

St. John's Church, Larchmont Eucharistic Ministry Instructions

The 10 a.m. Service

All the Eucharistic Ministers (EMs) should arrive 15 minutes before the service commences. Before the 10:00 am (or special) service:

Eucharistic Minister 1 (EM1):

- if there is a visiting priest, refers to Appendix 1 for further instructions
- sets the missal (see Appendix 2)
- makes sure the Lector is present
- makes sure all EMs are present
- checks where the priests will serve Communion and diagrams the positions of the EMs at the altar and Communion stations and ensures all know their positions
- if serving in the choir, assigns EM2 or EM3 (a non-choir member) to cover the first part of the Eucharist
- checks that the corporal and vested chalice are on the altar (and if not, finds a member of the altar guild to remedy this)
- if there is no acolyte,
 - assigns someone to serve as Crucifer
 - assigns someone to carry the Gospel book for the priest during the Gospel procession unless s/he prefers to carry it her/himself
 - or if the acolytes are young, lights the candles. **Order:** First light the Epistle candle and then the Gospel candle. Remember the rule: “The Gospel never stands alone.” However, if the Paschal candle is present, first light the Paschal candle, then the Gospel candle and then the Epistle candle. In Advent, remember to light the appropriate Advent candles after lighting the altar candles. For Christmas services, remember to light the candelabras from the center out. (Candles are extinguished in the reverse order. Be careful not to spill wax on the linens.)

EMs process with the choir at the start of the service and recess with the choir at the end. EMs sit in the pews on the Epistle side (the right side facing the altar). If the choir is present, EMs sit on the back row. Note that if the Rev. Dorothy Greene is serving, she sits on the seat at the lectern.

After the Lector has read the first lesson, EM1 introduces the Psalm (or Canticle), *The portion of the Psalter appointed for this morning is ... and is found in your service leaflet on page _*. Let us read it responsively by the half-verse, then reads it with the congregation. If it is a Canticle or the Psalm is short or the congregation is small, it should be read in unison. EM1 then returns to her/his seat and the Lector reads the second lesson. If you notice that the microphone is still on at the end of the readings, please turn it off.

When the sequence hymn begins, the person assigned (if any) to carry the Gospel book for the priest proceeds to the top step of the chancel and waits for the cue (a nod of the head) to process to the center of the church where the Gospel is read.

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EM1 leads the Prayers of the People after the Creed (please make sure the microphone is turned on and positioned correctly). EM1 remains at the lectern until the serving priest completes the final prayer. EM1 turns off the microphone and returns to her/his seat.

At the beginning of the Eucharist, all EMs other than those in the choir proceed to the altar. All stop at the rail in a line and bow together (following the Celebrant's lead). The Celebrant enters the gate first and stands behind the altar in the center, the assisting priest (or EM2) stands on the Gospel side (left side facing the altar) and EM1 (or the alternate) stands on the Epistle side. It is the intention that there should be as little movement as possible, **including not crossing the altar**. (The torchbearers will remain at the altar but the other acolytes will be seated in the chancel.) The elements are then brought to the Celebrant.

NB: In this document, we use the term *credence bracket* (or *credence table* in the context of the 8 a.m. service) for the structures attached to the wall on either side of the sanctuary – see photos below. We use the term “shelf” for the shelf underneath.

Credence bracket Gospel side



Tabernacle

Shelf with collection plate

Shelf with missal

Credence bracket Epistle side



Instructions for EM2 (if no assisting priest):

1. Standing next to the credence bracket on the Gospel side, open the tabernacle door and take out the small wine carafe, the large wafer container (ciborium), and the small gluten-free wafer container and place them all in front of the tabernacle. Remove the stopper and lids. Place half of the gluten-free wafers (without touching them) on the inside of the lid of the gluten-free container.
2. Stand at the end of the altar facing EM1 on the opposite side, hands clasped at waist.

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At the end of the choir anthem (or hymn) at the Offertory, cue acolyte to take the collection plate **from** the shelf under the credence bracket (if necessary). If there is no acolyte, take the collection plate to the altar gate to receive the collection plates from the ushers and pass them to the Celebrant.

3. After the Celebrant blesses the collection plate, receive it from her/him and place it on the shelf under the credence bracket. Note that some Celebrants prefer not to receive the plate and will just bless it while you hold it.
4. After the Lord's Prayer and fraction (breaking of wafer by the Celebrant), place the three bread containers (ciborium, gluten-free wafer container and lid) and the wine carafe on the altar within reach of the Celebrant. (The Celebrant will place the gluten-free wafer container and the lid on separate patens.)

Instructions for EM1:

1. The Celebrant will prepare the Chalice. EM1 should step towards the Celebrant and hold out her/his hands to receive the burse, the veil and the pall from the Celebrant and place them on the shelf under the credence bracket. Note that the Celebrant may have already placed these items in the *pass zone*. The pass zone is the part of the altar between the Celebrant and EM1. It can be used by either Celebrant or EM1.
2. If signaled by the priest that additional wine is needed, remove the stopper from the flagon of wine on the credence bracket, and pass the flagon to the Celebrant, with the handle facing her/him.
3. After this, or if no additional wine is needed, pass the flagon of water to the Celebrant, with the handle facing her/him.
4. If the missal is not already on the altar, take it (and its stand) out from the shelf under the credence bracket and place it on the altar, next to the candlestick and angled so that the Celebrant will be able to read it easily. Open the missal to the first ribbon. Many clergy turn their own pages (Rev. Lisa does). However, you may be asked to keep pace.

When the Celebrant says, *The Gifts of God for the People of God*, as unobtrusively as possible, the choir EMs proceed to the rail, bow and join the altar party on the side they will be serving and receive Communion.

Giving Communion: If there is no assisting priest, EM2 distributes the bread (wafers) to communicants at the standing station in front of the lectern, saying, *The Body of Christ, the bread of heaven*. The chalice bearer assigned to this station precedes the paten bearer (assisting priest/EM2) as they move to the station. If EM2 is called upon to provide a blessing, *May we know God's love in our hearts* or similar may be used. EMs who are chalice bearers distribute the wine saying, *The Blood of Christ, the cup of salvation*.

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If there is no acolyte, one of the EMs that remains at the altar must close the gates after the standing station priest/EM2 and the accompanying chalice bearer have departed, and opens them after Communion.

If there is only one EM at the altar, that EM serves all communicants. Following the Celebrant, the EM serves the cup from the outside to the middle on both sides. This way, the communicants can depart through the relevant door after receiving without stepping over other communicants.

After Communion:

After Communion, choir EMs return to their seats in the choir (unless they are EM1 or EM2, if no assisting priest). EM1 and EM2 (if no assisting priest) do the following as quickly as possible (but with reverence):

1. Collect chalices and patens from station clergy and servers. Place on the Epistle credence bracket. Anything sticky goes on the tray. If it's just wet with water, it can sit on the linen.
2. All consecrated hosts are returned to the altar. The priest places the leftover bread in the ciborium. EM2 (if no assisting priest) replaces the lids on the ciborium, the gluten-free wafer container and the wine carafe and puts them in the tabernacle.
3. EM1 moves the missal (and stand) and everything placed by the clergy in the pass zone to the credence bracket. Cover every chalice with a purificator and put the largest paten on the largest chalice at the front corner.
4. Rev. Lisa moves to the front of the chancel to give the blessing. At the words, *Let us pray*, all EMs stop what they are doing and join in the prayer.
5. All EMs at the altar proceed through the altar gate and follow the choir in recession to the rear of the church.
6. After the service, EM1 extinguishes the candles in the prescribed order (see page 1). Be careful not to spill wax on the linens.

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The 8 a.m. Service

The Eucharistic Minister (EM) should arrive at least 15 minutes before the service commences, preferably 30 minutes if a visiting priest is presiding (see Appendix 1 for issues to raise with a visiting priest).

Before the service:

Set the missal (see Appendix 2).

Check that the organ is on and that the Chimes stop (upper right of organ) is engaged (if you don't know how, ask one of the clergy).

Light the candles. **Order:** First light the Epistle candle and then the Gospel candle. Remember the rule: "The Gospel never stands alone." However, if the Paschal candle is present, first light the Paschal candle, then the Gospel candle and then the Epistle candle. In Advent, remember to light the appropriate candles after lighting the altar candles. For Christmas services, remember to light the candelabras. (Candles are extinguished in the reverse order. Be careful not to spill wax on the linens.)

At the beginning of the service, lead the altar party (you, the Celebrant, and any additional clergy) through the sacristy door. Press a note three times on the organ (e.g., C on the lower rank) before proceeding to the altar gate. The altar party turns to the altar and bows together, then goes to their respective seats (you sit in the second pew in the choir on the Epistle side).

During the service:

After the collect of the day:

First lesson (following the collect for the day): If there is no lector, read the lesson.

Read the psalm. It is best to read responsively by the half verse but, depending on the size of the congregation, it may be read in unison, using the following words: *The portion of the Psalter appointed for today is (from) Psalm ___ which may be found in the insert to the service leaflet* and either *Let us read it responsively by the half verse* (preferred) or *Let us read it together in unison* (if small congregation).

Second lesson: If there is no lector, read the lesson.

After the sermon, stand facing the altar for the Nicene Creed, then move to the lectern and read the Prayers of the People.

After the announcements, the Celebrant/clergy and EM approach the altar gate and bow together (following the celebrant's lead) before entering the gate. Celebrant enters first; EM goes to the Epistle side by the credence table.

At this point, the elements are brought by the oblation bearer.

While priest is divesting the veiled chalice, put missal on altar, open to the first ribbon.

Priest will hand you the burse, veil and pall. Place on the back of the credence table.

Open the water cruet and hand to the priest. S/he will hand it back to you when finished, together with the wine stopper. Place on silver tray on credence table.

Hand the bread dish to the priest. S/he will remove the wafers and hand the dish back to you. Place at the back of the credence table against the wall.

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Put microphone (from under the altar) onto the altar if the priest has not already done so.

When the offering is brought by the oblation bearer, take offering at altar step and hand to priest, then stand slightly to the side.

Take offering plate from the priest and place on the shelf under the credence table on the Epistle side.

Position the altar rail cushions (unless already done by the oblation bearer) and close the altar gates.

Return to the Epistle side of the altar and hold left hand pages of missal steady for celebrant to read as needed.

Bow with Celebrant after the Great Amen at the end of the Eucharistic prayer.

At the Breaking of the Bread remain still, in place, until Celebrant breaks for the second time.

After taking Communion at the altar, administer Communion at the altar rail.

Distribution of Communion goes outside-in from both sides.

Say, *The Blood of Christ, the cup of salvation.*

The communicant may choose to intinct, sip or cross their arms to indicate that they do not wish to take the cup.

If they choose to sip, assist them when possible. If they wish to take the cup and drink, allow them to do so, with care.

Wipe the cup inside and outside the rim with the purificator and turn the cup between each communicant.

After Communion, open altar gates, reposition altar rail cushions and return to the Epistle side of the altar.

The priest may place any extra wafers in the ciborium. If there is extra wine, you may consume it. Brush the crumbs into one of the chalices, add a little water from the silver cruet, consume and cover with a purificator. Close the missal and place it on the acolyte chair.

Rev. Lisa moves to the front of the chancel to give the blessing. After the blessing, proceed through the altar gate and follow the priest. The altar party turns to face the altar and bows together, then proceeds to the rear of the church and turns for the Dismissal.

After the service, extinguish the candles.

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Appendix 1

Additional Instructions If There Is a Visiting Priest

The Eucharistic minister:

- goes through the service leaflet with the visiting priest, explaining our procedures
- discusses the placement of the missal and the assistance s/he requires with it
- checks whether at the 10 a.m. service, s/he wishes to be passed the collection plate or just to bless it
- checks whether s/he wishes to say the blessing from the altar and if so, adapts the instructions to accommodate this.

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Appendix 2

Setting the Missal

Before the 8:00 am service

Set the missal (found on the shelf on the Epistle Credence Table) by placing the ribbons at an angle in order of sequence from top to bottom, and return the book to the credence table.

The first ribbon is set at p. 20.

The second is at the Sunday preface. From Pentecost to Advent this is p. 22 but in Advent, Easter, etc. this will change according to the seasons of the Church year.

The third ribbon is at Eucharistic prayer II, p. 38.

The fourth is at the post communion prayer, p. 44.

Before the 10:00 am service

Set the missal (found on the shelf under the Epistle Credence bracket) to the Eucharistic prayer (A, B, C, D) listed in the service leaflet by placing the ribbons at an angle in order of sequence from top to bottom, and place the missal (and stand) on the altar.

Eucharistic prayer A

The first ribbon is set at p. 156.

The second is at the Sunday preface. Prefaces begin p. 158.

The third ribbon is at the Eucharistic prayer, p. 167.

The fourth is at the post communion prayer, p. 194.*

Eucharistic prayer B

The first ribbon is set at p. 156.

The second is at the Sunday preface. Prefaces begin p. 158.

The third ribbon is at the Eucharistic prayer, p. 172.

The fourth is at the post communion prayer, p. 194.*

Eucharistic prayer C

The first ribbon is set at the Eucharistic prayer, p. 177.

The second is at the post communion prayer, p. 194.*

Eucharistic prayer D

The first ribbon is set at the Eucharistic prayer, p. 183. This has the music, so place the second is at p. 186 (to skip the music).

The third ribbon is at the post communion prayer, p. 194.*

* Note that Rev. Lisa does not read the post communion prayer from the missal.