

Eucharistic Minister

Procession

Following the Acolyte/s (A), Eucharistic Ministers (EM) process side-by-side, followed by the Clergy (C).

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      A
      A
    EM   EM
      C   C
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At the altar rail (or just before the altar in case the rails are down), EMs move to the sides, allowing Clergy to stand between them.

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    EM  C  C  EM
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Reverence together *when the Clergy bows*.

Turn, and walk single-file to the seats. Sit in the second row.

Prayers of the People

Move to the lectern and speak loudly and clearly into the microphone. Remember to pause and to invite others to pray at appropriate times (as indicated on the prayer sheet).

Remain at the lectern *until the Clergy finishes saying the concluding collect*. If the next thing is the peace (rather than the confession), stay at the lectern until the clergy bids the peace. Otherwise, return to seat.

Offertory

When the offertory anthem/hymn begins, move to the altar with the Clergy.

If there is no Acolyte present or ready, the EM standing on the right side of the Clergy should be ready to receive the burse and veil as the chalice is undressed, should hand the wine and water, and wash the clergy's hands (see Acolyte instructions).

The same EM (or the Clergy) should be ready to receive the oblations and alms basins as they are handed over.

Eucharistic Prayer

Stand on either side of the Clergy during the Eucharistic prayer.

EM on left side of Clergy should follow along with the text of the prayer to help the Clergy should s/he lose her/his place.

Lord's Prayer

EM on right side assists the Acolyte in bringing forward the second chalice/paten during the Lord's Prayer.

Presentation of Gifts

Each EM should elevate a chalice when the Clergy says "The Gifts of God for the People of God"

Post Communion Prayer

Remain at altar for prayer. *Please make sure the Clergy is offered the wine before bringing your chalice to the credence table.*

Recession

Following Acolyte/s, move in a single-file line to stand in front of the altar (same positions as when we entered). At Clergy's lead, reference, turn, and process out as you came in.

These instructions assume two Acolytes. When there is only one Acolyte, he/she performs all functions.

Acolyte

Before the Service

The Acolyte lights the altar candles (and Paschal candle if it is out). Order of lighting – Paschal / Candle closest parking lot / Candle closest patio.

Procession

The Acolyte/s (A) lead the procession with the cross and gospel book (or just the cross in the case of one Acolyte), followed by the Eucharistic Ministers (EM), and the Clergy (C).

A
A
EM EM
C
C

At the altar (just inside the altar rails if they are out):

A/gospel sets the book flat on the altar and turns around to face the congregation.

A/cross steps to the altar, and turns around to face the congregation. Both remain there until the rest of the altar party bows and moves to seats.

A/cross puts cross away and moves to seat.

A/gospel moves to seat.

Gospel Procession

The Acolyte walks to the front of the altar with the Clergy following. Both stand in front of the altar, facing away from the congregation and reverence (at Clergy's cue). Pick up Gospel book, face congregation, and process to the middle of the aisle, holding book above head.

The Clergy will take the book, open it to the correct page, and hand it back. Acolyte leans the book against chest to eliminate shaking. After the Gospel is read, the Clergy will lift the book, proclaim it as being the Gospel, and will hand it back.

Acolyte processes back to the altar, holding the book above head. Book is placed on altar. At the Clergy's cue, both bow and return to seats.

Announcements

During announcements, be ready with the birthday money container and the birthday candles. Hand both to the Priest when indicated. Be ready to take the money container back to the credence table.

Offertory

When the offertory anthem/hymn begins, move to the altar with the Clergy and Eucharistic Ministers.

(A1) When the oblations (bread/wine) are brought forward, move to the front of the altar to receive them, one at a time, from the oblation bearers.

Offertory (cont'd)

(A1) Hand the bread/wine over the altar to the Clergy.

(A2) Remain at the credence table near the altar, ready to receive any items from the Clergy.

(A1) Move to the credence table and hand the water to the Clergy.
Hold the lavabo bowl in the left hand with the lavabo towel draped over the left arm.
Receive the water back from the Clergy and wash Clergy's hands.
Put everything back onto the credence table.
* Remember to not set items on the Gospel Book *

(A1) Move to the front of the altar to receive the alms basins, hand them across the altar to the Clergy.
(A2) Be ready to receive the alms basins from the Clergy. Set them on the step near the credence table.

Eucharistic Prayer

Both Acolytes should stand on the credence table side of the altar.

Lord's Prayer

(A1) Bring over the second chalice for the Clergy to fill.

Post Communion Prayer

Move to altar when the Clergy and EMs position themselves behind the altar.

Recession

Acolyte/cross gets cross as soon as the singing begins and stands with it in front of the altar facing congregation. The Acolyte/gospel follows the cross and stands next to it.

Clergy and EMs move to front of altar, reverence and turn around.
Acolyte/cross begins walking towards the door. Acolyte/gospel follows.
Clergy and EMs follow.