

# Customary

For Lay Readers, Eucharistic Ministers, & Worship Leaders

The Reverend Thomas M. Manney

## General Requirements:

1. Demonstrates a commitment to follow Jesus Christ.
2. Lives by the Baptismal Covenant.
3. Is faithful in prayer and Bible study.
4. Reliable, responsible, and on time.
5. Is faithful in worship.
6. Has interpersonal skills in stressful situations.
7. Can accept appropriate corrections/criticism.

## Lay Readers:

1. Prepare by reading the lessons ahead of time. Lessons can be found on <http://www.lectionarypage.net/> or they are generally emailed out sometime during the preceding week. If necessary, arrive 30 minutes early and read over.
2. How to pronounce unusual biblical proper nouns:
  - Consult a website such as <https://biblespeak.org/>
  - Write out the word phonetically on your bulletin. (Joachim = Joe-a-keem)
  - Pronounce it quickly—no one will ever know!
3. At the time for the Lessons, walk to the lectern. Pause at the altar and bow at the waist to 45 degrees.
4. Stand at the lectern facing the congregation. Be sure the microphone is close to your mouth and slightly to the side. Speaking firmly and confidently, introduce the Lesson with the words: "A reading (lesson) from \_\_\_\_\_." Then read the first lesson from the lectern book or from the bulletin insert at a moderate pace.
5. The following concluding words are appropriate:
  - "Here ends the reading (epistle)."
  - "The Word of the Lord" to which the congregation responds, "Thanks be to God."
  - "Hear what the Spirit is saying to God's people." Response, "Thanks be to God."
  - "Hear what the Spirit is saying to the churches." Response, "Thanks be to God."

6. As you return to your seat, pause at the altar and again bow at the waist to 45 degrees.

### Eucharistic Ministers

1. Arrive no less than 30 minutes prior to the service time.
2. Vest in alb and cincture. Pectoral cross may also be worn.
3. Light Candles remembering two rules:
  - The Gospel never burns alone. This means the Gospel-side (or pulpit side) candles are lit last and extinguished first.
  - If there are multiple candles (candelabra), then they are lit and extinguished like the unfolding arms of God. Light from the inside out, extinguish from the outside in.
4. Bring processional cross to the back of the church to lead procession:
  - Pace of the procession should be moderate. Do not walk too quickly. Better too slow than too fast.
  - Keep cross straight up and down.
  - Pause at altar. **Do not bow with cross.**
  - Lead recessional. Recessional begins on second verse of the recessional hymn.
5. At the time of Holy Communion:
  - Begin by applying hand sanitizer to you and the priest.
  - Give water vessel to the priest.
  - After offertory, receive alms basin(s) from usher(s) with bow at the neck. Process up to altar and give to priest.
  - During communion, stand on right of the celebrant (unless there is a deacon present).
  - Bow at the neck at any mention of Jesus' name.
  - Cross yourself at the words "Sanctify us also...".
  - Solemn bow (hold for one second) after elevation of bread, elevation of the wine, and the great AMEN.
  - Priest and LEMs will take communion first (we purify ourselves before we can purify others).
  - When offering the wine, use the purificator after each person. Be careful not to spill.
  - Say the words completely before offering the chalice.
6. After the service, extinguish candles (see #3 above).

### Worship Leaders

1. Arrive at church at least 45 minutes prior to service time. Remember, you are responsible for the morning's church service!

2. Be sure lights and PA systems are turned on. Make sure thermostat is set to 72 degrees.
3. Look over bulletin and familiarize yourself with the order of service.
4. Be sure to keep calm before the service. The worship leader sets the tone for the entire service. The mood should be friendly yet solemn.
5. Be sure to put on and use the wireless headset. Test the batteries before the service.
6. Welcome the congregation prior to beginning the service, ex. "Good morning and welcome to St. John's Episcopal Church. Our service of Morning prayer for this 3<sup>rd</sup> Sunday in Lent begins on p 78."
7. When giving directions with page (or hymn) numbers, allow plenty of time for congregation to find the proper page before beginning. Wait until rustling noises die down before beginning.
8. Remember that silent moments during the service are perfectly acceptable. Pausing between prayers or sections of the service promotes a spiritual, unhurried tone.
9. Make eye contact with the congregation during the sermon, the Peace, and the announcements.
10. As officiant, it is appropriate to greet the congregation in the back of the church after the dismissal.
11. Be sure PA is turned off and lower thermostat (unless church is still in use).