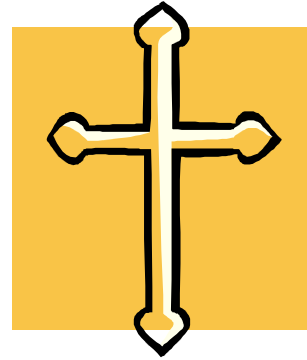


This customary is a collection of reports, handbooks and instructions from ministry leaders who contribute to the Worship Services. It is intended to act as a guide for anyone who will be participating in these activities. It was commissioned by the Rev. Bob Beasley in 2008.



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Additions, corrections, edit, comments, revisions *are encouraged* and can be sent to the Parish Office at standrewschurch@bellsouth.net.

Announcements

- ✚ At the point in the service after the sharing of God's peace, the presiding priest stands in the chancel area and highlights the announcements. They should include: a welcome for visitors, a reference to signing a Visitor Card or the Guest Book in the Narthex, an invitation to fellowship after the service, and some brief direction to the Great Hall. At the end s/he usually asks for other announcements. It is preferable for the priest to make the announcements. However, if others make announcements, they should come to the lectern microphone, introduce themselves and what ministry they are making the announcement on behalf of, and then briefly make the announcement. Every effort should be made to have an announcement printed (therefore giving it to the office early in the week) and not given orally. Announcements should pertain to events in the very near future and be made at both Sunday worship services.



Church Office Administrator

- ✚ Update Prayers of the People
- ✚ Update Diocesan prayers for Prayers of the People
- ✚ Update all announcements, flower donations, etc., for announcements
- ✚ Produce bulletins for each Sunday
- ✚ Produce two copies of Prayers of the People and place in Clergy Vesting Room
- ✚ Place 25 bulletins for the choir on the organ for Thursday evening
- ✚ Arrange with volunteers to assemble bulletins
- ✚ Put assembled bulletins in the Narthex
- ✚ Send general email with bulletin and announcements attached.
- ✚ About a month before All Saints Sunday, Christmas, and Easter, put Memorial/Honoraria forms in bulletin for people to register their requests and contribute for flowers. For Christmas and Easter prepare an insert or place in the bulletin naming all donors and who they are remembering
- ✚ Order, when necessary, Passion inserts for Palm Sunday (Year A, B or C.)
- ✚ Keep phone system intros updated with current and special service schedules – and all announcements.
- ✚ Update website with bulletins and announcements.
- ✚ Send bulletins to supply clergy a week ahead of time when Rector is to be away.



Acolytes

General service of acolytes at the 10:45 service:

Candle Lighting: Before the service the Servers light the altar candles. When lighting the candles the gospel candle (candle of the left side never stands alone so light the candles from right to left.

Procession: The Crucifer and two Torchbearers gather at the back of the church. The Crucifer stands just behind the font and the Torchbearers stand on either side with their backs to the Narthex screen. They lead the procession at the beginning of the service. The Crucifer, carrying the brass cross, starts when the music for the processional hymn begins (unless otherwise noted by the Verger). The Torchbearers are to walk together a step behind the Crucifer whenever in procession. At the step into the Chancel, the trio pauses. The Crucifer turns to the right to put the cross away. The Torchbearers carry the torches into the sanctuary and insert them in their stands beside the altar. They then move to the center of the altar, bow, and move to their seats in the transept.

Gospel: The Crucifer stands and moves to the cross in the transept. This is the signal for the Torchbearers to rise and walk into the Sanctuary. They bow at the center then retrieve the torches. Then they turn and join the Crucifer at the step at the altar rail. All three stand facing the altar until the Gospel reader comes to them with the Gospel book. They turn and the Crucifer leads the procession down the center aisle about 5 pews where s/he turns and faces the altar. The Torchbearers stop placing their backs against the pew sides. The Torchbearers should hold the candles beside the book and remain still. When the Gospel is finished the Crucifer raises the cross and walks between the others. The Torchbearers fall in behind the Crucifer and return to the altar rail. The Torchbearers continue into the Sanctuary and the Crucifer returns the cross to the transept.

Offertory: The Second Server takes the offertory plates to the middle of the altar rail and gives them to the ushers. After the anthem, as the Presentation Hymn begins, the Second Server takes the receiving basin and stands just to the Gospel side of the center of the altar rail. After the element bearers have entered the sanctuary and moved to the altar, the

Second Server moves to the center and allows the ushers to place the alms basins into the receiving basin. S/he then turns and takes them to the Celebrant at the altar. After a bow, s/he returns to the Second Server's seat.

Communion: While the priest leads the Eucharistic prayer, the acolytes pay attention to the rite. First and Second servers take communion in the place where he or she kneels. Torchbearers move to the altar rail to receive communion. After receiving communion, the First Server takes the two chalices on the credence table and places them on the altar.

Recession: As the intro to the final hymn begins the First and Second Servers retrieve their snuffers to put out the candles. They walk to the middle of the altar, bow, and then move to extinguish the candles. If there is no Second Server, the First Server extinguishes the Gospel candle (on the left side, facing the altar) and then the Epistle candle (on the right side, facing the altar). They bow and put the snuffers away. Then the Crucifer moves to retrieve the cross and the Torchbearers come into the Sanctuary, bow, then retrieve their torches. They gather on the Nave floor at the center of the altar rail. When directed by the Verger, they turn and lead the procession down the aisle. At the back of the church, the Crucifer stands in the middle behind the font and the Torchbearers stand to either side with their backs to the Narthex screen. The Crucifer may lower the cross while waiting but the torches need to remain lit until after the dismissal.

Usher Handbook

The Usher's Task Provide support for the worship service and special events when required by helping visitors and members to find seating, distribute the weekly bulletin, assist in collecting the offering, assist in directing Communion, assist in counting attendance, and to pick up bulletins for recycling.

Talents A commitment to serve at scheduled service times. Maintain a positive attitude, a friendly demeanor, be hospitable, and have the ability to react to various social situations.

Teams Each 10:45 am service will have at least two ushers. The 8:00 service has no ushers other than the Vestry Person of the Day or the Verger. Others may be asked to serve at special services such as a church holidays and special events during the week or evening.

Time Ushers should serve 15 minutes prior to the service, during the service and 15 minutes after service.

Introduction

The ushers constitute one of the most visible volunteer ministries at St. Andrew's. The ushers are responsible for welcoming parishioners and guests... Ushers provide logistical support for the service while maintaining a subdued presence. The welcoming greeting by an usher at a service may be the visitor's first direct contact with a representative of St. Andrew's congregation.

Responsible children are encouraged to serve with an accompanying adult as ushers and to bring up the communion elements. This inclusion of children contributes to the meaning of the worship service for many parish families who serve either as, or part of, a team. In fact, serving as an usher can enrich the volunteer's own spirituality as a result of his or her direct participation in the service.

Before The Congregation Arrives

- Identify the correct bulletins for the service and for the parishioners (check date and time and announcements)
- It's wise to check the posted hymn numbers and title of the day against the bulletin to make sure there is a match. If there are any questions or concerns, please check with the Altar Guild or Celebrant. They may either need to change something or make an announcement.
- The Verger is responsible for checking the duty roster and confirming that those who were assigned as ushers, lectors, servers, acolytes, intercessors are ready to serve.



As The Congregation Arrives

A special effort must be made to make each person who enters God's House feel welcome with a word of greeting and a smile. Greet attendees by name, if possible. If the bulletins or special programs appear to be running short, distribute one per family with an explanation. Place a note to office in the offering plate if the supply of bulletins is inadequate for that service.

- Identify the two parishioners appointed to bring up the communion elements (oblation bearers). Have them come to the back during sharing of the peace.
- Be prepared to direct people to the Nursery (First Floor, Parish House). Nursery is available for children four and under.
- On days when attendance is large, guide all attendees to seats as close to the front as possible. Ask parishioners who are seated in pews to gather together and make room for arriving parishioners. (Tighten up to gain maximum seating per pew).



During The Service

- Continue to greet late arrivals, provide bulletins, and welcome newcomers and late arriving parishioners in the Narthex. Wait for a hymn if possible to direct latecomers to a seat. It is particularly disruptive for people to come down the

aisles during readings or prayers. It is best to seat late arrivals when the congregation is singing.

- Count worshippers, complete the count slip, and bring it to the Second Server at the Offertory
- If the appointed oblation bearers are not in attendance, during the sharing of the peace, identify two parishioners to bring up the communion elements

Offertory

When the Celebrant announces the offering, the Second Server will bring the offering plates to the Chancel step. Two ushers should walk down the aisle to receive the plates and pass them to the congregation front to back. Pass them to the first person on the left and right when the plates are received after the plates have been passed wait at the back of the nave, until the presentation hymn begins.



When the offering is collected, form the offertory procession as follows:

- ✚ The two carrying the bread and the wine
- ✚ The two ushers with offertory plates.

The element bearers process through the altar rail to the altar and hand the elements to the Celebrant at the altar. They hand the priest the bread first and wine second. They exit the sanctuary by the side and return to the center where the ushers are standing. The ushers hand the plates to the Second Server at the sanctuary step and return by the center aisle.

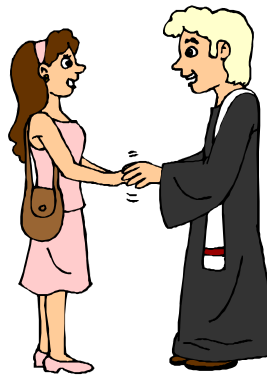
Communion

After the communion elements are served to the choir, two ushers walk down the aisle and stop at the front pew. Step back of each pew and indicate to attendees that they are invited to proceed to receive communion. Be aware of any who do not get up. Make a judgment if the person appears to be infirm. Ask the attendee if they would like to have communion from their seats. Be sure to respond to someone who may ask for the priest to provide communion to them in the pew. Be the last one to receive communion before the Verger and at that time, let the Celebrant know of any desiring to receive the elements in their seats. As the recession concludes, open the front door and secure it open.



After Service

All ushers should gather bulletins left in the book racks and pews and any other loose papers and place in the container in the hallway for recycling. Prayer Books and Hymnals should also be straighten and returned to the book racks if needed. Lost items should be placed in the Office.



Altar Guild Duties

I. NOTES

- A. Polishing of silver and brass should be done only when necessary. These brass items have special protective coatings and should not be polished: processional cross, base for sanctuary candle, stands for banner and flags, stands for torches, stand for Paschal Candle, and the festival candle stands.
- B. Candle snuffers—check length of wick, replace if necessary/de-wax bell portion & polish.
- C. Processional Cross—wipe with soft cloth to remove finger tracks.
- D. If any home communion kits are on counter—clean & replace linen and consecrated elements, then return to the Vesting Room and place on cabinet.

II. SET-UP

- A. Sanctuary candle (8 day) —replace if necessary, taking light from old candle.
- B. Church Calendar – Check for special days and for color of hangings.
- C. Bulletin – Check Eucharistic Prayer for setting up altar book, for seasonal title for hymn board, and for setting hymn numbers.
- D. Alms basins – 8:00: Place two on shelf on usher's table. 10:45 Place two in the receiving basin (see next item).
- E. Receiving Basin – 8:00 AM: Place on shelf of altar credence table. 10:45: Place under acolyte's bench on left side of altar.
- F. Bible – Mark lessons for Lector.
- G. Credence Cloths – Put large cloth on credence table in sanctuary. Put a small cloth (blue thread on corners) on the chapel credence table and on the credence table in back of the church.
- H. Altar preparation - Remove dust cover and place corporal (18x18) on altar.
- I. High Altar & Credence Table Setup – Pictures for setting up for 8:00 AM and 10:45 AM services are in the white book on the counter (Altar Guild Manual). The altar book goes on the missal stand; Gospel book goes on front right side of altar for both services. Small spoon goes on a purificator on the right back corner

of the high altar credence table. For each service there are usually 40 wafers in the bread box (placed on the credence table). Include a rice wafer in the bread box. For 10:45 usually there will be 100 wafers in the ciborium (on the rear credence table). Put a note in the bread box confirming the number of wafers in the ciborium so that the priest will know how many to expect.

- J. Priest's water – Place bottle on high altar credence table (lower shelf) and bottle on pulpit shelf.
- K. Chasuble – Leave hanging on door in Vesting Room.

Altar Guild SET-UP FOR BAPTISM

Place Paschal candle on the altar side of the font.

Place the following on the small table in the Narthex:

1. Credence table cover
2. One candle (found in box in sacristy) for each baptism
3. One baptism towel (long towel with shell embroidery) for each baptism
4. Silver shell with a few drops of holy oil (oil in cupboard, bottom shelf).

Fill silver ewer half-full with warm water and place on the table just before the service.

Rope off pews. Number of pews will depend on number of baptisms. Clergy should be able to advise how many people to expect.

Color for baptisms is white.

Altar Guild FUNERAL/MEMORIAL PROCEDURES

BEFORE DAY OF FUNERAL:

Determine from the office or the priest:

If there will be a casket/ashes/memorial.

If there is to be a Eucharist.

DAY OF FUNERAL:

Before the Service:

No other flowers other than the altar flowers are permitted in the church. If there is a reception, all other flowers may be delivered to the Great Hall. If there is not a reception, they may be delivered to the grave or home.

Set up altar for service

Rope off pews for family. Clergy should advise on how many to expect.

Color for the Burial Office is generally white, though purple may be used.

Place Paschal Candle in the sanctuary near the casket or ashes.

If there is communion, set up altar and credence table like an 8:00 Eucharist.

If the family brings pictures, they should be set up in the Great Hall, not the church.

If there are to be ashes, place a small table with credence cloth in the center of the chancel. Place the veil (funeral pall) for the ashes in the Narthex to place over the urn containing the ashes unless the ashes are to be placed on the table before the service.

If there is no acolyte, light the candles approximately ten minutes before the service.

When facing the altar, light the candle on the right first.

During the service:

If there is a casket, place the large funeral pall (which is in closet in the sacristy) over one of the back pews. After the casket is brought into the rear of the church, two altar guild members will place the pall over it. The casket will be brought in feet first.

If the family or clergy has not designated ushers, be prepared to distribute bulletins if they are provided.

When the casket is removed at the end of the service, there will be a pause at the rear of the church so that the altar guild may remove the pall.

After the Service:

After everyone has left the church, extinguish any candles that remain.

Clean up. Remember to replace the Paschal Candle in the sacristy (unless it's Easter season).

Baptism at St. Andrew's

Overview

Baptisms are a part of the normal worship experience at St. Andrew's as the whole parish is invited to witness and participate in the welcoming of new Christians into our community. Baptisms are scheduled coordinating family and church schedule. However, four Sundays during the year are especially appropriate for baptisms – The Feast of the Baptism of our Lord (Epiphany 1), Easter, Pentecost, and the Sunday after All Saints Day (November 1). Each of the services at St. Andrew's (i.e., 8:00 and 10:45) can comfortably accommodate three candidates and their families. Special arrangements can be accommodated upon request should there be needs outside these norms.

Baptism Preparation

Baptism preparation typically comprises a training session for the candidates and their families and godparents. This time with the clergy introduces the service to the participants so that they are prepared for the actions involved and attuned to the meaning and purpose of the sacrament of Holy Baptism. This session is typically scheduled the day before the baptism service or during the time between the morning Eucharists. The date is flexible and can be moved to meet the needs of the candidates and their families.

Baptism Service

The baptism service used at St. Andrew's the one from the Book of Common Prayer. It is implemented in such a manner to include the whole parish in the welcoming of new Christians into the community. Based on the priest's preference and the logistics of the day, parents and Godparents either sit in the front of the church and process back to the font for the baptism or sit near the font. Seats are reserved for parents and godparents.

Baptism for all candidates includes two actions – water on the head and anointing the forehead with oil. Once baptized one is a complete and full member of the Body of Christ and welcome at the communion table. However, infants and small children may not yet

be physically able to take the sacrament on a regular basis. Whenever the parents feel their children are able, they should be allowed to receive the sacrament. Parents are encouraged to retrieve their children from the nursery and bring them to the altar rail for communion or a blessing.

During the baptism service, family members are presented with the baptismal candle, baptism certificates, and certificates for the godparents.

Vergers

The Verger oversees the various elements that contribute to the service. Some of the items written here may actually be preformed by other participants but are listed here for the information of the Vergers. Vergers wear a cassock with a reversible blue/gray scapula over the cassock. It is appropriate to use the gray during Lent. Vergers should see that those assigned to serve are at church and ready to serve. If not, find replacements. Vergers turn on the sound system and the lectern microphone. At the end of the service, Vergers take the priest's vestments back to the Clergy Vestry Room.

8:00 Eucharist

The service is almost always Rite One with no music.

Procession consists of Verger, Acolyte, Eucharistic Minister, and Priest. They enter from the side and stop in front of the altar rail to bow. The Verger turns and walks down the center aisle to the narthex.

There is one lector and one intercessor doing readings and prayers of the people, each of whom come up from the congregation at their appointed time.

Acolytes assist the priest in setting up the altar for communion and receive the alms basins from the usher (who is not scheduled and usually the Vestry Person of the Day).

The Eucharistic Minister closes the gate when the priest gives the offertory sentences at the conclusion of the announcements. Both administer the cup on his/her respective side.

Recession out is done in the same manner as procession in except that the priest turns and walks to the front entrance (Verger remains in Narthex).

10:45 Service

This service is usually Rite Two. There is usually music and the procession starts when the music for the processional hymn begins.

Procession is as follows: Thurifer (if used), Verger, Crucifier, Torchbearers, Choir, Second Server; Eucharistic Ministers, other clergy, Celebrant. Banner bearers are behind choir. Flags, used on the Sunday nearest July 4, are carried behind the torches.

At the offertory, the ushers come forward to receive the alms basins from the Second Server. The First Server (crucifer) assists the priest in setting up the altar, bringing first the bread and then the wine and water. Ablutions are performed by the Crucifer/First Server after the table is set.

Servers and Eucharistic Ministers should kneel at the appropriate times in the chancel on the step up to the altar. If it is physically difficult to kneel, standing is appropriate.

When the Celebrant offers the "Gifts of God" the Eucharistic Minister who kneels or stand on the credence table side rises and takes communion standing with the priest. S/he then administers the cup to the servers and the Eucharistic Ministers. After the First Server has received communion, s/he takes the two chalices and purificators on the credence table to the altar.

Communion is distributed to the congregation at the altar rail. Procession out is formed in the same order as procession in. The clergy, Second Server, and Eucharistic Ministers gather in front of the altar and bow. The First Server leads them out. The dismissal is given by the celebrant or person of choice from the back of the church.

Candle Lighting

When the Pascal candle is used it will usually be lit by the servers but not extinguished at the end of the service. The Servers will light Eucharistic candles 10 minutes before the service begins. Eucharistic candles are extinguished at start of last hymn. Advent candles are also not extinguished at the end of the service. The rose candle for Advent is to be lit on the Third Sunday of Advent.

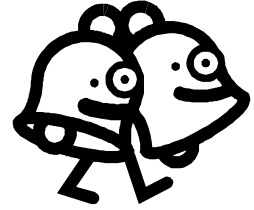


Sanctus Bells

Sanctus Bells are used every Sunday and are rung by one of the choir members.

They are rung at the following times

1. Three rings at the beginning of the Sanctus
2. 3 rings during consecration at the time the bread is elevated.
3. 3 rings during the consecration when the chalice is elevated.



Incense

Incense is especially appropriate at the following services.

1. Easter 10:45 (no Vigil if scheduled)
2. Pentecost Sunday 10:45
3. All Saints Sunday 10:45
4. Christmas Eve Midnight Mass
5. Confirmation
6. The Feast of the Baptism of Our Lord 10:45
7. Patronal Festival
8. Special Festival Sunday 10:45



The amount of time used during each service will be at the discretion of the Celebrant.

Appropriate use is:

1. During the procession
2. To cense the altar (Celebrant walks around the altar.)
3. To Cense the Gospel book at the Gospel reading (Two short, left, right, middle)
4. To Cense the elements after the Offertory (Two short, left, right, middle)
5. To Cense the celebrant and altar party after the censing of the elements (bow, two long, left, right, middle, bow) and then turn and cense the people (two long, left, right middle).
6. During the recession.

Priest**BEFORE SERVICES**

- Set markers in altar book.
- Make sure a non-wheat wafer is either in the bread box or on the paten (used by a child who attends 8:00).
- Lapel microphone is on the cabinet in the Clergy Vesting
- Gather with Verger, Acolyte, and Eucharistic Minister at the door on the Sacristy side for entrance.

8:00 EUCHARIST

- Bow at the entrance into the Chancel.
- Turn to the congregation and announce the beginning of the liturgy and page number (Rite One).
- This congregation will generally stand for the collect which is read by the Celebrant.
- After the collect, sit in the chair on the Epistle side.
- At the reading of the Gospel, take the book from the altar and walk to the center in front of the altar for reading.
- Return the book and go to the pulpit or stand in the center for the sermon.
- After the sermon, announce the Creed.
- Announce the prayers using introduction to the Prayer for the Whole State or noting another form, move to the rail, kneel.
- After the Peace, give the announcements.
- Conclude announcements with the Offertory Sentence.
- Prepare the table with the Acolyte.
- When the Ushers seem finished with the offering, move to the Altar.
- Receive the alms basins from the Acolyte.
- Announce the page number for the Eucharistic Prayer and begin.

- Administer communion to the Acolyte and Eucharistic Minister. The Acolyte will bring the second chalice for the Celebrant to prepare.
- Distribute communion from left to right (Epistle to Gospel). . Use the non-wheat wafer for the boy who is allergic to gluten.
- After Communion the Acolyte and Eucharistic Minister will put the remaining sacrament on the credence table and cover it.
- Give the blessing from behind the Altar and then move aside.
- After the Acolyte has extinguished the candles move outside the sanctuary to the step at the crossing. Bow, turn, and process to the entrance. The others will return the way they entered.
- Give the dismissal from the rear of the nave.

10:45 EUCHARIST

- Gather with the Choir in the undercroft hallway and pray. Move upstairs to the Narthex.
- The Verger and Crucifer will begin the procession when the processional hymn begins.
- Bow before the step into the sanctuary.
- At the conclusion of the hymn, announce the beginning of the liturgy and page number (Usually Rite Two).
- The congregation will stand for the collect and the Celebrant will read it.
- After the collect, move to sit in the chair on the Epistle side.
- At the reading of the Gospel, take the book from the Altar. Follow the procession down the aisle and read the Gospel. If using incense, recruit a bookbearer for that day.
- After the reading, during the singing of the second part of the sequence hymn, step aside for the procession to return. Follow into the sanctuary, return the book to the altar, and proceed to the pulpit for the sermon.
- After the sermon, announce the Creed.

- At the prayers, announce the prayer form and page number, and move to the rail and kneel.
- After the Peace, give the announcements.
- Conclude announcements with the Offertory Sentence.
- Prepare the table with the assistance of the First Server (Crucifer).
- After the anthem, the organ will announce the presentation hymn. Move to the altar. The elements are received and placed on the altar. Then receive the alms basins, elevate, and place them on the altar.
- If using the Book of Common Prayer and not a printed liturgy, announce the page number for the Eucharistic Prayer, and begin.
- At Communion, administer communion to the Eucharistic minister on the Celebrant's left who should come and stand beside the Celebrant. S/he will then administer the wine. Then give bread to those kneeling round the table beginning with the First Server on the Celebrant's left. By the time the Celebrant administers to the altar party and returns to the center of the altar, the First Server should have two other chalices on the altar. Pour wine into them.
- Move to the Epistle side and administer the bread.
- After Communion place the remaining sacrament on the credence table and cover it.
- Give the blessing from behind the altar and then move aside.
- After the Servers have extinguished the candles and brought out the cross, the choir will begin to exit. The Verger will direct the Crucifer to begin the procession. When the last of the Choir is exiting their pews, move to the center in front of the altar with the altar party. Bow and proceed down the center aisle.
- **Give the dismissal from the rear of the nave.**

Eucharistic Ministers

Gloria Randolph is responsible for scheduling. The Rector or another Eucharistic Minister leads training sessions for new Eucharistic ministers who are called to service. Gloria Randolph keeps a list of those who are currently licensed to serve in this capacity and she annually renews licenses.

8:00 Service:

Usually, one EM and one adult Acolyte (also an EM) are scheduled for this service. Both administer the chalice. Should the scheduled EM not be able to serve, it is his/her responsibility to find a replacement. Note that it is very difficult for the Verger to find a replacement early Sunday morning. Please do not leave a message Saturday or Sunday on the church answering machine.

Before the Service: Arrive at least 15 minutes *prior* to the start of the service and check in with the Verger. The EM will then vest in a white alb and cincture from the Acolyte/Lay Minister vesting room. Just before 8:00 gather with clergy and other ministers for a prayer before entering.

Procession: The EM will process behind the Verger and Acolyte and before the clergy. Proceed to the Gospel (left facing the altar) side of the opening into the sanctuary, wait, and bow when the presiding clergy person does so. Follow the clergy into the sanctuary and proceed to the bench on the left.

Offertory: After the announcements, put down the cushions and close the gate at the altar rail.

Communion: Kneel (or stand if physically difficult) at the step in front of the bench on the left. The priest will give you communion and place the chalice and purificator on the altar. Proceed to the center of the altar rail and administer communion following the priest from left to right. Administer using the appropriate phrase from the *Book of Common Prayer*. Hold the chalice by the knob on the stem which allows for easy tilting. Always bring the chalice to a person's lips from below his/her eyesight. Allow the person to gently tilt the chalice for drinking. If one desires to intinct, allow him/her to dip the bread in the chalice. Always wipe the chalice after each person on both the inside and the

outside and rotate the chalice about a quarter turn. If you spill, use the purificator to wipe up the wine or if you spill on someone, give them the purificator to wipe up. Be open to expanding or contracting the number of people to which you administer at the rail. After communion, the EM will return the chalice to the credence table on the right side of the altar. Then open the gate and slide the cushions aside.

Recession: After the Acolyte puts out the candles, gather with the priest on the nave floor just outside the altar rail. Bow. The priest will process to the front door and the EM and Acolyte will recess out through the side door.

10:45 Service:

Three EMs are scheduled for this service. Should the scheduled EM not be able to serve, it is his/her responsibility to find a replacement. The Verger can perhaps find a replacement before the service begins but please do not leave a message Saturday or Sunday on the church answering machine.

Before the Service: Arrive at least 15 minutes *prior* to the start of the service and check in with the Verger. The EM will then vest in a white alb and cincture from the Acolyte/Lay Minister vesting room. Examine the bulletin to be aware of any unusual features of the day's liturgy. Go down the steps through the undercroft and back up into the Narthex. Get a hymnal from the shelf above the coat rack and plan on singing during the procession

Procession: The EMs will process in before the priest and after the Second Server. Divide at the altar rail and allow the clergy to come to the center. Bow when the presider bows. Follow the clergy into the sanctuary. Two EMs go to the left and one to the right to their respective benches.

Communion: EMs kneel (or stand if physically difficult) at the step in front of their respective bench. Each will receive communion from the priest in that place except for the EM whose place is on the right (facing the altar). When the presider says "The Gifts of God . . .," that EM should stand and come beside the priest to receive communion. S/he will then follow the priest in administering communion to the altar party. The other two EMs, after receiving communion, should go to the altar to get their chalices and purificators. The altar rail is then divided into three sections for administering

communion. Follow the priest and administer to the congregation from left to right (facing the congregation). In a case in which only two EMs are available, divide the rail in the middle. Administer using the appropriate phrase from the *Book of Common Prayer*. Hold the chalice by the knob on the stem which allows for easy tilting. Always bring the chalice to a person's lips from below his/her eyesight. Allow the person to gently tilt the chalice for drinking. If one desires to intinct, allow him/her to dip the bread in the chalice. Always wipe the chalice after each person on both the inside and the outside and rotate the chalice about a quarter turn. If you spill, use the purificator to wipe up the wine or if you spill on someone, give them the purificator to wipe up. Be open to expanding or contracting the number of people to which you administer at the rail. After communion, EMs should return the chalice to the credence table on the right side of the altar. Return to your place and kneel (or stand) for the post-communion prayer.

Recessional: After the post-communion prayer and blessing, stand for the recessional hymn. At the appropriate time in the hymn, the Verger will cue the crucifer to begin the recessional. With their hymnals the EMs will follow the clergy to the center of the sanctuary, bow, and turn to process out in the same order. If the Second Server fails to take the lead, proceed ahead and let the Second Server follow. At the back, return your hymnal to the shelf above the coat rack.

Lectors

Lectors are appointed to read the first two readings, usually an Old Testament and an Epistle reading, during the Eucharists. Lectors should come to the lectern at the appointed time and read clearly into the microphone. The Altar Guild marks the readings in the lectern book but the appointed lector should always check the marking before the service begins. Read by first announcing the reading title, pause, read the lesson, pause, then close with "The Word of the Lord."

8:00

Come to the lectern and read the first lesson. Then lead the Psalm. Announce to the congregation how all will read the Psalm -- responsive by whole verse, responsive at the asterisk, or in unison. Remain at the lectern for use of the microphone during the reading of the Psalm.

10:45

Come to the lectern and read the first lesson. Return to your seat while all sing the Psalm led by the cantor in the choir. Move forward again to read the second lesson.

Oblation Bearers

Oblation bearers bring the elements to the altar for communion. Usually one carries the ciborium containing wafers of bread and the other carries a cruet of wine. Children are encouraged to participate to the extent possible. Oblations of bread and wine are meant to represent our return of a portion of God's bounty to the Lord's table. Those appointed should gather at the back of the church with the ushers during the Offertory. When the choir completes the Offertory, the organist will begin the presentation hymn. The organist will play one verse then all will begin to sing. When the singing begins the oblation bearers start down the aisle with the ushers behind them. Walk through the gate at the altar rail and up to the altar. Hand the elements to the priest beginning with the bread. Turn to the side and go out one of the side entrances to the sanctuary. Walk around to the gate at the altar rail and join the ushers. Then return to your seats.

Special Liturgical Days

PALM SUNDAY

- Members of the parish make palm crosses on the Saturday before Palm Sunday and store them in the refrigerator in the kitchen.
- Parishioners bake hot cross buns which are available in the Library after the 8:00 service. Usually there is no Christian Education on Palm Sunday.
- The Liturgy of the Palms is published in the bulletin.
- The 8:00 congregation gathers in the church and the Liturgy of Palms is done in place. Palms crosses are picked up as people enter for worship.
- At 10:45 the congregation gathers in the Garden Patio. Palm crosses and palm fronds are available. Someone needs to put out a table for the palms and bulletins. Ushers should be instructed to distribute bulletins and palm crosses at the Garden Patio and in the narthex of the church. No palm fronds are needed at the narthex.
- The priest and palm lesson reader may stand up on the Connector for the Liturgy of the Palms, and then move down for the beginning of the procession. The procession continues around the walkway to the front of the church while singing a hymn.
- The procession stops at the front door of the church for a collect. Another hymn is sung while the choir, altar party, and congregation (in that order) enter the church.
- They process down the center aisle and turn right and left at the crossing. An umbrella stand is positioned in front of the pew screen to the right and the left. Those in procession put the palm fronds in the umbrella stands, and process down the side aisle to their respective pews.
- During 8:00 the priest reads the Passion Gospel but during 10:45 someone appointed provides a dramatic reading using members of the congregation as readers.

All Saints Sunday

A few weeks before All Saints Sunday a form is in the bulletin so that parishioners can donate flowers and inform the office of those departed to be remembered in the liturgy.

Their names are published in the bulletin that Sunday. They are remembered with a general designation (“those in whose memory altar flowers were given”) during the Prayers of the People.

Those who have died from the parish since the last All Saints Day are remembered at the beginning of the 10:45 liturgy with a prayer of commendation. Before the processional hymn begins, the priest bids the congregation to stand for the remembrance. The priest reads the prayer and remembers individually those who have died from the parish. Those names are printed in the bulletin at that point. The organist intones a bell while the names are read. Then the processional hymn begins.

Christmas Pageant

The Christmas Pageant is incorporated into a special liturgy for the 5:00 Christmas Eve service. This “brown bag” pageant appoints only the main characters and the narrator. Others sign up in advance but anyone can come and pick up a costume in the Great Hall. Other than the narrator, there are no speaking parts. Adults and children are welcome. The pageant is in place of the Gospel reading. There is no sermon and, after the pageant, the liturgy continues with Rite Two Eucharist.

Patronal Festival

The Feast of St. Andrew is celebrated at a Sunday near November 30, St. Andrew's Day. Because of the proximity of Advent 1 and Thanksgiving, the feast has often been observed earlier in November. Sometimes the emphasis is not on special liturgy but using the propers for St. Andrew's Day. The quilt that hangs in the Library, which expresses some of the parish's history, drapes the altar.