based on availability & training. Coordinators work with the Worship Committee to ensure services are staffed.

IMPORTANT: LEM Substitutions: *Scheduled LEMs are responsible for finding substitutes. DO NOT assume automatic coverage by LEMALT.*

15 minutes before start of Service, LEMs arrives at church:

LEMs, including LEMALT, alert the AC to their presence, and confirm assignments.

LEMALT stays visible to the AC, until released or assigned.

LEMs may be assigned to the below additional duties by AC if Acolytes are absent.

- **Crucifer** transfers the Processional Cross from its holder at the rear of Chancel, Cross-side, to near the center Sanctuary entrance for Procession, Recession and Gospel Reading..
- **Torch Bearers** light & extinguish Altar candles, and carry lit torches during processional and Gospel Reading. With torches & matches from the Priest Vesting Room, Torch bearers light Altar Candle in this order: Nearest to Cross to furthest. At the end of service, Torch Bearers extinguish in reverse order. **Caution:** Ensure the torch does NOT traverse over Altar cloth (Fair Linen) to avoid ashes droppings. Use a “reach-out-and-swing-to-the-side” motion then back to center Prior to the procession Torch Bearers transfer the lit torches from holders at rear of Chancel, both sides, to near the center Sanctuary entrance.
- **Gospel Book Bearer** carries Gospel Book from Altar to Center Aisle for reading by Presiding Priest.
- **Thuifer** carries the Thurible (incense burner on chain) for High Holy Day services
- **Alms Basin Receivers**, usually LEM Chalice 3 & 4, are assigned.

After reporting, LEMs proceed to Vesting Rooms to vests with designated colored lanyard and return to the Lobby. See **Full Vesting Procedure Section**.

10 minutes before start of Service, LEMs are vested and are in the Lobby

- All assemble at Baptismal Font in Lobby in Vestments with appropriate colored lanyard, and acknowledge role to Presiding Priest (ex: Chalice Bearer, Rail 3)
- ALTLEM, not in vestments, stays in the Lobby, and is either assigned as a last-minute substitute or released by the AC. If assigned the ALTLEM vests and

rejoins the Procession into the Sanctuary

5 minutes before start of Service: ASSEMBLY in Lobby & PROCESSIONAL:

1. Optional: LEMs secure an Order of Service & Hymnal before Processional.
2. The AC may assign a LEM to carry extra copies of Order of Service for Crucifer and Torch Bearers.
3. Priests/LEM/AC encircle Baptismal Font, stating their role, review last-minute changes, and are led in prayer by the Presiding Priest.
4. The AC assigns Processional order (Crucifer, Torch Bearer, Choir, LEMs, AC, & Priests)
5. The AC releases the Crucifer & Torch Bearers, who lead the Procession to the Altar. The Crucifer & Torch Bearers do NOT bow at foot of the Chancel. Crucifer & Cross-side Torch Bear turn right, return cross & torch to holders, and take a LEM seat, leaving a chair for the AC. Choir-side Torch Bearer turns left and returns torch to its holder, and takes a temporary seat behind Choir, awaiting Gospel Reading Procession.
6. After the Choir processes to the foot of the Chancel, following the Crucifer & Torch Bearers, the AC release pairs of LEMs, Each LEM team walks unrushed to the foot of the Chancel, stops & bows reverently toward the Altar, turns right, and walks to the "Cross-side" (Rail 4) assigned seats for LEMs, AC, & Acolytes. Note: The first LEM pair reserves an AC seat.

LEM AS CRUCIFER:

The AC assigns a Crucifer, prior to the Service if no Acolytes are present.

The Crucifer carries the processional cross, leading the procession at the beginning and end of the service and to center Nave aisle off the Chancel for the Gospel reading

Preparation & Processional into Sanctuary:

1. 15 minutes before the start of service, the Crucifer relocates the Processional Cross from its holder, located at the back of the Chancel, Cross side, near LEM seating, to the center aisle Sanctuary entrance from the Lobby (leaning it against inside wall at the center door to the Sanctuary).
2. AC assigns another LEM to carry an extra copy of the Order of Service for the Crucifer.
3. The Crucifer is the first person of the processional party to be released by the AC
4. The Crucifer holds the processional cross high with its cross facing the Altar. Suggestion: Clasp the cross with one hand near waist (in front of cross, palm toward waist) and the other hand near chin (behind the cross, palm facing forward.) Be cautious of low hanging objects (door entrances, etc.).
5. The Crucifer walks unrushed to the foot of the Chancel (red carpeted platform) and pauses, but does NOT bow. The Crucifer then turns right (Cross-side), proceeds to Rail 4 (side Chancel, Cross side) and then to the back edge of the Chancel to return the cross to its holder, and then takes an assigned Seat.

Gospel Reading:

6. The Crucifer retrieves the Processional Cross from its holder, during the last verses of the Sequence Hymn. After the Hymn, Crucifer proceeds to the front center at the foot of the Chancel, facing the Altar, pivots and proceeds to the 4th row in the Center Nave

- aisle, followed by the Gospel Reader.
7. Crucifer pivots to face Gospel Reader
 8. After Gospel Reading and Response, Crucifer returns to the foot of Chancel, turns right, and returns the Processional Cross to its holder, and takes a seat.

Recessional & Dismissal:

1. At the end of the "SENDING FORTH OF EUCHARISTIC VISITORS," the Crucifer retrieves the Processional Cross from its holder (back of the sanctuary, Cross-side).
2. At the beginning of the DISMISSAL HYMN, the Crucifer, holding the cross high, proceeds unrushed to the center Nave aisle at the foot of the Chancel (red carpeted platform), facing the Altar, but does NOT bow.
9. When signaled by Presiding Priest, AC or before the last verses of the Hymn, the Crucifer turns and recesses, unrushed, down Center Nave Aisle, followed by Choir, LEVs, LEMs & Priests.
10. The Crucifer does NOT enter the Lobby, but just before this exit, turns right toward Choir-side, and pauses at the back between Section 1 & 2, until Priest's Dismissal words are delivered. The Crucifer then proceeds to the foot of the center front of the Chancel, and on to return the Processional Cross to its holder.

TORCH BEARER

LEM AS TORCH BEARER (Lighting, Extinguishing, & Bearing Altar Candles)

1. Torch Bearers, assigned by the AC, light & extinguish Altar candles, prior to and after the Service if no Acolytes are present Also carry lit Torches during Procession and Gospel Reading..
2. Altar candles are lit 15 minutes before service & extinguished at the end of the Service.

LIGHTING ALTAR CANDLES: 15 minutes before start of Service, Torch Bearers retrieve the Torches to light candles. Torch Bearers do not have to be vested for lighting Altar candles.

1. Torches & matches are located to the left of the door into the Priest Vesting Room
2. Torch Bearers ignite Torches in the Priest room, and proceed to the foot of the Chancel at the Center Nave Aisle. Torch Bearer bows to Altar Cross, before stepping onto the Chancel.
3. Candles are lit, starting with the candle nearest to the Altar Cross and then to the furthest candles, symbolizing that the light of Jesus shines from the cross to the world.
4. Typically 4 candles are lit: 2 beside the Altar and 2 at the rear of the Chancel.
5. Each time the Torch Bearer crosses in front of the Altar, the Torch Bearer bows to the Altar , before proceeding to light the Choir-side candle.
6. **CAUTION:** Ensure the Torch does NOT travel over the Altar cloth during lighting or extinguishing of candles, so ash doesn't drop on Altar cloth. Suggestion: Use an exaggerated "reach-out-and-swing-to-the-side & back to center" movement.
7. When all candles are lit, the Torch Bearer returns to the foot of the Chancel, bows, and then returns the Torch to its stand in the Priest Vesting Room, and proceeds to the Lobby for the Processional.

EXTINGUISHING ALTAR CANDLES:: After the Priest's Dismissal, the Torch Bearer retrieves the Torch from the Priest Vesting Room to extinguish Altar candles.

1. The Torch Bearer proceeds directly to the Center Aisle, foot of Chancel and bows before stepping onto the Chancel.
2. Candles are extinguished in the reverse order as lit - Choir-side (outer most) candles and then Cross-side candles, using the bell-shaped snuffer on the end of the Torch to extinguish the candles.
3. **CAUTION:** Ensure the Torch does NOT travel over the Altar cloth during lighting or extinguishing of candles, so ash doesn't drop on Altar cloth. Suggestion: Use an exaggerated "reach-out-and-swing-to-the-side & back to center" movement.
4. As the Candle-lighter crosses in front of the Altar, the Torch Bearer bows to the Altar, before extinguishing the Cross-side candles.
5. Torch Bearers hold the Torch's bell down over the top of the candle until seeing smoke escape. Caution: Do not push snuffer down onto top of the candle as it ruins its wick.
6. After all candles are extinguished, the Torch Bearer steps off the Chancel at the Center, bows to the Altar, returns to the Priest Vesting Room, and places the Torch in its holder.
7. At this point, the Torch Bearer can proceed to the Lobby or downstairs to the Vesting Room to de-vest.

PASCHAL & ADVENT WREATH CANDLES

Paschal & Advent Wreath:

On a typical Sunday, there are 4 Altar candles to be lit before start of service: 2 on each side of the Altar and 2 at the rear of the Chancel on each side. However there are high holy days and baptisms when additional candles are on the Chancel. Below are additional steps for the Torch Bearer to take during these Holy Days.

Paschal Candle

The Paschal candle is used at Baptisms and Easter. It is on a tall stand underneath the Altar Cross.

This tall white candle is to be lit first before other candles, and extinguished last at end of service.

It represents the work of Christ to us, our light in the darkness through his birth, life, death, and resurrection.

Advent Wreath

The 5-candle Advent Wreath is used during Advent, signifying that in the middle of the darkness, the Advent candles glow bright, reminding us that Jesus came as Light into our dark world.

The wreath is on a tall stand underneath the Altar Cross.

Its candles are to be lit in sequence and before other Altar candles, and extinguished last at end of service.

The Wreath consists of 5 colored candles: 3 Purple & 1 Rose, surrounding 1 White
Advent Wreath is lit in progression (example: 3rd Sunday has 3 candles lit)

1. 1st Sunday of Advent: Purple candle closest to cross, called the "Prophecy" candle when we ask Christ to come to our aid
2. 2nd Sunday of Advent: Purple candle next closest to cross, called the "Bethlehem" candle, when we ask Him to move us to action, so that we can prepare ourselves for both His coming at Christmas and His Second Coming.
3. 3rd Sunday of Advent: Rose candle closest to cross, called the "Shepherd" candle for rejoicing & celebrating His coming.
4. 4th Sunday of Advent: Purple candle furthest from cross, called the "Angel" candle.
5. Christmas Eve & Day: White candle at center, called the "Christ Candle."

Note: Previously lit Advent candles are re-lit on progressive Sundays, such that all 5 candles are lit on Christmas Eve.

OTHER ASSIGNMENTS

ALMS BASIN BEARER (distributes & receives Collection Plates)

1. This Bearer distributes empty Alms Basins (collection/offering plates) to Ushers and receives the collection. A LEM will be assigned by the AC when Acolytes are absent.
2. At the beginning of The Offertory (immediately after The Peace), and as the Ushers approach the Chancel, center aisle, the Alms Basin Bearer stands at Cross-side back edge of Chancel, bows to Altar Cross, and steps onto Chancel.
3. The Bearer retrieves all empty Alms Basins from the Cross-side Credence Table shelf and proceeds to the front center of the Chancel to distribute empty basins collection to the approaching Ushers. This Bearer follows the Communion Element Receivers (see below). This Bearer keeps the larger Alms Basin, which will hold the Usher's Basins.
4. The Bearer then stands underneath the Altar Cross with the larger Basin, which the Usher basins are to be nested within, and awaits return of the Ushers with collection.
5. As the Ushers approach the Chancel with filled Alms Basins, the Bearer proceeds to first step of the front center Chancel, to accept, and nest the collected offering plates into the larger Basin.
6. The Bearer turns to and approaches the Altar, placing the nested basins on the front edge of the Altar (Choir-side) for blessing by the Presiding Priest.
7. After blessing, the Bearer returns to the Front Center Aisle of the Chancel, steps down, bows to Altar Cross, and returns to the assigned seat.

COMMUNION ELEMENT RECEIVERS:

1. At beginning of Offertory, and as Ushers bring unconsecrated bread & wine (Cruet & Porridge Bowl) to the Altar, two LEMs, assigned by the AC, proceed to Front Center Aisle, bow to Altar Cross and step onto 1st step of Chancel, turn to face the approaching Ushers, and receive the elements. These LEMs bow to Ushers and then turn to the Altar and proceed to Altar, Choir-side.
2. These LEMs place elements on back, left-side of Altar, atop purificators, near Veiled Chalice, to avoid stains to the Fair Linen (large Altar cloth).
3. These LEMs step off the center of the Chancel, rejoining Ushers, who then all bow to Altar Cross, before returning to seats.

GOSPEL BOOK CARRIER carries the "silver-covered" Gospel Book from the Altar to Center Nave Aisle for Gospel reading by the Presiding Priest. After the reading the Carrier hands the Priest the Gospel Book, who returns it to the Altar.

THURIFER may be assigned on High Holy Day, who, during the procession, carries the Thurible (incense burner on chain), swinging it during the procession to the four corners of the Sanctuary, and also precedes the Gospel team to center aisle.

VESTING

LEM Vesting Procedure:

After alerting the AC of a LEM's arrival, and 10 minutes before start of Service, the LEM proceeds to the Vestment Room(s), vest, and return to the Lobby.

- Vestments can be found in Men's, Women's, & Acolyte Vesting rooms, located in Sanctuary basement near Men's restroom.
- Use the restroom, if needed, before vesting.
- Clean hands: Wash hands or, if available, use sanitizer (liquid or wipes).
- Once vested, select and wear the appropriately colored lanyard with Cross. Different colored lanyards are hung on Vestment Room hooks. The Monthly Schedule and Weekly Reminder indicate the Liturgical Color to wear. Also the Altar linens is another indicator of the color.
- Return to the Lobby, 10 minutes before service, and remain visible to the AC.
- **Note:** Vestments of various sizes and colored lanyards are located in the Vesting Rooms. In choosing vestments, do not use vestments from Choir closet or personal vestments (in garment bags or with name tags), unless you have permission from choir or owner. Also personal vestments can be purchased at the Seminary of the Southwest, Ziegler's, 6113 Burnet Rd, 512-458-2479, or online at www.almy.com. Anglican or Roman style vestments are acceptable.

SERVING COMMUNION

LEMs Serving Communion

(Note: Bread Bearers & Chalice Bearers receive communion before Congregation.)

1. At the BREAKING OF THE BREAD" prayer, LEMs follow the AC, bow to the Altar Cross, and step onto the Chancel first step to the side Credence Table
2. Each LEM cleans hands with sanitizer. Additionally, Chalice Bearers take Purificators (small cloth napkins) from atop the Credence Table, and drape over left arm.
3. The AC proceeds behind the Altar to assist with communion setup, receive communion and then serve as Chalice Bearer in serving the LEMs.
4. Bread & Chalice Bearers remain on the first step, proceed toward Altar Cross, between rail and 2nd Chancel Step, so that all Bread & Chalice Bearers and Acolytes can face toward the Altar and receive communion and receive elements..
5. After LEMs receive communion and receive porridge bowl or chalice, each LEM proceeds to 1 of 4 fixed position Communion stations on 1st Step of the Chancel:
 - Team #1 (Rail #1, Side Rail, Choir-side)
 - Team #2 Rail #2, Front Rail, Choir-side
 - Team #3, (Rail #3, Front Rail, Cross-side)
 - Team #4* (Rail #4, Side Rail, Cross-side) - *NOTE: Team #4 may need to temporarily move off the Chancel in front of LEM Seating when labyrinth is in-place
6. Bread bearer & Chalice bearer at each Station maintain a 6' distance apart
7. **GLUTEN-FREE:** AC serves Gluten-Free Communion at Rail 4 (Side Rail, Cross-side)
8. **COMMUNICANT-IN-PLACE (CIP):** If 4 Teams are assigned then Team 4 also serves CIPs, Greeters & musicians. If 3 or less Communion Teams then the first team to finish will serve CIP etc. Ushers will direct the CIP Team to recipients. This role serves communion no differently than serving at the rail, except the CIP team moves to the Communicants-In-Place, Greeters, and musicians.
9. During Communion the Teams are not to be rushed in serving Communion.
10. When teams 1-3 are finished at their stations, they give their bowls & chalices to the AC, proceed off the Chancel, bow to the Altar, and return to LEM seating. For team 4, once all Communicant-in-place, etc. have been served, the team returns their elements to the Altar Guild Sacristy before returning to LEM seating.

Note:

IMPORTANT: LEMs do NOT place Chalice or Bowl on Credence Table, only the AC does that.

When serving Communion, do not address the communicant by name.

Communicants can choose to sip or "intinct" (dip wafer) from the Chalice

LEM Masking is Optional at all Stations

No Balcony or Baby's Next communion is offered. Communicants come to Nave floor

Exception: During the Christmas Eve Children's Service, a 5th Communion Team is assigned to ascend to the Balcony & Baby's Next to serve & bless congregants..

Occasional mishaps occur, such as extra serving priests, not enough or too many LEMs. Inform the AC of your questions & concerns. The AC will coordinate with the Celebrant, and communicate to the LEMs, as needed.

As a LEM please be flexible and patient.

Bread Bearers

1. As the communicant holds their hands together to form a cup, the Bread Bearer “drops” a wafer into their hands, saying, “The Body of our Lord Jesus Christ keep you in Everlasting Life” or “The Body of Christ, the Bread of Heaven.” (BCP pp. 365)
2. The Bread Bearer must remain focused on serving that communicant – do not look elsewhere.
3. The Bread Bearer stays in place as the next communicant approaches and repeats.
4. If Bread Bearer's Porridge Bowl is low on bread, the LEM alerts the AC for resupply. The AC will be monitoring in order to help and direct Acolyte or AC to resupply.
5. If a “blessing” is requested of a LEM by a communicant for themselves (generally by crossing their arms across their chest) or an infant/child, seek the assistance of Ordained Clergy or ask the AC for help. If clergy is not available and a Blessing is still requested by a communicant, raise your open hand toward them and say, “The Peace of the Lord be with [you or this child].” If a formal Blessing is requested, inform the AC who will alert the priest to bless the individual, following service.
6. If a communicant does not come to Rail 4, but requests a GF wafer & wine, then the LEM requests assistance from the AC, who delivers the GF bread & wine. At that point, the Bread Bearer and Chalice Bearer continue with the next communicant.
7. If a wafer is dropped into the chalice, then Chalice Bearer will alert the AC and the Bread Bearer. The AC will use the colatorium to extract the dropped wafer. The Bread Bearer should return to the communicant and provide another wafer.

Chalice Bearers

1. The Chalice Bearer follows the Bread Bearer at the assigned communion station, and remains stationary, as the communicants come to the Chalice bearer.
2. The Chalice Bearer offers sipping or “intinct,” from the chalice. Regardless of sipping or intinct, the LEM must visibly wipe the chalice lip with the Purificator and rotates the chalice for the next communicant. **CAUTION:** Lipstick & Linens are not a good combination. While communicants have been requested to remove lipstick before communion, some may forget, so it is important for LEMs to avoid the embroidered cross on the purificator when wiping the rim.
3. While serving the communicant, the Chalice Bearer says, “The Blood of Christ, the Cup of Salvation” or “The Blood of our Lord Jesus Christ keep you in Everlasting Life.” (BCP pp. 365)
4. Chalice Bearer must remain focused on serving that communicant – do not look elsewhere.
5. The Chalice Bearer should retain a firm hold on the knuckle of the Chalice, while guiding the cup toward the communicant. Some communicants will attempt to take the chalice, so do not be surprised and keep a firm hold. For intincting, tilt the Chalice toward the communicant at a reasonable height and angle, to make it easier to dip the bread into the wine. After sipping or intincting the LEM should wipe the Chalice rim and rotate the chalice for the next communicant.
6. When serving a child, and if able, Chalice Bearer should kneel or stoop to their level.
7. If the Bread Server ahead of the Chalice Bearer begins at the wrong place, do not be concerned, just follow the Bread Server's lead.

8. If a communicant does not come to Rail 4, but requests a GF wafer & wine, then the LEM requests assistance from the AC, who delivers the GF bread & wine. At that point, the Bread Bearer and Chalice Bearer continue with the next communicant.
9. A communicant with crossed arms across their chest generally indicates the communicant has received a blessing, but they do not wish to receive wine. The Chalice Bearer should pass by them.
10. If a wafer is dropped into the chalice, DO NOT fish it out with fingers. Alert the AC who will bring the Colatorium (small, silver strainer) sitting on a crystal dish at the center Credence Table. The AC will extract the dropped wafer from the chalice. The Chalice Bearer should also alert the Bread Bearer to return to the communicant and provide another wafer, which Chalice Bearer then will re-serve the communicant.
11. Acolytes or the AC can replenish chalice & bowl contents as needed.

RECESSIONAL & DISMISSAL

Recessional & Dismissal

1. Before the beginning of the "SENDING FORTH OF EUCHARISTIC VISITORS," the Crucifer proceeds to the back of the sanctuary to the Choir-side aisle to retrieve the Processional Cross from its holder. At the beginning of the DISMISSAL HYMN, the Crucifer, holding the cross high, proceeds unrushed to the foot of the Chancel (red carpeted platform) at the Center Aisle, facing the Altar, but does NOT bow. When signaled by the Celebrant or at the last verse of the Hymn, the Crucifer turns and recesses down the Center Aisle with Choir, LEVs, LEMs & Priests following. Just before exiting the Sanctuary into the Lobby, the Crucifer turns right toward Choir-side, and pauses until the Dismissal Hymn is completed and then returns the Processional Cross to its holder.
2. The Torch Bearers do NOT recess with Crucifer and LEMs.
3. Remaining LEMs with Order of Service in hand, stand to sing closing hymn
4. At an appropriate time, the AC stands and walks to the corner of the red carpeted platform between stations #3 and #4.
5. Following the Choir and Lay Eucharistic Visitor recession, the AC individually releases each pair of LEMs, who walks to the front of the Chancel, and standing on the tile floor, turns toward the Altar and bows reverently.
6. The LEM pair then turn and walk down the center aisle and exits the Sanctuary, but stays in the Lobby until the AC releases them.
7. As the LEM pair recesses the next LEM pair reaches the foot of the Chancel and repeats.
8. Torch Bearers should proceed to the Priest Room to retrieve the Lighter/Snuffer and proceed to the foot of the Center of the Chancel. Bow before stepping onto the Chancel. Candles are extinguished in the reverse order as they are lit. The Choir-side first (outermost candle) and Cross-side candle extinguished last. The Torch Bearer uses the bell-shaped snuffer on the end of the Lighter/Snuffer to extinguish candles. The Torch Bearer is to hold the bell down over the top of the candle until seeing smoke escape. Do not push the snuffer down on top of the candle as it ruins the wick. After all candles are extinguished then Torch Bearer steps off the Chancel at the Center, bows, and returns to the Priest Room to place the Lighter/Extinguisher in its holder. The Torch Bearer can proceed to Lobby or to the Vesting Room to devest.
9. Other LEMs can greet departing congregation or return to the Vesting room to devest.

De-Vesting in the Vestment Rooms

1. Return lanyard to its hook, and then hang vestments in the "LEM" closet.
2. Consult with AC for any concerns or observations.
3. At this point the LEM is released from service.

SCHEDULING

Scheduling: LEM & AC

1. Typical 10:30 Services have 1-3 Priests, 1-3 Acolytes, 1 AC, 4-7 LEMs, 1 LEMALT, and 3-4 LRs.
2. Availability requests are issued by Schedule Coordinators through email and a Google Shared document link. Requests are issued mid-month of the preceding month for the month to be scheduled.
3. Please ensure Coordinator EMAILS are accepted in incoming email, not routed to spam.
4. Typically, LEMs are scheduled twice a month, but for a 5 Sunday month may be scheduled a 3rd time.
5. Availability requests for non-Sunday Services, such as Easter, Christmas, & funerals, will occur.
6. Please respond to these availability requests as quickly as possible. If you are not sure of your availability during the month, then at least provide specific date(s) that you know that you will NOT be available to serve. Not responding by the requested date will indicate you have no conflicts and you may be scheduled as needed.
7. Monthly schedules are distributed via email prior to the first Sunday of each month, and posted on bulletin boards in the Lobby, Office, & Sacristy, and to St Matthew's Web at <http://www.stmattsaustrin.org/About/lem-lector-and-evening-prayer.html>
8. Updates are published as needed.
9. Weekly reminders are sent via email several days prior to the assigned service date to only those scheduled to serve on that date.
10. If you are unable to serve your assigned date, please seek your own substitute. Open the Monthly LEM-LR schedule assignments email, and REPLY ALL to request a substitute. Then inform the Coordinator and assigned AC for that service date with the name of the substitute. Reminder: The LEMALT is reserved for last-minute needs. Do not assume the LEMALT will cover your assignment.

LITURGICAL DEFINITIONS

Definitions and Expansion of acronyms to full form (listed alphabetically)

- AC: Altar Coordinator
- Altar - "The Lord's Table," "the Holy Table," or "the Table," positioned at the Center of the Chancel where the offerings are presented, and the elements of bread and wine are consecrated.
- Altar Cross: The large wooden cross to the east (right) side of the Altar.
- AMBO: The lectern on the Chancel with a microphone and readings.
- Advent Wreath – 5 candle set, placed under Chancel Cross for Advent/Christmas
- Alms Basin: Plates used to collect and present the alms (money & checks) given by the congregation during the Collection.
- Candle lighter/snuffer (Torch) used by Torch Bearer, for lighting/extinguishing Chancel Candles; The torches and matches are located in Priest Sacristy , left side entrance.
- Chalice – silver "cup" filled with wine used by the Chalice Bearer when serving Wine to communicants. Note: the Vested or Veiled Chalice refers to the "cup" on the Chancel
- Chancel - The "red-carpeted" raised platform set apart from Nave (congregation) seating, where the Altar, Altar Cross, Ambo (lectern), Credence Tables (rear of Chancel on Cross-side, Choir-side, & Center behind Altar), and seats for Officiates.
- Chancel Rails: Low railing separating the chancel from the nave, where choir & congregation are seated.
- Ciborium, a chalice with lid, containing consecrated wafers and located in the Tabernacle.
- Colatorium – a small strainer device used to retrieve Bread/Wafers unintentionally dropped into the Chalice. The Colatorium is generally located atop a small crystal dish on the cross-side small credence table.
- Collection Plates: See Alms Basin.
- Lobby: Also called Narthex, is the area outside the entry doors to the Sanctuary and the building external doors. This is usually where the baptismal font is located.
- Corporal: The Linen Corporal is a small square linen placed on the Altar on top of the Fair Linen, which communion vessels are placed.
- Credence Table - The Center Credence table is behind the Altar and contains elements for Eucharist. Two smaller Credence Tables are located at the Choir-side & Cross-side back of the Chancel. The Choir side table is used to place the collected alms basin offering and the Cross side table, where the topc is used for the Piscina, Purificators, and sanitizer, and its shelf is used for empty alms basins
- Crucifer is the person appointed to carry the cross during processions at the beginning and end of the service.
- Cruet is a pitcher used for unconsecrated wine or water.
- Dual Porridge Bowl (DPB) – glass dish with a divider that separates standard wafers from gluten free (GF) wafers used by the Bread Bearer when serving communicants. Do not touch the GF wafers.
- Fair Linen is the large cloth covering the Altar and has an embroidered cross at its center.

- Lavabo, a small silver dish on Credence Table and Lavabo towel for use when cleansing Celebrant's hands prior to Eucharist.
- LEM: Lay Eucharistic Minister is either a Lay or Ordained person who administers Communion (consecrated bread and wine) to communicants during the Eucharist.
- LEMALT: Alternate Lay Eucharistic Minister, who is on standby in case a scheduled LEM is absent.
- LEV Kits: These are "visiting" Eucharist kits. Clean kits are in Priest Sacristy. The 8am LEM prepares kits with consecrated wafers from the Ciborium and with consecrated wine after the 8am Service and places under Credence Table for 10:30 blessing.
- Lighter and Extinguisher: See Torch.
- LR: Lay Reader, is a person who reads the assigned Bible passage or Intercessory Prayer, during the Service.
- Lucifer: (latin) "light bearer," in particular one who shows the light, i.e. Spiritual knowledge. Ex.: The Statue of Liberty holds a torch, representing "light" to lead the way. During the Great Vigil of Easter, a Torch Bearer can be called a "Lucifer."
- Missal & Missal Stand: The Missal contains The Order of Service book used by the Priest and which is placed on the Cross-side of Altar within reach of the priest. The Stand holds the Missal in place for the priest.
- Narthex: See Lobby.
- Nave: The location of congregation & choir seating in the sanctuary, between the Chancel & Lobby, the entry area of the sanctuary building.
- The Order of Service includes the readings, hymns, Intercessory Prayers and Prayer List, and names of the Presiding Priest and the Preacher.
- Paten – small metal plate filled with wafers used by the Bread Bearer when serving Bread to communicants.
- Piscina – a covered, stainless sink in the Altar Guild Sacristy used to properly dispose of consecrated wine.
- Porridge Bowl – small pewter bowl filled with wafers used by the Bread Bearer when serving Bread to communicants. Note: Dual Porridge Bowl – glass dish with a divider that separates standard wafers from gluten free (GF) wafers used by the Bread Bearer when serving communicants. Do not touch the GF wafers.
- Purificator is a small cloth used by the Chalice Bearer to wipe the chalice lip.
- Schedule Coordinator: Provides instructions, monthly schedules, weekly reminders to AC, Acolytes, LEM & LR. The Coordinator also trains new candidates, and incorporates them into the schedule.
- Tabernacle – a small cedar box on the Altar Guild Sacristy counter, containing consecrated elements, in particular, the Ciborium and votive candle.
- Thurible: A metal censer (vessel) in which incense is burned. It is suspended from chains, and is burned during Christmas Eve and other High Holy Days worship services.
- Thurifer: Person who wields the thurible. The Thurifer precedes the Crucifer and Torch Bearers in the procession.
- Torch: The brass Torches light and extinguish Altar Candles. These are located in Priest Sacristy with matches, to the left side entrance.
- Torch Bearer: Acolyte or LEM that carries the Torch to light/extinguish Altar Candles. A Torch Bearer for High Holy Days, may be called a Lucifer with additional duties.
- Vestments consist of a Cassock, Surplice, and Lanyard. Cassock is a close-fitting,

ankle-length black robe; Surplice is a loose-fitting, broad-sleeved white vestment, worn over the cassock; Lanyard is a cloth strap worn around the neck with a cross hanging from it. Lanyards come in different colors to match the liturgical calendar color (See Reminder for the appropriate color.)

LAYOUT

Layout of Altar & Seating - PENDING INSERTION

END OF DOCUMENT