

St. David's Worship Customary
Revised June 21, 2016

Eucharistic Ministers

You will receive an email from Ministry Scheduler Pro (MSP) by Friday with a link. It will come from name@clients.rotundasoftware.com. You may update your profile if you want to get the reminder earlier.

Bethell

1. Please check in with the clergy at least ten minutes early. You do not vest.
2. Come to behind the table to receive after the priest has announced "The gifts of God for the people of God".
3. Following distribution of the elements, the EM takes the chalice/bread to the credence table and leaves them there. Altar Guild will take care of it all after the service.

Historic:

1. Please arrive 20 minutes early and get vested and gather with the other EMs and clergy to make sure all tasks are covered. This is when particular roles will be decided and a prayer will be said. At 8am, please arrive 30 minutes early to light the candles and put bulletins out.
2. EMs follow the choir, in front of the Gospel book. Follow the half of the choir that comes down the East Aisle.
3. Line up at the rail and wait for the cue from the choirmaster/choir member to reverence. (Bow from the waist.)
4. The EM who is pointing the Altar Book and one other EM go to the right/pulpit side. Those who will serve at the floor station and, if there is one, the other EM go to the left/organ keyboard. If you find yourself on the wrong side, during the passing of the peace is a good time to move.
5. At the confession, please go outside the rail and kneel there. Return to your places after the Passing of the Peace.
6. At the Offertory Hymn the Pointer goes behind the altar with the clergy. The First Server Acolyte takes the Alms Basin (fancy plate to receive the offering) and stands in the center in front of the altar. One EM from the organ side and the remaining EM from the pulpit side join the first server. They receive the elements from the ushers, turn to the right and place the elements on the altar. (Do not wait for someone to take them- place them on the altar and others will take them from there and put them in the proper place.) Please set them clear of the bar that is under the altar hangings. Turn back to the ushers and give a small bow of thanks. Return to your seats.
7. ****NEW**** the only EM at the Altar is the one pointing the book. (If there is a Deacon present Pointing is their role.) All clergy in the liturgy will stand behind the altar.
8. When you are behind the altar, please follow the celebrant's lead concerning manual acts- if they bow, you bow. If they make the sign of the cross you do so also.

10. Clergy receive communion first per BCP rubrics. While they are receiving the person pointing gets the second chalice and bread bowls and vessels for Gluten Free from the acolyte and puts them on the altar. After the clergy receive, the celebrant fills second chalice, the bread bowls, puts reserve elements on the table and places the wine and bread on the edge of the altar for the floor station.
 - a. IF THERE ARE TWO CLERGY PRESENT: Both clergy and pointer receive communion, then celebrant and pointer administer communion to the EMs and acolytes, beginning on the Bishop's Chair side, and working around to the pulpit side. Station EMs take items and go to the station. Gates are closed. The second clergy person remains at the altar and prepares the elements for distribution.
 - b. IF THERE IS ONE CLERGY PRESENT. Pointer stays behind altar and receives after the celebrant. Both go to organ side and commune EMs there, then head in front of altar to commune other EM and First Server. As soon as Station EMs receive they go out and gate is closed.
 - c. Celebrant distributes from the wall to the center. The assisting clergy or the EM distributing bread begins in the center and moves to the wall. Chalice follows.
11. After everyone has received communion the celebrant will place the remaining wafers in the reserve. All the other vessels and consecrated wine are taken to the sacristy by the EMs. Please don't stack too many dishes together. The Altar Guild will take care of things from there.
12. EMs return to their places for the post-communion prayer.
13. At the first word of the dismissal hymn please reverence with the choir. Do not reverence again.
14. EMs follow the choir out in recession. EMs may go left and out into the Foyer.
15. ****NEW**** The Assisting Priest or the EM who served as Pointer follows the recession to the back to greet people as they leave. The Preacher goes to the Foyer to greet.

Both spaces:

1. If a lay person is distributing bread and a person requests a blessing, they ask a clergy person to come bless them.
2. If a person wants Gluten Free, those distributing get it from the altar and allow the person receiving to self-administer, while still saying the words of distribution.
3. When administering the chalice, say either of the two options on page 365 in the Book of Common Prayer. After each person is served turn the chalice and wipe with purificator. People are allowed to dip their wafer/bread (intinction). In that case lower the chalice and tilt so they can see. Say the words of distribution.
4. If a person is receiving in kind (meaning only the bread) no words are necessary from the EM.
5. Allow the person receiving to guide the chalice, but keep a hand on it at all times. You are in control of the chalice.
6. It is helpful for the acolyte or extra EM to refill the chalice when it is getting low.
7. If someone drops their bread/wafer in the chalice, move it out of the way quickly. Say something like "Hold on" or "No problem". Request that the clergy assist in retrieving it from the chalice.
8. Do not allow the level of wine to get low in the chalice. There should always be at least an inch of wine. We all get what we need with some left over.