

PROCEDURES FOR SERVERS THE HOLY EUCHARIST

Before:

1. Arrive at church at least 15 minutes before the service is to begin.
2. Put on cassock and cotta.
3. Check with celebrant for any special instructions.
4. Light candles ten minutes before the service.
 - a. When only Eucharistic candles are used (the two tall ones on the altar), the candle on the right side (Epistle side) is lighted first, and then the one on the left (Gospel side).
 - b. When the 7-branch candles are used, they are lighted first, beginning on the right side, and lighting from top to bottom, then the left side top to bottom. Then light the Eucharistic candles as described above.
- N.B.: - Be sure to bow each time you pass in front of the cross.
5. After lighting the candles, return the candle lighter to its hook in the sacristy, and wait for the celebrant to begin the preparatory prayer.

Entrance:

6. When there is no procession, simply lead the celebrant (and other ministers as may be present) through the door into the church.
 - a. In the case of a Choral Eucharist, go around to the front door of the church, and join the procession immediately behind the choir.
7. When you arrive at the altar rail, stand to the right of the open gate. If a deacon or other clergy is assisting the celebrant, be sure to stand far enough over to allow him to be on the celebrant's immediate right. All bow before the altar, and you enter the sanctuary, taking your place standing at the kneeling cushion at the right of the altar.

Preparation:

8. Remain standing through the Acclamation, Collect for Purity, Kyrie (or Trisagion) and Gloria. Kneel for the Collect of the day.

Lessons:

9. Sit for the Old Testament Lesson, Psalm, and Epistle. Stand after the Sequence Hymn, and face the reader for the proclamation of the Holy Gospel.

Sermon:

10. Sit after the sign of the cross preceding the Sermon is made.

Creed:

11. Stand for the Creed.

Intercessions:

12. Kneel for the Prayers of the People.

Confession:

13. Remain kneeling through the Absolution at the end of the General Confession.

Peace:

14. Stand and exchange the Peace with the celebrant and other ministers who may be present.

Offertory:

15. After the Offertory Sentence:

- a. Pick up the Chalice, patten, and burse assembly, and place it on the right side of the altar.
- b. Tell the celebrant the number of persons present at the service. This number is posted on the back wall of the church, to the right of the door. Receive the bread box from the celebrant, bow, and return it to the credence table.

If there is no Offertory Procession, the bread box will be on the credence table at the beginning of the service. In this case, you will present it to the celebrant, holding the box in the palm of the right hand and the cover in your left hand. When the celebrant is finished with it, simply replace the cover, bow and return it to the credence table.

- c. Place the second chalice, if there is one, on the right side of the altar, and then, if needed, the flagon of wine. Bow and return to the credence table.
- d. Pick up the water cruet in the right hand such that the handle is available to the celebrant, and open the cap. Receive the wine cruet from the celebrant in the left hand. He will then make the sign of the cross over the water cruet, and take it from you. While the

celebrant is pouring the water, transfer the wine cruet from your left hand to your right hand, and be prepared to receive back the water cruet in your left hand. Bow and return cruets to their proper place on the credence table – wine on the right, water on the left.

Again, in case there is no Offertory Procession, both wine and water cruets will be on the credence table. You will present both to the celebrant.

N.B.:- When in doubt, remember: Present with the right hand and receive with the left.

- e. Now pick up the receiving basin underneath your chair, and go to the middle of the altar gate. Wait for the ushers to bring the offering plates forward. When you have received the offering places, bow to the ushers, turn around, and present them to the celebrant. Then return to your place, standing at the kneeling cushion. The celebrant will return the offering plates to you after blessing them. Place them on your chair, and cover them.
- f. Place the lavabo bowl in the palm of your left hand, and drape the lavabo towel over your left wrist. Open the cap on the water cruet, and holding it open with your thumb, grasp the handle with your right hand. The celebrant will extend his hands over the lavabo bowl, as you pour a little water over his fingers. He will then remove the towel from your left wrist to dry his fingers. After the celebrant returns the towel to your wrist, bow, and return bowl, towel, and cruet to their proper places on the credence table, and resume your position.

Canon

- 16. Kneel at the conclusion of the Sanctus. Remain kneeling until you have received Communion.

A word of warning: If at any time you feel dizzy or faint, do not hesitate to stand up, remove the offering plates from the chair, and sit down. If the situation requires it, leave the church, and stay out of the service altogether.

Communion:

- 17. When you have received Holy Communion, go out the altar gate, close it behind you, and position the kneeling cushion in front of it. Then go over to the crucifer's chair.
- 18. When the last person in the congregation has received Holy Communion, return to the sanctuary, and prepare for the ablutions.

- a. Open the caps on the wine and water cruets. Pick them up by the hands (water in the left hand, wine in the right), holding the caps open by your thumbs. The celebrant will hold the chalice out to you. Step up onto the pace, and pour a little wine into the chalice, then step back down.
- b. The celebrant will approach you, holding the chalice with his thumbs and index fingers extended into the cup. First pour a little wine over his fingers, then a little water. Bow, and return cruets to the credence table.

Post Communion:

19. Stand in place at the kneeling cushion, until the celebrant finishes vesting the chalice, and says, "Let us pray." At this point, you kneel. Stand for the recessional hymn, and wait for the celebrant to signal you when to leave the sanctuary.
20. At the celebrant's signal, go out of the sanctuary, and stand to the left of the altar gate, facing the altar. Be sure to stand far enough over for the chalice bearer to take his place on the celebrant's immediate left.
21. When everyone is lined up at the rail, all bow before the altar. You turn to your left, and lead the chalice bearer out into the sacristy. Get the candle snuffer, and wait until the dismissal.
22. When the celebrant has given the dismissal, immediately enter the sanctuary, and put out the candles. Candles are extinguished in exactly the reverse order in which they were lit.

When only the Eucharistic candles have been used, the candle on the left side (Gospel side) is extinguished first, and then the one on the right side (Epistle side).

If the 7-branch candles are used, they are extinguished after the Eucharistic candles, beginning on the left side, and going from bottom to top, and finishing with the right side, from bottom to top.

Or – in the case of a non-choral Eucharist, remain kneeling through the blessing. After the blessing, go out of the sanctuary to the left of the altar gate, and face the altar. When the dismissal is given, wait for the celebrant to turn. All bow before the altar, and you lead the celebrant into the sacristy. After the concluding prayers in the sacristy, get the candle snuffer, and extinguish candles as described above.

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