

**PROCEDURES
FOR
ACOLYTES, CHALICE BEARERS and LAYREADERS**

CHRIST CHURCH PARISH

September 2012



ALL SERVERS

PREPARING TO SERVE:

One of the purposes of wearing vestments is to avoid distracting the congregation. Therefore, that principle applies also to the areas not covered by the vestments. Ensure your hair is neat, your hands and nails immaculate, and your shoes clean, and preferably black. No sandals please.

VESTMENTS:

Unless otherwise directed by the priest, you will be vested in black cassock, with plain white surplice, and cross.

Crucifers/acolytes at the 10:30 service will wear white albs, with cincture and cross.

Special guidance will be provided for any high holy day or other event which deviates from this vestment scheme.

SCHEDULE:

The server coordinator will query you via email on your availability to serve each month. Please respond promptly to this request to enable smooth and timely scheduling. Shortly after, you will receive a monthly schedule showing all known services for that month. Carefully check to note all services when you are scheduled. If you cannot serve as scheduled, it is **YOUR** responsibility to find a substitute. This is easily done by switching with another server; notify the office of the change as soon as you have secured a substitute.

If there are special services, for example during Holy Week, or Lent, you may receive an additional schedule; normally, however, you will be consulted to ensure you are available for special services before being scheduled.

Please arrive at the church, and be ready to perform your duties at least 15 minutes before the service begins. Avoid distracting the congregation with untimely activity in the altar area preceding services.



ACOLYTES/CRUCIFERS

Acolyte duties are combined with crucifer duties at Christ Church. These duties are easily performed by a single person. Following is the sequence for a normal Eucharistic service.

- **CANDLES:** Vested, 10 minutes before the service, light the candles on the altar, starting with the one to your right. Reverence the altar, and light the one to your left. If there are additional candles, light them in the same sequence, center right to the end and then center left to the end. Reverence the altar, and return to the sacristy.
- **PASCHAL CANDLE:** During the Easter season, light the Paschal candle before the congregation arrives. Then, 10 minutes before the service begins, light your lighter from the flame on the Paschal candle. Then light the other candles as normal. At the end of the service, do NOT extinguish the Paschal candle, but do extinguish the other candles as normal.
- **PROCESSIONAL:** As crucifer, lead the procession into the church, carrying the processional cross. Walk at a dignified pace which neither delays nor rushes those who follow. Keep the cross straight.
- Pause at the altar entrance, (but do not bow) while the choir and other servers reach the altar and move to their seats. When the priest touches your back, move smoothly to place the cross in its holder. Turn the cross so only its profile is visible to the congregation. Take your seat by the credence table.
- **GOSPEL PROCESSION:** As the gospel hymn begins, take the cross from its holder, and move to the edge of the step, facing the congregation. When the server or priest touches your back, move smoothly to a position about 1/3 of the way down the aisle, and turn to face the priest. Hold the cross straight with the base resting on the floor.
- At the end of the reading of the gospel, the priest and other servers will step aside, allowing you to lead the procession back to the altar. Do not wait at the altar, but move directly to

- replace the cross in its holder, in profile, and take your seat.
- **OFFERTORY:** When the offertory is announced, take the two silver alms basins, move to the center facing the altar, reverence the altar, and turn, stepping forward to give the basins to the ushers. If they give you a paper with attendance numbers, simply place that on the credence table when you return to your seat. When the priest calls on the congregation to rise for the Doxology (*"Praise God from whom all blessings flow..."*), take the large brass plate, again move to face the altar, reverence the altar, and move to the ushers, holding the plate low to enable them to place the two silver alms basins on it. Turn, and elevate the three plates to the priest. After the priest finishes offering the plates, he will hand them back to you. Take them, and return them to the shelf under the credence table. Return to your seat.
- **SANCTUS BELLS:** During the communion service, you are responsible for the ringing of the Sanctus bells. This is not difficult, but does require you to be paying attention as this part of the service proceeds. First, ring the bells with each of the "Holy's" during the Sanctus...Holy, Holy, Holy, three rings...WITH the saying of the Holy, not before or after. Then, ring the bells when the priest is consecrating the elements (bread and wine); ring the bell once at the first bow, once at the highest point of elevation, once again at the final bow....that is 6 more ringings. Then, the final ringing is at the very end, when the priest invites the congregation forward to communion...10 total.
- **HOLY COMMUNION:** The acolyte/crucifer the 10:30 service leads the choir to the altar rail for communion, closing the gate, and placing the kneeler as s/he passes by. Ushers will open the gates at the conclusion of the administration of Holy Communion.
- **RECESSIONAL:** At the end of the service, take the snuffer, move to face the altar, reverence the altar, and extinguish the candle on the left first, reverence the altar, and then extinguish the one on the right. (The general concept is that the candle on the left should never be left burning alone.) Return the lighter/snuffer to its place, and take up the processional cross. Move to the center, and face the congregation. When the procession begins, move with dignity down the aisle. When you reach the end, let the choir and other servers pass you, and stand behind the priest so that those who turn to look at him at the blessing will see him and the cross together. At the dismissal, return the cross to its holder in the sacristy.

WELL DONE, AND THANK YOU



CHALICE BEARERS

- There will be one chalice bearer at the 0800 service and two at the 1030 service. Most guidance applies to both services; therefore, the 0800 chalice bearers need to do double duty...but they are used to it!!
- **PROCESSION:** Chalice bearers follow the choir, and precede the priest, unless there are more servers, such as torch bearers etc. An appendix lays out the possible options for processional. If directed by the priest, the chalice bearer may proceed with the Gospel book; otherwise, s/he carries a hymnal and sings the processional hymn.
- Upon arriving at the step before the altar, chalice bearers reverence the altar, and go to sit in the clerk's seat or, if in the Deacon role, with the crucifer/acolyte. If carrying the Gospel book, they arrive at the altar, reverence it, and place the book in the center, reverence again, and go to their seat.
- **GOSPEL PROCESSION:** At the Gospel procession, the chalice bearer (Deacon) goes to the center, reverences the altar, and waits for the priest to hand him/her the Gospel book. Turn, and lifting the book about temple high,(you need to see where you are walking!!) proceed behind the crucifer to the place where the crucifer turns. Turn, gently, and lean the book against your chest, in an angle that will facilitate the priest's reading. The priest will open the book to the appropriate Gospel; hold the pages open lightly with your fingertips. Look straight forward, at the priest's cross on his vestments, with reverence. No statements/genuflections or other movements; you are a bookholder at this point. At the end of the Gospel, close the book carefully, and hold it firmly; step to the left with the priest, and let the crucifer pass. Follow him/her with the Gospel book held at your temple, place it on the altar, reverence the altar, and return to your seat.
- Listen to the sermon!! Although you are busy with the service, you will try to extract all the meaning possible from the service. However, this also is when, if you have not done so before, you need to know which form of the Prayers of the People you are going to use. Open

your book to the form you have chosen.

- **PRAYERS OF THE PEOPLE:** When the priest calls for the Prayers of the People, the 0800 server faces the congregation in the second (layreader's) pulpit, and leads the prayers in a confident, strong, and measured voice. The 10:30 server leads the Prayers of the People from the center aisle, about 1/3 of the way from the front, facing the altar. Use the bulletin for names of the sick, anniversaries, thanksgivings etc. **Use only first names from the bulletin listings.**
- **OFFERTORY:** At the offertory, both chalice bearers will move to the center, reverence the altar, and enter the sanctuary. The CB doing ablutions(CB Ablutions) will move to the right toward the credence table; the deacon to the left toward the altar book. The CB Deacon will move immediately in line with the priest to assist with the book. The CB Ablutions will move to the credence table.
- **ABLUTIONS:** The CB (Ablutions) will offer the ciborium to the priest, reverently, holding it with the right hand, and the left hand supporting the base. Make a simple bow to ensure that the priest and you know it has been securely transferred. Repeat if there is more than one ciborium on the credence table.
- Next, open both cruets; grasp them securely in both hands, with the handles facing the priest, the wine in the right and the water in the left. Turn slowly to the priest, and offer the wine first...transfer the water to the right hand. Receive the wine cruet with your left hand, while offering the water with your right. Stay in place to receive the water cruet back from the priest. Turn gently, and place both back on the credence table. The priest normally keeps the wine cruet from which he fills the second chalice as the administration begins.
- The next step is the ablutions...the washing of the priest's hands. Take the lavabo towel, drape it over your left wrist, pick up the lavabo bowl in your left hand, and the open water cruet in the right hand. (Be sure you have your right thumb securing the top of the right cruet so it won't slam shut when you pour the water!!) Offer the bowl under the priest's fingers, pour a small amount of water over them, and turn slightly to offer him the lavabo towel. When he has finished washing, return all, silently, to the credence table. Gently close the top of the water cruet.
- Turn to face the priest, by his side, behind the altar. Hold your hands in prayer, preferably with hands clasped, with right thumb over left.
- The CB Deacon will, throughout the Eucharist, follow the service in the Altar Book, assisting the priest by turning to the appropriate next page, keeping his hands clean for the administration of the Eucharist. This takes **close attention** to the order of the service.
- Make a simple bow when the priest does throughout the service...the congregation will follow your lead...for example, at the consecration.
- **ADMINISTRATION OF THE EUCHARIST:** The priest will take the bread and the wine himself first, and then offer it to you. Take the

host in the usual manner. CB Ablutions then retrieves the second chalice from the credence table, and places it on the corporal. The priest will fill that chalice and offer it to you. Firmly grasp the chalice, and the purificator as you take the cup. Move reverently behind the priest, (CB Ablutions; CB Deacon waits at the right of the altar, with your own chalice and purificator) with the cup in your right hand, and the purificator in the left hand, open and ready to wipe the lip of the cup. With two chalice bearers, you will divide the communion rail at mid-point. Be sure to give each communicant a sip of wine or an opportunity to dip their wafer. (This is called intinction, and is properly performed by you, the chalice bearer, dipping the wafer, and then placing it on the tongue of the communicant. However, if the communicant prefers to dip their own wafer, (the norm at Christ Church) hold the cup so they may see clearly what they are doing.) Rotate the cup and wipe the lip with the purificator after each communicant. **Use the same sentences for the administration that the priest uses; these change between Rite 1 and Rite 11, and in the various seasons of the Christian year. It is NOT OK to ad lib; follow the priest!!**

- At the end of the Eucharist, return your chalice to the priest, placing it on the Corporal. CB Ablutions will move to the credence table, and open and SECURE the water cruet; when the priest is ready, he will turn to you with the chalice and his fingers posed above it. Pour a small amount of water over his fingers. Give a simple bow. Wait to see if the priest wants you also to wash the paten. If he begins to clean the paten with the purificator, turn back to the credence table and replace the cruet, silently.
- At the 1030 service, the CB Deacon will then move the altar book to the other side of the altar, reverencing the altar as s/he passes before the cross. Open the book to the post-Communion section, return to the center, and reverence the altar, and move to your seat with the acolytes. At the 0800 service, you will finish the ablutions, move to the center, move the book, reverence the altar, and return to your seat in preparation for the recessional.
- **HEALING SERVICE:** On the 4th Sunday of each month, we offer a Healing Service after communion at the 10:30 service. On these occasions, the priest is assisted normally by the parish nurse; therefore, chalice bearers complete their duties as normal, exit the sanctuary, and close the gate behind them, once the parish nurse is inside.
- **RECESSIONAL:** After the acolyte extinguishes the candles, credence table first, and takes up the cross for the processional, wait for the priest to conclude his prayers. The choir should move to follow the crucifer, each pair reverencing the altar, and then turning to recess. The chalice bearers follow the choir; if there are two, they reverence the altar together and recess, singing the recessional hymn. If the priest offers the Gospel book, one (the Deacon) takes it, holds it at temple height, and recesses just in front of the priest.

BLESS YOU AND THANK YOU FOR SERVING



LAYREADERS

All layreaders at Christ Church Parish have beautiful voices, and clearly have practiced their readings. This enables them to read with proper inflection and pronunciation. Here are normal procedures for layreaders.

- When the priest announces the readings of Holy Scripture, approach the altar, reverence the altar, and enter the pulpit to the second level, the layreader's desk.
- Read from the new Lectionary at the layreader's desk. Although you have practiced from your own Bible, this Lectionary will enable you to properly introduce and conclude your readings accurately and in context. For example, "the Epistle is written in the second letter of Paul to the Corinthians,"...*NOT* "2 Corinthians." The Lectionary will also give you the appropriate ending..."*The Word of the Lord,*" prompting the congregation to respond with "*Thanks be to God.*"
- Be sure you know the name of the Sunday for which you are reading; for example, the *third Sunday in Lent*. Then, if by chance the lectionary is not open to the correct page (this should NEVER happen), you can turn to the correct page. You should check this before the service begins, and you will recognize the reading from your practice.
- Be sure to read with a STRONG voice, so that everyone in the congregation can hear you well. This does not mean you should shout, but read in a firm, strong voice.
- Read with dignity, and at a pace slower than normal conversation.
- When you read the psalm, you direct the congregation to read responsively either in half-verse, in unison, or in whole verse. Your judgment governs on how the psalm is best communicated.
- Upon completing your readings, descend from the pulpit, reverence the altar, and return to your seat.
- You will receive a monthly schedule with the readings listed for each Sunday; this is for your convenience in preparing for the service. If you do not have a Revised Common version of the Bible, you may borrow one from the chapel. You may also pick up copies of the bulletin insert from the office during normal office hours.

THANK YOU FOR SERVING IN THIS IMPORTANT MINISTRY

Order for Solemn Processions

Thurifer

Crucifer

Torch Bearers

Banner

Choir

Layreaders

Chalice Bearers

Priest