

Guidelines for Lay Eucharistic Ministers (All Services)

Where to stand when distributing the sacrament:

LEM's should position themselves to the left and right of the priest, with sufficient distance away, to allow space for maintaining a smooth flow in the distribution process. This helps our ushers coordinate bringing people forward to receive the sacrament and it helps us to avoid bottlenecks in the lines.

- There are "x's" on the floor that merely serve as guides where you may want to stand to insure there is enough space between priest and chalice bearers.
 - You may need to move farther away (or closer) to insure we avoid creating line bottlenecks.
 - Please keep an eye on the line and if people get backed up on your side, please move out a little further.
 - This is especially important when we have Healing Sundays.
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The Words at the distribution: The Book of Common Prayer gives us three options for Rite I (pg. 338) and two options for Rite II (p365) when giving the Bread and the cup to the communicants:

Rite I

- *The Blood of our Lord Jesus Christ, which was shed for thee, preserve thy body and soul unto everlasting life. Drink this in remembrance that Christ's Blood was shed for thee, and be thankful.*
- *The Body (Blood) of our Lord Jesus Christ keep you in everlasting life. [Amen.]*

Rite II

- *The Body of Christ, the bread of heaven. [Amen.] The Blood of Christ, the cup of salvation. [Amen.]*

NOTE: It is your option which of the forms you use, but please be consistent.

Ablutions and Clearing the Table

Ablutions: the consuming of the remaining sacrament and the cleansing of the chalices after the Eucharist and before re-veiling the chalice.

- After distribution of communion, please do not consume the remaining wine in your chalice.**
- After communion is complete, if you are distributing on the left hand side (altar side as facing the people), return that chalice to the priest and return to your seat. If on the right, please return the chalice to the credence table and return to your seat. Please neatly fold the purificators and drape them over the top of the chalices. (SEE DIAGRAM BELOW: please do not crumple it or place it in the chalice – even if empty)



Directions for LEM/Crucifer serving at 5pm and 7:45 am services

Lighting Candles before the service

- No Later than 10 minutes before the service, proceed to the altar to light the candles.
- Reverence the altar first, then light each candle - Lighting (Right to left).
- If serving as crucifer, please retrieve the cross and return to the back of the church.

Procession

- Lineup behind Baptismal Font as Opening Hymn begins.
- (5pm Service) At FIRST verse of the Processional Hymn, begin the procession.
- Crucifer processes to altar (do not reverence), and returns cross to holder and then moves to and stands in front of their seat.
- **NOTE: Please walk in a straight line directly from the baptismal font to the center of the altar.**

Gospel Procession

- At the second verse of the sequence hymn (5:00 pm service) Crucifer moves to the altar and retrieves the Gospel book moves to the floor (do not reverence) and proceeds to center aisle; priest follows.
- After Gospel is read, the priest steps to one side, and the Server proceeds toward altar, and the priest follows.
- Crucifer returns Gospel Book to the altar and moves to her/his seat.

Assisting at the Altar

After the offertory sentence, "Walk in love" the priest walks behind the altar, and Server moves to credence table

- The server hands the priest the clear cruet of wine.
- After chalice is filled by priest, receive the empty cruet and return to credence table.
- Obtain water, lavabo bowl and towel. Hand water to priest who pours in chalice.
- Receive water and wash priest's hands, then return lavabo bowl, towel and water to the credence table.

After the gifts (wine, bread, offering) are given to the priest and positioned on the altar

- Priest will fill the paten with wafers and hand empty ciborium to server.
- At the fraction "Christ our Passover is sacrificed for us," bring an additional chalice to the altar and place on the right hand corner of the altar.
- After receiving communion, return to your seat until after communion is complete unless you are serving as a LEM Chalice Bearer or as directed otherwise by the priest.

After the priest returns to the altar (after communion)

- Remove any vessels, purificators handed to you by the priest and return them to the credence table.
- Move the offering plates to the lectern and place in the slot underneath.

Procession Out

- At first verse of closing hymn, obtain cross, and move to front of altar as the priest moves.
- Priest will join crucifer, and priest will reverence the altar, and follow the crucifer to the back of the church.
- **NOTE: Please walk in a straight line directly from the center of the altar to the baptismal font.**
- Extinguish the candles and return cross only AFTER the dismissal (extinguish left to right).

RECORDING NOTICE: At St. Monica's, in an effort to reach out to others and to provide another evangelism tool, we are recording, and may place on our website, the 9:30 a.m. Sunday worship and other special services such as: Ash Wednesday, Maundy Thursday, Good Friday, etc. Liturgy participants are consenting to the capture of their voice and image and the broadcast of their participation in worship services through livestreaming and video.