

Liturgical Ministry Duties



Episcopal Church of All Saints and Ascension
Northwoods, MO

Welcome! And THANK YOU for your ministry to your parish family! These updated instructions and guidelines for Holy Eucharist are designed to help you in your ministries so please make sure to review them periodically. Nothing is ever set in stone but we hope these will help us all as we gather to worship God together.

Worship Leaders' Duties:

Please arrive no later than 30 minutes before the liturgy begins. Please wear black shoes. Please vest. Please check the binder and go over the psalm and Prayers of the People ahead of time. Make sure that your hands have been washed and/or use sanitizer. Mask wearing is optional. Check in with the celebrant/presider in case there are changes and/or additional duties for you to perform. *

At Eucharistic Services the worship leader will:

- Follow the cross bearer in procession. As the cross bearer moves to place the cross in its stand, please venerate (bow) near the front of the altar and go immediately to your seat which will be on the LEFT of the celebrant. The deacon (when present) will be seated on my right.
- The reader/lector will read the first and second lessons. After the first lesson is read the reader/lector will step back or be seated. You will then come to the lectern and lead the psalm for the day. If the scheduled reader is absent then you are to read the lessons so always be prepared.
- Because of the reconfiguration of our worship space there will NOT be a Gospel procession. The deacon or celebrant/presider will retrieve the Book of Gospels and read from the front of the altar.
- The deacon will introduce the Prayers of the People. PLEASE DO NOT REPEAT THE INTRODUCTION. You will then lead the Prayers.
- After the altar has been set by the deacon, please step forward and position yourself near the altar platform and face toward the altar.
- At the time of Communion and until we resume drinking from the chalice, everyone will receive the host which has been intincted by the celebrant/presider or designated person (assisting priest or deacon). The host will then be placed

lightly in the communicant's hands. The deacon (or assisting priest), worship leader, and acolyte will receive first. No one is permitted to dip their host into the chalice. After Communion, the celebrant/presider, assisting priest or deacon will clear the altar with the help of the acolyte.

IN CASES WHERE THERE IS NO ACOLYTE-THE WORSHIP LEADER IS CHARGED TO DO BOTH DUTIES.

**Changes when a deacon is present.*

When a deacon is present, the deacon will follow the worship leader in procession. The deacon will sit on the RIGHT of the celebrant/presider.

The deacon will proclaim the Gospel.

When it comes time for the Prayers of the People, the deacon will introduce the prayers. The introduction will be simple. For example: "Let us bring our prayers and petitions to Almighty God." Or the deacon will read the introductory line assigned to the prayers. Please pay attention to what the deacon has read and then lead the Prayers. In other words, do not re-introduce the Prayers of the People.

-When it is time to set up the altar during the offertory, the deacon and acolyte will do this function.

-At the time of Communion, the celebrant/presider may ask the deacon to assist in the distribution of hosts or to hold the chalice for intinction. In case of a larger than normal attendance, a second chalice and paten may be added.

PLEASE KEEP YOUR HANDS CLEAN AT ALL TIMES. HAND SANITIZER WILL BE AVAILABLE FOR YOUR USE.

Acolytes' Duties:

Please arrive no later than 30 minutes before liturgy. Please vest. You are strongly encouraged to wear black shoes. Make sure that your hands have been washed and/or use sanitizer. Masks are optional.

The Acolyte will:

--Light the candles on the altar 10 minutes prior to the service. If the Paschal Candle is added to the altar platform, light that candle as well. The same goes for the candles on the Advent Wreath when it is present. REMEMBER WHEN LIGHTING THE LARGE LIGHTER/CANDLE SNUFFER WITH A SMALLER LIGHTER OR MATCHES-REMOVE THOSE ITEMS FROM THE TABLE AND PUT THEM BACK IN THE SACRISTY.

--As we begin to sing the opening hymn, please begin the procession in as you carry the cross. Simply make a "station" (do not bow w/the cross) at the front of the altar and move immediately to the stand. Make sure that the cross is securely placed in the stand before you walk away (the cross should not lean). Go to your seat which is to the celebrant and Worship Leader's left.

--Because of the reconfiguration of our worship space there will NOT be a Gospel procession. The deacon or celebrant/presider will retrieve the Book of Gospels and read from the front of the altar.

--During the Sign of Peace, you are to remove the Book of Gospels and its stand from the altar and place them on the credence table.

--The deacon or celebrant/presider will need your assistance in setting the altar. When he or she concludes the setting up of the altar (removing the veil, placing the chalice and paten with hosts in place) you are to present the cruets of wine and the water. After the wine and water have been poured into the chalice then present the cruet of water and the bowl (the towel should rest on your left forearm) so that the celebrant/presider may wash his or her hands. Do not present the water and towel to the deacon. Deacons do not wash their hands at this point.

--Take the large collection basket from the ushers. Give the basket to the celebrant/presider or deacon who will bless/offer it. Please do not attempt to reach over the altar. Step around. After the blessing, take the basket back and place it on the floor directly in front of the altar. Do not take it to the sacristy. Please take your place near the altar platform and turn toward the altar.

--Please ring the bells at the appropriate times (except during Lent): at the beginning of the Sanctus (Holy, Holy, Holy) and immediately as the celebrant lifts up the elements of bread and wine.

-After the breaking of the bread and at the time of Communion the celebrant/presider will indicate whether or not the reserved Sacrament is to be taken out of the ambry/tabernacle. Please watch for a signal. You will be one of the first to receive Communion.

-After Communion, please stand by to either retrieve the ciborium from the ambry/tabernacle so that leftover Sacrament can be placed in it and returned OR to receive the "stack" (chalice, paten, purificator, veil and burse) to be placed on the credence table. Return to your seat.

--After the final blessing and as the processional song begins, please retrieve the cross, make a station in front of the altar. Do not bow. As we begin singing the closing hymn turn and start the procession out. There is no need for you to go out of the doors unless directed. After the dismissal return the cross to its stand and then extinguish the altar candles.

PLEASE KEEP YOUR HANDS CLEAN AT ALL TIMES. HAND SANITIZER WILL BE AVAILABLE FOR YOUR USE.

Lay Readers'/Lectors' Duties:

Please make sure that you are prepared before you arrive. Please arrive no later than 20 minutes before the start of liturgy. Once you arrive you are to check the binder on the lectern and go over your readings again. Readers do not vest. Masks are optional. However, if you chose to wear a mask, please remember to remove it before you begin reading.

It would be appreciated that when you are scheduled to read, that you sit in a front row on the lectern side.

The Reader/Lector will:

--Go to the lectern, take a brief moment and then proclaim the first lesson. Please remember to project your voice!

--After the reading, PAUSE, and then proclaim, "The Word of the Lord" or "Hear what the Spirit..." Step back from the lectern or go back to your seat so that the worship leader can lead the psalm.

--After the psalm, the reader/lector returns to the lectern to proclaim the second lesson in the same manner.

--PLEASE KEEP YOUR HANDS CLEAN AT ALL TIMES. HAND SANITIZER WILL BE AVAILABLE FOR YOUR USE.

Altar Guild Duties:

- The wearing of masks is optional when working.
- Please make sure your hands are clean before and during the handling of vessels, linens, etc.
- Always check the calendar located inside the sacristy door for the color of the day. When in doubt or for special services, please check with Rev. Renee
- Place Book of Gospels and its stand on the altar nearest the congregation. Check to make sure that it is marked for the correct reading. Also set "the Stack" (corporal, pall, veil, purificator, chalice, and paten(s)) and the Altar Book stand.
- The binder containing the lessons should be placed on the lectern.
- The credence table nearest the aumbry/tabernacle should have on it: a cruet of water, a cruet of wine, lavabo bowl and towel, hand sanitizer.
- The offertory table should have on it only the collection baskets.
- Nothing should be placed on the table near the baptismal font unless there is a baptism.
- When filling the wine cruet, do not pour more than 1/4" of wine. The water cruet should be almost filled to the top.
- 8:00am: For the time being use one priest host (placed on the smaller paten in the "stack"). Place 10 regular hosts in the larger paten.
- 10:00am: For the time being use one large priest host (placed on the smaller paten in the "stack.")
- At the time of Communion, the celebrant/presider or deacon will distribute the hosts with the assistance of a Worship Leader. NOTE:

There may be a time when the number of congregants is larger than normal. If that is the case, you may be asked to add a second chalice to the credence table.

- After Communion, leftover consecrated hosts will either be placed in the ciborium in the tabernacle/aumbry or consumed.
- We have installed a double sink. One side is for general use-cleaning, washing, etc. The other side serves as our *piscina*, the drain that leads directly to the ground. The *piscina* is to only be used to reverently dispose of leftover holy water and consecrated wine left in the chalice(s) not consumed by the celebrant/presider or deacon or worship leader or Altar Guild member. The piscina should always have the lid placed on it when not in use. The piscina is not to be used for anything else.
- When you have finished, please sanitize all surfaces.
- Remember that each set of paraments (coverings) has its own drawers. PLEASE DO NOT MIX the red with the green, etc.

REVISED MAY 31, 2024