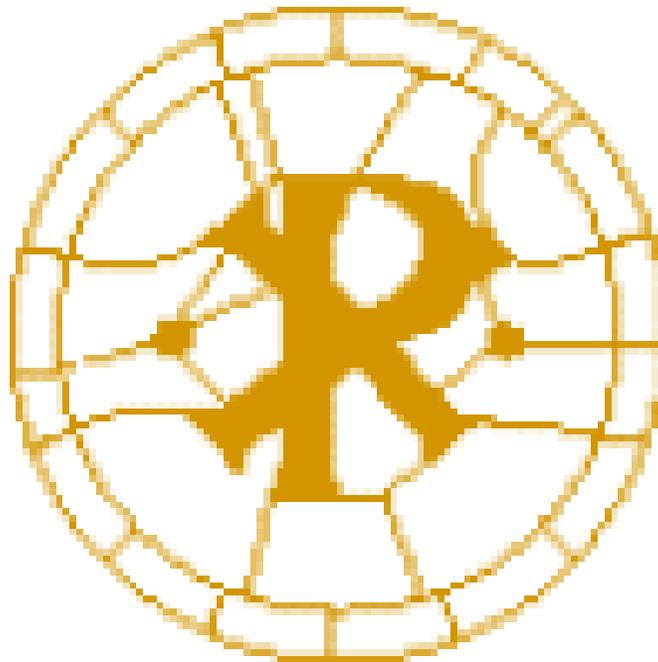


Customary for Use in the Liturgy

Christ Episcopal Church

Waukegan, Illinois

9:00 service



www.christchurchwaukegan.org

410 Grand Ave., Waukegan IL 60085

847-662-7081

This customary is intended as a basic reference for all (with the exception of the Altar Guild) who assist in carrying out the duties of our Sunday morning worship at the main liturgy at 9:00 a.m. It is specific to how things are done at Christ Church, and is not intended as a universal guide to such ministries, though similarities exist across the spectrum of parishes.

It is a new document, reflecting a few amended or different directives, though on the whole those familiar with such ministries here will find that little has changed. Nevertheless, it's good to have a reference.

This document also serves as an invitation, guide, and instruction for anyone who would like to join the ranks of usher, chalice bearer, crucifer, server, or torchbearer. If any of those interest you, please contact the [interim] rector. You would be most welcome to serve!

Usher

“I’d rather be a doorkeeper in the house of my God...” (Ps. 84:10)

- Please be in place *no later than 15 minutes* prior to the beginning of the liturgy – visitors usually arrive early!
- Remember: you are likely the first person a worshipper – regular, occasional, or brand-new – sees when entering the nave
- Greet people and hand out bulletins. On occasion, there may be an insert that didn’t get in before Sunday – please give that out, too
- Get a count of the number in the congregation, including those up front, and write it on a slip of paper – it may need to be updated in case of latecomers. Place the slip in the ciborium (wafer box)
- Recruit oblation bearers. Remind them that they are to carry the gifts all the way up to the celebrate at the altar. (This is not usually a good job for visitors!)
- At the offertory, follow the oblation bearers to the foot of the chancel steps and pick up plates from the acolyte
- Once you are finished taking the offering, bring it to the acolyte at the front right away. Don’t wait for a signal from the presider or someone else, or for the hymn to finish
- When coming forward to usher worshippers to the chancel rail, please close the rail at that time if the acolyte has not done so
- Notify celebrant of any worshippers who require communion to be brought to them
- After receiving communion, open the chancel rail
- After liturgy, lock front doors; close windows and turn off fans if necessary

Lector

“...Jesus went to the synagogue on the sabbath day, as was his custom. He stood up to read, and the scroll of the prophet Isaiah was given to him.” (Luke 4:16-17)

- Read the text beforehand, several times, out loud. We use the New Revised Standard Version of the Bible. Readings/citations are available at www.lectionarypage.net and also linked from that page in the weekly e-news, which (almost always) goes out on Thursday.
- Approach chancel during Hymn of Praise – *Gloria, Lord have mercy*, etc. (for 1st lesson) or psalm (for 2nd lesson).
 - When in doubt, make use of the pronunciation guide in the sacristy
 - If you are unable to find it, or are still not certain, say the word w/confidence. In the words of Martin Luther, “Sin boldly.”
 - *Note*: at one point there was an online pronunciation guide that allowed you to listen to a passage, which you may have heard about. That link no longer appears to work.
- Beware common errors, for example:
 - “prophecy” (a noun, *pro-phe-SEE*) vs. “prophesy” (a verb, *pro-phe-SYE*)

Crucifer (fka “First Server”; also Second Chalice)

“Lift high the cross, the love of Christ proclaim....” (Hymn 473, G.W. Kitchin)

- **Arrive at least 10 minutes prior to start of liturgy**, and vest immediately.
- With Chalice Bearer, light two candles on either side of altar (*note*: because the six office lights previously on the high altar are meant for Morning/Evening Prayer, they remain in the chapel and are no longer being lit)
- Get processional cross from holder and take your place in south aisle next to organ
- Lead procession in. Walk at a dignified pace, without rushing
- After putting cross in holder, take your seat on north side in front of choir
- At the gospel procession:
 - Wait for cue *from celebrant*, then
 - Go to front center of altar and pick up gospel book from stand
 - Wait there for next cue *from celebrant*, then
 - Turn and, w/torch bearers, process out into center aisle, carrying the book above head level
 - Hold book for reader
 - At conclusion of reading, carry book back to chancel and place back on brass stand on altar – **do not** place it on the high altar in the back
- At the offertory:
 - Move vested vessels from credence table to altar
 - Bring water cruet to altar
 - Wash celebrant’s hands
- At the fraction, bring second chalice/purificator to altar
- After receiving communion, take 2nd chalice and move to left (east) side
- After communion, assist with clean-up, moving vessels back to credence and consecrated elements to back table
- After anniversary/birthday blessings, get cross from holder, move to front of altar, and lead procession out once congregation begins singing
- Return cross to holder following dismissal

Torch Bearer (one of whom functions as **Second [Altar] Server** **)

"I want to walk as a child of the light..." (Hymn 490, Kathleen Thomerson)

- **Arrive at least 10 minutes prior to start of liturgy.**
- Vest immediately. *Parents of young ones, please assist your children.*
- Get torches from sacristy, have an adult light them, and take your place in south aisle next to organ, behind crucifer
- Process into chancel, place torches in stands on either side of altar, take seats in front of organ
- At gospel procession:
 - Wait for cue *from celebrant*, then
 - Pick up torches from stands; stand on either side of crucifer (1st server)
 - Wait there for next cue *from celebrant*, then
 - Turn and follow server out into center aisle, ahead of reader
 - Stand on either side of server holding book during reading
 - At conclusion of reading, accompany server back to chancel and place torches in stands
- After invitation to communion, both torch bearers join others behind celebrant to receive
- After anniversary/birthday blessings, get torches from stands, move to front of altar, and follow crucifer on procession out once congregation begins singing
- Extinguish altar candles after returning torches to sacristy following dismissal

** Second Server

- At offertory:
 - Get offering plates and stand to right of chancel steps to give to ushers when they come forward
 - Do not block entrance to chancel, so oblationers can come directly to altar
 - When ushers bring filled plates forward, take them and turn to face altar; celebrant will bless them
 - Take plates to credence table
 - Close altar rail
 - Ring bells during Eucharistic Prayer (see guide in pew)

Chalice Bearers/Intercessors

“I will lift up the cup of salvation and call on the name of the Lord...” (Ps. 116:13)

- **Arrive at least 10 minutes prior to start of liturgy;** vest immediately.
- With Crucifer, light two candles on either side of altar (*note*: because the six office lights previously on the high altar are meant for Morning/Evening Prayer, they remain in the chapel and are no longer being lit)
- If applicable, get intercessions sheet from rector
- Process ahead of celebrant and sit at celebrant’s left in chancel
- Following Nicene Creed, lead Prayers of the People
- **Do not** bring reserved sacrament to altar unless asked to do so
- During Eucharistic Prayer, stand at celebrant’s left
- After receiving in both kinds, communicate celebrant
- Following celebrant and distribute chalice to altar party
- Distribute chalice to those on west side of rail
- Following communion, if possible, assist with consumption of remaining consecrated elements
- Process out ahead of celebrant at conclusion of liturgy