

EPIPHANY CUSTOMARY – EMS & LAY READERS

Check your name off the list in the crossing-hall before you do anything else for Verger. If you need a sub go to website sign ups to designate.

LAY READERS

1. The book on the pulpit/lectern) includes the introduction “A Reading from_” and the conclusion, “The Word of the Lord.” Tabs are in place to mark the readings. Check book before service begins.
2. Old Testament reader by wall next to acolytes during Gloria, second reader during Psalm.
3. Turn microphone on by touching gray button; a red light appears. Check before service - notify the verger.
4. Readers who are also EMS and sitting on Celebrant prayer desk side of church walk behind reredos to pulpit.
5. At end of reading, wait three seconds before saying “The Word of the Lord.” Then wait for the people’s response, “Thanks be to God” to be completed before leaving the pulpit.

Prayers

1. Prayer notebook at the Mary icon; carry in procession. Before service check pronunciation – **read first names only**. During last stanza of Creed, stand at pillar by pulpit, read from pulpit (be sure mic is on). Compare prayers outline with what is in bulletin and make any changes as necessary to conform to bulletin.
2. In reading names where we ask “are there others,” leave several seconds to be sure everyone has finished.
3. Close book, move to altar, kneel for confession. Return the binder to the icon after the service.
4. BAPTISM PRAYER found in Book of Common Prayer, p 305.

EUCHARIST MINISTERS (EMS)

1. Vest in a black cassock and long (knee length) white surplice. Are in order of size – ask if you need help.
2. Assemble in office area fifteen minutes prior to service hour for prayer and instructions or changes, so Verger can know everyone is accounted for. Quiet please in nave and especially after the Voluntary begins.

PROCESSION:

Verger
Torch Crucifer Torch
Choir (not in summer)
EMs
Gospel Bearer
Deacon
Assisting Priests
Celebrant

3. If you are carrying something liturgical (gospel book, crucifix) DO NOT reverence the altar. Gospel Bearer: leave plenty of space between you and EMS; carry the Cross and Gospel book HIGH! Place and **stand the book up** on altar, then reverence altar, and go to seat. Everyone else process to seats and continue standing until the reading of the first lesson.
4. Seating: (may vary if people hold multiple roles)
 - Readers, acolytes, Verger, Preacher, and Deacon go to pulpit side.
 - EM’s to prayer desk side.
 - When singing the Gloria and saying Nicene Creed turn toward the altar.
 - Stand for Sequence hymn and reading of Gospel, Prayers. Go to altar rail for confession.

GOSPEL PROCESSION:

1. Verger determines when time to move. Acolytes and gospel bearer follow.
2. Gospel bearer gets Gospel book, torches get torches, crucifer and Deacon all get in place. Verger faces them to be sure all are ready. Verger then turns toward congregation and procession begins to middle of church.
3. Torches stand either side of Gospel book to illuminate.
4. When finished, return in same order as you came.

OFFERTORY and PRESENTATION:

During Anthem, Deacon sets table: Crucifer brings to Deacon: stack, then water, lavabo bowl, towel, returns to seat.

AT START OF PRESENTATION HYMN:

1. **CELEBRANT** walks to chancel steps to receive elements, hands to Deacon over table; walks to prayer desk side to receive gifts
2. **ACOLYTE** receive alms, bows to people: Walk around altar rail then move inside for Celebrant to bless; place alms on altar and return to outside of altar rail.
3. Acolyte comes to altar to wash Celebrant's hands; Deacon steps back.
4. EMs close the altar rail gate after the oblations are received, and put kneelers in place. To open and close the gate, you must lift the gate while pushing down on the bolt.
5. **VERGER** stands facing altar to anticipate needs.

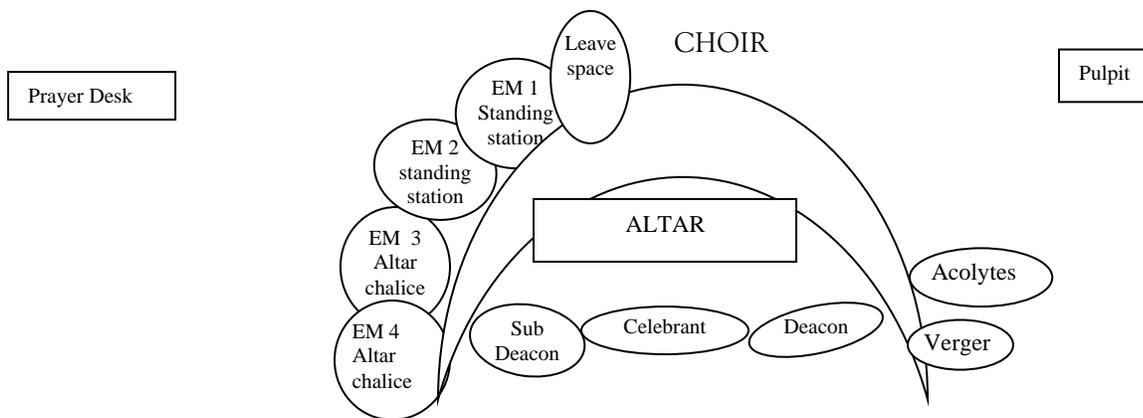
EUCCHARISTIC PRAYER

- A. EMs outside altar rail, standing. At Sanctus (Holy, Holy, Holy) you may stand or kneel.
- B. Altar party follows Celebrant's piety (crossing, bowing or nothing)
- C. Deacon tend table; stoppers go on wooden plate; do work over the corporal
- D. Preacher acts as sub deacon; third priest at Deacon's right

FRACTION / ELEVATION

1. Celebrant does the fraction and places bread on the paten
2. The following occur simultaneously
 - a. Celebrant breaks remaining bread
 - b. Fraction anthem is sung
 - c. Verger brings second and third stack/chalice
 - d. A LEM takes plates to sacristy
 - e. A LEM brings reserve, including non-gluten to left altar
 - f. Sub-deacon receives and sets reserve on corporal
 - g. Deacon is filling chalices as anthem sung
 - h. LEM's move to left side rail
 - i. Verger moves to left side rail
 - j. Acolytes move to right side rail
3. As soon as anthem is finished—
 - a. Deacon ceases to pour and picks up filled chalice
 - b. Celebrant picks up paten
 - c. Both are respectively lifted
 - d. Celebrant says invitation—'these are the gifts of god...

4. Celebrant communes self
5. Celebrant communes deacon
6. Deacon finishes filling chalices and placing bread on addition paten- Take from ambry supplies first.
7. Celebrant communes sub-deacon
8. Sub-deacon leaves altar and goes to healing station
9. Celebrant communes LEMS and Verger
10. Celebrant hands over 1 paten and chalices to respective LEMS/verger (Standing station should commune anyone who cannot come to rail, then, anyone who cannot leave seat)
11. Celebrant then communes the rest of the whole rail
12. LEM's follow Celebrant (Follow a few steps behind paten to allow a little time in between. Each chalice bearer will serve one half of the oval, following the paten and wipe with purificator, then twist chalice around.)
13. Deacon takes bread box or third paten to middle right and begins communing, after celebrant has done the rail once
14. Verger may stand behind pulpit to assist in any way - refill chalice or bread etc. Refill on corporal rather than on the fair linen.
15. Celebrant returns to altar and cleans; 2 cleaned plates into 1 chalice, consume the chalice; everything cleared to right side of altar; tabernacle items go left
16. As Communion finishes, EMs take reserved sacrament back to ambry from left side of altar. All others will be on right side of altar. Check with Verger if your elements are needed at altar or disabled communicants. Kit filled in Sacristy by LEV.
17. Acolytes shall step to the rail to receive vessels and to sacristy as the last person communed leaves the altar



RETIRING PROCESSION:

1. For the procession in to the world, Verger, Acolytes and Gospel Bearer get in place when Choir starts procession (usually at the beginning of first verse of hymn).
2. Verger, Crucifer and torches go down on floor; Verger faces crucifer and torches to make sure everyone is in place. When choir turns corner, Verger turns and heads down aisle with torches ahead of choir. All in altar party should be ready.
3. Gospel Bearer stays top of chancel steps with Book while choir processes. You may hold Gospel book up high, at chest, or at your shoulder. When Choir passes, EMs process out, then Gospel Bearer then Clergy. Clergy flank right and left at beginning of procession. Gospel B. waits a bit before moving to give space for gospel.

At the 6PM Service Reader/EM/Acolyte same person

1. Arrive twenty minutes before the service time and check the following:
 - A. Front door unlocked (Contact the parish office for a front door key code if you do not have one.)
 - B. Lights on
 - C. Microphones on
 - D. Check w celebrant which reading, set book.
 - E. Put Bulletins out from narthex closet
 - F. Alms basket on little table at steps to chancel.
 - G. Get bell ready for procession, sit on chancel.
2. Reader/EM do not vest for this service. Your duties during the service are as follows:
 - A. EM lights candles during the Candle lighting evening hymn – first altar then pulpit.
 - B. From Pulpit: If using psalm it should be read from your BCP (mark before the service and announce page number). Please be sure to give people plenty of time to find the page before reading, and to give clear instructions on how the psalm is to be read (responsively, in unison, antiphonally, etc.).
 - C. Lector reads the Prayers from pulpit or nave (face in to the congregation so that your voice will carry).
 - D. Close gate and places kneelers. Celebrant or Deacon prepares table – EM brings elements from back. EM stands left of Celebrant as Book Pointer.
 - E. Congregation moves to altar.
 - F. Serve the chalice behind paten.
 - G. Return remaining bread and wine and stack to Sacristy and place inside wooden box on counter top.
 - H. Go to outside altar rail for closing prayer, blessing and final song.
 - I. After people have left, open altar rail gate and remove kneelers, **MAKE NOTE OF COUNT IN BOOK.33**
 - J. **CLOSE UP:** put out candles, turn off lights and sound system; take offering to Celebrant's office, lock building.

SUNDAY MORNING LIST

1. Assign Standing Station and Altar Chalices
2. Crucifer and Gospel Bearer hold them high
3. Leave space between and after Gospel Book in Procession.
4. Gospel procession torches stand beside Gospel Book.
5. Readers checked readings, litanist first names only
6. Right after fraction: EM 4 take offering to sacristy. EM 3 get reserved sacrament become altar chalices. EMs 1 and 2 Become standing station
7. End of Communion reserved Sacrament placed on left side of altar - EMs take to ambry. Other things on right side of altar - take to Sacristy.
8. Lay Eucharistic Visitor will take Communion, then go to Sacristy to fill Communion Box, then process out with EMs.

WORDS TO KNOW!

Corporeal

Chalice, paten

Ambry

Reserved sacrament

Mary icon

Sacristy

Chancel

Altar

Cassock, surplice

Parts of service: anthem, presentation, elevation, fraction