

Eucharistic Minister Customary

Revised 1/7/10

Introduction

The work of Eucharistic Ministers (EM) is two-fold; pastoral and liturgical. Pastoral in that the EM deals with a very personal aspect of a person's faith experience. Liturgical in that the EM is a worship minister. "Liturgical" means anything that has to do with worship. EM share in these ministries at the discretion of the Bishop and the Rector with the approval of the Vestry.

The purpose of this customary is to provide guidance to EM serving in worship. It is meant to acquaint EM with customs of worship at St. Andrew's. It is intended to be descriptive, not proscriptive; the Rector has final say in all matters pertaining to worship. It is important for EM to attend EM workshops as changes and revisions to these instructions will be discussed at that time.

On a pastoral note, remember (regardless of your personal beliefs) that some parishioners believe that the Bread and the Wine are Christ Himself. Anything "out of the ordinary" can be seen as a sign of disrespect to Christ himself.

Expectations

1. Receive approval of the Rector, the vestry and the Bishop prior to service.
2. Receive training under the direction of the Rector or Rector's designee.
3. Attend all EM Workshops (approximately one a year)
4. Live your Baptismal Vows;
 - Weekly worship except for good cause
 - Regular time with Scripture and in prayer
 - Attentive to those in need
 - Being a witness for the Gospel
 - Work, pray and give to carry out the Mission of Christ at St. Andrew's.
5. Love members of our Parish family, and endeavor to have sensitivity towards them.
6. Welcome the stranger and practice hospitality.

Preparation for Services

1. All EM are requested to be at the Church and vested (if the service calls for vesting) at least 15 minutes in advance of the service in which they are to participate, and to check in with the Celebrant and Vestry Person of the Day (VPOD.)
2. The Vesting area is in Room 107a (Music Room.) 8:00 am EM always vest. 10:30 am EM may need to vest on some occasions. Be prepared.
3. If you cannot be present for your assigned duty, please obtain your own replacement and notify the office prior to Wednesday. This is a great help to the Celebrant on Sunday. Please be helpful to others when you are asked to substitute. Days will come when you will need help as well. Some EM trade days when a substitute is needed.
4. Mark the Minister Schedule in the Narthex (entry) of the church when you make a change so we will know who to look for.
5. Pray to prepare yourself for worship.
6. You may be asked to sub for the Gospel Book bearer or the Cross bearer or the Server.

Liturgical Etiquette

Attire

St. Andrew's is pretty casual but be sensible. No suits of armor, beer T-shirts or gimme caps. 8:00 am vest in cassock and surplice. 10:30 am EM are in street clothes and do not come up until the time of distribution. Again, be prepared to come up and not stop the flow of worship.

Decorum

Anything that draws attention to the individual EM rather than to the corporate act of worship, is a distraction that should be avoided. Since 8:00 EM sit up front, this would include sleeping, rolling your eyes during the sermon and balancing your checkbook. Participate in the service completely. Have a Hymnal and Prayer Book and leaflet up front. People follow your lead. Have all necessary materials in place before the service.

Because there is no kneeler up front, maintain the posture of the Celebrant during prayers and Confession. This will usually be "standing." If kneeling is done during Lent or at Confession, join the Celebrant at those times.

Stand by the Altar and Celebrant during Holy Communion. There is an "X" marked on the floor. You are helping at the dinner table so you should focus on what is happening at the table. Do not act as if you are not part of what is happening at the Table by standing far away.

If you need to leave for any reason, or come in late, **do not do it** during the sermon or prayers. Pick a time when all are standing so as not to draw attention to you.

Purificator (napkin)

Use the non-embroidered side of the purificator.

Serving the Chalice

Upon receiving the chalice, take it in your nondominant hand, grasping it very firmly. Take the purificator in your dominant hand. Rite I and Rite II present several alternatives for sentences to be spoken when administering the chalice. The choice is yours, but don't use phrases not in the Prayer Book. The short sentences ("The Blood of our Lord Jesus Christ keep you in everlasting life." or "The Blood of Christ, the cup of salvation.") are preferable because they are the same for Rite I and Rite II. Variety is not necessary. Even if the communion line extends out the door of the church, avoid the appearance of being in a hurry. Some other thoughts...

1. Arms crossed across chest. Individual does not want to receive the chalice. Say the words of administration but do not administer wine.
2. Intinction. The individual grasps the host and dips it in the wine. All you have to do is say the proper chalice sentence and make sure the cup is close enough, and that no wine is spilled. Hold the chalice down at chest level and the parishioner can see the cup for intinction.
3. Every once in a while, someone will want you to take the bread or wafer, dip it and place it on the tongue.
4. Sipping from the Common Cup. Wait for the recipient to swallow the Host. If the recipient is in a state of prayer and unaware of your presence, start saying the sentence while moving the cup near the recipient's lips. Ideally, the recipient will know to reach for the cup in order to stabilize it and guide it to their lips. It is okay to request this. If not, move it closer and closer to the

recipient's lips and have the purificator ready in the event of a wine spill. The wine need only touch the lips. Do not let go of the chalice unless you are administering to a member of the clergy or a fellow EM and you have previously agreed that he will take the cup and return it to you. When in doubt, don't let go.

5. After the communicant has received the chalice, wipe the area with the purificator and turn the chalice a quarter turn to prepare it for the next recipient. Always wipe and always turn.
6. You may ask if a recipient has received wine.
7. You may ask a kneeling child to stand to administer the chalice.

In general, don't let the server (sometimes there is no server and you do this yourself) fill the chalice much more than what you will need to finish. Never finish all the wine in a cruet. Always leave some. Be ready with the purificator to catch a drop of wine from the cruet. If wine starts to run low, go to the credence table and dilute it with some water. If wine continues to run low, notify the Celebrant and stay with him or her while more wine is consecrated (blessed.) Do not use the wine on the credence table. It is not blessed.

Should the wine in the chalice become seriously defiled, retire to the credence table and fish out the bread with the spoon provided. If it is not possible to do this, it will be necessary to go to the sacristy and pour the wine into the sink that drains to the ground (by the exterior exit door.) Wash the chalice with water from the credence table cruet and dry it with the purificator. Then, fill it with more wine.

If in doubt – WIPE. Wipe cruets and chalice after use. Wine stains are hard to get out of the altar linens. We want to respect the work of the Altar Guild. Always place cruets and chalices on the corporal (placemat) and never on the large altar linen.

Serving the Paten (plate)

Serving the Paten at communion is normally reserved for clergy. In extraordinary situations, a EM may be called upon to do this. You will do this whenever you visit the Nursery. Use the words, "The Body of Christ, the bread of heaven" because they are the same for Rite I and Rite II.

Holding the paten in your hand, take a piece of the Host (bread or wafer.) While saying the sentence, place it in the palm of the recipient (a few may want it on their tongue.) Avoid the appearance of being in a hurry.

If a person needs a Blessing and it is convenient, get the attention of a clergyperson. If not, make the sign of the Cross on the forehead and say, "Be assured of the Blessing of God, Father, Son, and Holy Spirit."

Communion to Nursery (and those who could not come up to receive and others outside Worship)

After the last communion, return to the front of the altar. One EM should take the paten and bread left by the Celebrant. That EM should consume the rest of the wine in his or her chalice and leave it and the purificator on the altar. The second EM will take the chalice.

Ablutions

Ablutions (cleaning up) are generally done at the Altar or at the credence table; sometimes in the sacristy. Reverently clean up your vessels when you return to the Altar area. If you miss the Procession out, it is okay.

If you are in the congregation, the Celebrant may ask you to hand out **reverently** the remaining bread. Please do the with care. This is not lunch for others. For some it is Christ himself that is being served.

If you are not comfortable in consuming the leftover wine, notify the Celebrant before the service. Wine may reverently be poured by the St. Frances Prayer Garden, if necessary.

Scripture

Venite (Psalm 95/96) in the Prayer Book – We are here to worship – Love God
Matthew 25 – Every person IS Jesus – Love others
Hebrews 13:1 – Practice hospitality
Ephesians 4:11-12 – Clergy need to equip lay persons for this work

Prayers (from the Prayer Book)

64. Before Worship

O Almighty God, *who pourest* out on all who desire it the spirit of grace and of supplication: Deliver us, when we draw near to *thee*, from coldness of heart and wanderings of mind, that with steadfast thoughts and kindled affections we may worship *thee* in spirit and in truth; through Jesus Christ our Lord. *Amen.*

68. After Worship

Grant, we beseech *thee*, Almighty God, that the words which we have heard this day with our outward ears, may, through *thy* grace, be so grafted inwardly in our hearts, that they may bring forth in us the fruit of good living, to the honor and praise of *thy* Name; through Jesus Christ our Lord. *Amen.*

- I have read the Eucharistic Minister Customary and wish to continue for 2010
- I do not wish to continue serving as a Eucharistic Minister in 2010

Name (print)

Signature

Date

Return this to the Office or place in the offering basket

Thank you for your service!

Jim+