

Lector and Lay Eucharistic Minister Instructions St. Alban's Episcopal Church

Processional Order

- 1 – Crucifer
- 2 – Torches
- 3 – Gospel
- 4 – choir
- 5 – Lector, prayers
- 6 – Lector, lessons
- 7 – LEMs
- 8 – Seminarian
- 9 – Priest

Stations for altar party

		8		9	
	3				1
	6				5
7			7		
2					2

Vestments

- Lector – Black cassock, white surplice
- LEM – White alb
- May wear cross.

Altar party stands

Members of the altar party stand instead of kneeling unless instructed otherwise by the celebrant or vergers.

Lector

Read lessons, psalm, prayers before service. This allows time to check pronunciation and practice flow.

Move microphone so that it is toward your mouth and up high enough so you don't need to lean over the podium to use it. Use the mike even if you believe that you do not need it.

Read from the lectionary on the podium. In addition to the readings, it has the opening and closing phrases ("A reading from..." "The Word of the Lord", etc.).

Read the psalm from the worship sheet. Psalms may be read in unison or responsively by whole verse (not half verse).

Speak slowly and clearly. Sound bounces around inside the church. Speaking too quickly runs sounds together.

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Glance up occasionally. If everyone has heads down reading, that may mean that you cannot be heard or understood clearly.

In the appropriate sections of the prayers, read the names on the parish prayer list. Ask if there are others – wait – look up – when no more, finish.

In the prayer that invites praise and thanksgiving – wait – look up – when no more, finish.

LEMs

Maintain control of the chalice. Hold chalice in one hand and a purificator in the other. Be mindful that young children may not understand that communion does not require serious dunking. Be prepared to move the cup down and away if a youngster seems to be close to submerging a hand in the cup.

After a communicant drinks from the cup, wipe that area of the cup, inside and out, with the purificator. Turn the chalice 90 degrees and offer to the next person. If a purificator accumulates wine or lipstick stains, return the soiled purificator to the altar and pick up a fresh one.

If wine drips, wipe it up with the purificator, immediately
(If a host falls to the floor, pick it up and eat it.)

If loose bread falls into the chalice and it can be removed without dipping your fingers into the wine, do so. If not, consume the remaining wine and refresh the chalice from the cruet.

Extend the chalice so that it's easy for the communicant to use. Allow them to guide the chalice to their lips. For those who do not assist, raise the cup to their lips and tip it until you think the person has received. It is alright to ask if the person has done so.

If the chalice is nearing empty, refill from the cruet on the altar. If that supply is exhausted, retrieve wine from the tabernacle.

Altar party at the Eucharist

When the priest indicates, join the priest on the altar platform. Usually, the priest will serve the host to all behind the altar and may present the chalices to the chalice bearers to serve the remaining members of the party.

Two chalices are used for services. One chalice serves those who drink from the cup; the other serves those who intinct.

LEMs stand next to the altar until the priests or others serving the host have moved to the first communicants. The LEM serving the "sipping" chalice leads one step ahead of the LEM with the intinction chalice. The LEMs should stay in this order until all have been served.

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The priest may want to take communion to a congregant who cannot come to the altar. In that case, the priest will indicate who is to assist.

After the last communicant is served, take the chalice and used purificator to the credence table. You or the attending acolyte may put the chalice and purificator in their places.

Recessional – Same order as processional except the choir probably will not participate.