



# ST. DAVID'S EPISCOPAL CHURCH

## **A CUSTOMARY FOR LAY ASSISTANTS ST. DAVID'S CHAPEL AND CHURCH**

2022

*"Liturgy is first and primarily a time for giving, not for getting.  
As far as we are able, we are thankful that each time we give what is owed to the  
Lord, there takes place a holy exchange of gifts in which the Lord returns to us  
more than we can dream of offering."*

All quotations are from *Preparing for Liturgy: A Theology and Spirituality* by Austin Fleming.

**Lectors** (or Readers) proclaim the word of God as found in Holy Scripture;

**Intercessors** pray on behalf of the whole congregation the Prayers of the People;

**Chalicians** (or Chalice Bearers) offer the Blood of Christ, the Cup of Salvation to the people.

**If you are unable to fulfill your assignment as scheduled:**

If it is anytime before 2:30 pm on the Friday before the Sunday you are to serve, please email Heather Sill (receptionist@stdavidschurch.org) and she will arrange for a substitute.

If it is after 2:30 on the Friday before the Sunday, you are to serve (even up to early Sunday morning) please email or call the clergy person assigned to your service.

## **SERVING IN THE CHAPEL**

### **LECTORS**

*“Your [ministry] is to offer the story of the. ‘great things the Lord has done for us’ that we might turn to the table of Eucharist with good cause to give thanks and praise. Yours is nothing less than the ministry of the Lord’s voice calling out in the midst of God’s people.”*

- Carefully practice the reading at home. You will receive the readings by email, along with the bulletin typically on Tuesday or Wednesday.
- For help with pronunciation go to <http://netministries.org>
- Sign in on the service sheet in the narthex 15 minutes before the service begins. If this does not happen, the vergers will make other arrangements for a substitute.
- The vergers **should** have marked the correct pages in the Bible for the day’s readings.

- It is preferable that you read from the Bible; however not mandatory.
- Make sure the reading you were sent is the same reading in the bulletin. If it is different, please verify with a clergy person which reading is correct.
- If you prefer to read from your own prepared paper, please carry that paper to the ambo **before the service begins** placing it on top of the Bible. The first reader will need to have a copy of the psalm with them, either by bringing the bulletin or having it typed on their own paper.
- Lectors should sit on the ambo side, close to the front.
- Both lectors, should come to the ambo area at the same time. They should start moving as the Collect for the day is ending, entering the altar area through the side aisle. The second reader stands aside while the first lesson and psalm are read. The first reader stands aside as the second lesson is read. Both return to their seats as the gospel hymn starts.
- Before beginning your reading, wait for the congregation to settle into their seats, to find the scripture readings in the bulletin and to become quiet.
- Announce the reading in the simplest way possible: refer to Appendix A.
- Take your time in reading the lessons, but don't be ponderous. Make the reading appropriately lively and meaningful. Remember, "The Word of God is living." Look at the congregation when you can without losing your place. Pause briefly at commas and periods. Give a longer pause before you say clearly "The Word of the Lord."
- Do not adjust the microphones; the volume is controlled by a choir member and will be adjusted according to you voice.
- Introduce the psalm by saying, "please join me in reading the psalm printed in your bulletin."

- Upon completion of the reading and Psalm, the first reader exits the ambo and should go and stand against the wall by the door to sacristy.
- When the second reader is finished and exits the ambo, both readers should return to their seats at the same time.

## INTERCESSORS

- Sign in 15 minutes before the service begins.
- The book of intercessions is a 3-ring binder that will be found in the narthex on the cupboard next to the sign in sheet.
- **Immediately check to compare the prayers from the binder with the prayers in the bulletin. If they are different, ALWAYS read the prayers from the bulletin.**
- The prayers are read from the ambo. The intercessor should start moving from their place near the front as the Nicene Creed is ending.
- Reading names: Say each name clearly but not too slowly. **Please check with the clergy about pronunciations if you are uncertain.** Be prepared for possible hand-written changes, additions, or corrections to the prayers in the intercessor's book.
- **When you are finished, please remain in the ambo; however, turn away from the microphones, and join in with saying the confession. Once the Peace has begun, you may step down from the Ambo and return to your seat.**
- Remember that on baptismal Sundays (usually the last Sunday of the month), the intercessions are not read from the 3-ring binder but are the form for prayers for the baptismal candidates, found on page 305 of the Book of Common Prayer. Take notice whether the baptismal candidate(s) are male, female or multiple candidates. Start moving to the ambo near the end of the Baptismal Covenant which the congregation is saying. Return to your seat as the attention shifts to the Thanksgiving over the Water.

## CHALICISTS

*“Your service is at the Lord’s reconciling table... You minister Holy food to Holy people in the Holiest of all communions. Yours is the ministry of the One who was broken and poured out for our sake: the ministry of Christ who is our Passover and our Lasting Peace.”*

- Sign in 15 minutes before the service begins. If that does not happen, the vergers will make arrangements for a substitute.
- Begin making your way to the altar during the fraction anthem.
- **Please wait until the congregation is seated after the fraction, and after the clergy have completed their work at the credence table, to move to the correct side of the altar (2 on each side).**
- Take the chalice and a purificator (the folded linen) from a priest and see which part of the rail needs a chalicist. The rail is divided into 4 sections, 2 on each side. The bend in the rail marks each section. *Please try to place the embroidered cross face down towards your palm so that when wiping the chalice wine doesn’t soil this part of the purificator.*
- Do not speak the name of the one you are serving. To do so without knowing all the people will make those you cannot name feel left out.
- Speak to all at the rail the words, **“The Blood of Christ, the Cup of Salvation”**.
- If someone does not wish to receive the chalice (arms crossed while kneeling) please pull the chalice toward you; however, still say **“The blood of Christ, the cup of salvation”**.
- If the communicant is holding the wafer in their hand, hold the chalice low enough so they can see inside the chalice to dip, intinct, the wafer into the chalice themselves. Hold the purificator between the chalice and the person to catch any drips.

- If the communicant drinks from the chalice, wipe the edge with the purificator and turn the chalice to a clean place for the next communicant.
- Keep a **firm** grip on the chalice.
- If you need more wine, come to the altar where the Verger or an acolyte will assist you.
- If a wafer is dropped into the chalice, immediately pull the chalice back from the communicant. Notify the Verger and follow them into the sacristy to receive a new chalice and wine. You will need to notify the clergy that the person needs to receive another wafer and your partner chalice bearer that they will need to fill in for you during your temporary absence.
- If wine is spilled onto the floor, you may use your purificator to wipe the wine up. If you need to wipe wine up off the floor, or for any reason too much wine is on the purificator, please go immediately to the altar to retrieve a clean purificator from the burse. The soiled purificator should be placed on the **BOTTOM** shelf of the credence table.
- If someone drops the bread on the ground, pick it up yourself and ingest it, then notify the clergy that another wafer is needed.
- If someone spills wine on their clothing, offer them the purificator and wait for them to return it. If you need a fresh purificator, notify the Verger.
- Be prepared to follow a clergy person out into the congregation to serve a disabled person if necessary.
- When your service is complete, one chalice must be returned to the altar. All other chalices and purificators are returned to the Sacristy and set on the counter.
- Return to your seat as soon as you are finished serving

# SERVING IN THE CHURCH

## LECTORS

*“Your [ministry] is to offer the story of the ‘great things the Lord has done for us’ that we might turn to the table of Eucharist with good cause to give thanks and praise. Yours is nothing less than the ministry of the Lord’s voice calling out in the midst of God’s people.”*

- Carefully practice the reading at home. If you need help with pronunciation, go to <http://netministries.org>
- Arrive at least 10 minutes before the service begins. There is no Verger at the services held in the church.
- It is preferable that you read from the Bible; however, not mandatory. Find the correct passages in the Bible for the days’ readings and mark.
- If you prefer to type your own paper or read from the bulletin, please carry the paper to the lectern before the service placing it discreetly on top of the Bible.
- It is preferable that lectors sit in the front of the Church. Come to the lectern following the Collect. Wait for the congregation to become quiet or for late arrivals.
- Announce the reading in the simplest way possible: Refer to Appendix A.
- Take your time in reading the lessons, but don’t be ponderous. Make the reading appropriately lively and meaningful. Remember, “The Word of God is living.” Look at the congregation when you can without losing your place. Pause briefly at commas and periods. Give a longer pause before you say clearly, “The Word of the Lord.”
- Introduce the psalm by saying, “please join me in reading the psalm printed in your bulletin.”

## INTERCESSORS/CHALICE BEARERS

*“Your service is at the Lord’s reconciling table... You minister Holy food to Holy people in the Holiest of all communions. Yours is the ministry of the One who was broken and poured out for our sake: the ministry of Christ who is our Passover and our Lasting Peace.”*

- Arrive at least 10 minutes before the service begins.
- The book of intercessions is a 3-ring binder which can be found on the shelf in the sacristy. There will be 3 binders, each labelled for a particular service.
- The 8 am service is Rite I and therefore the prayers follow a different format versus the 11:15 am and 5 pm services which are Rite II, which should be the same as the prayers in the bulletin.
- **For the 11:15 am and 5 pm services:**
- **Immediately check to compare the prayers from the binder with the prayers in the bulletin. If they are different, ALWAYS read the prayers from the bulletin.**
- **On Baptismal Sundays** read prayers for the baptismal candidates instead of intercessions. These prayers can be found on page 305 of the Book of Common Prayer. Remain in your pew turning toward the baptismal font. Take notice whether the baptismal candidate(s) are male, female or multiple candidates.
- At the appointed time in the service, stand, and **facing the altar**, begin reading the intercessions.
- Reading names: Say each name clearly, but not too slowly. **Please check with clergy about pronunciations if you are uncertain.** Be prepared for possible hand-written changes, additions or corrections to the prayers in the Intercessor’s binder.

- During the exchange of the Peace, go to the front of the Church, exchange the Peace with the priest(s) and sit in the chair on the right (as you face the altar) for the announcements.
- When the offering is announced, take the offering plates that are under your seat and hand them to the usher. The usher will bring the bread and the wine and hand them to the priest. The usher will then take the offering plates from you. (Do not worry about the gate at the communion rail or cushion; the usher will take care of them).
- Return to the right side of the altar and assist the priest in the preparation of the bread and wine. Handing them the cruet of wine (handle towards the priest) and anything else they may ask of you.
- Upon the completion of above, mimic what the other priest is doing, i.e. sitting or standing (and on what level) and wait for the priest to indicate to the usher to bring forward the collection plates.
- Move to the center, take the plates from the usher and then face the altar, move forward and slightly to the right. When the minister begins the offertory prayer and holds up the host and chalice, you should hold the plates up high. At the end of the prayer place the plates on the right side of the altar.
- Continue standing on the right side of the Altar and again mimic the priest on the other side - if he or she stands, you stand; if he or she kneels, you kneel, etc. If there is no minister on the other side, follow the lead of the celebrant.
- The celebrant will serve you the host and then hand you the chalice with the purificator.
- Do not speak the name of the one you are serving. To do so without knowing all the people will make those you cannot name feel left out.
- Speak to all at the rail the words, **“The blood of Christ, the cup of salvation”**.

- If someone does not wish to receive the chalice (arms crossed while kneeling) please pull the chalice towards you; however still say “The blood of Christ, the cup of salvation”.
- If the communicant is holding the wafer in their hand, hold the chalice low enough so they can see inside the chalice to dip, intinct, the wafer into the chalice themselves. Hold the purificator between the chalice and the person to catch any drips.
- If the communicant drinks from the chalice, wipe the edge with the purificator and turn the chalice to a clean place for the next communicant.
- Keep a **firm** grip on the chalice.
- If a wafer is dropped into the chalice, immediately pull the chalice back from the communicant. Notify the priest and follow their instructions. For the 8am and 11:15am service, allow the other priest to serve the wine to the entire rail.
- If wine is spilled onto the floor, you may use your purificator to clean it up. If your purificator is heavily soiled with wine, notify the priest and follow their instructions.
- If someone drops the bread on the ground, pick it up yourself and ingest it, then notify the clergy that another wafer is needed.
- If someone spills wine on their clothing, offer them the purificator and wait for them to return it. If you need a fresh purificator, notify the priest.
- Be prepared to follow a clergy person out into the congregation to serve a disabled person if necessary.
- After all the communicants have been served, return the chalice to the Celebrant and assist as may be needed.
- Return to your position on the right side and continue to follow the lead of the priest on the left.

**For the 8 o'clock service:**

- Immediately after the Blessing has been given, take the candle snuffer from the holder on the wall to your right and snuff the candles. The left candle first followed by the right candle and return candle snuffer to the holder.
- Return to your position on the right of the priests, bow in unison, then turn and lead them down the aisle.

**For the 11:15 am and 5:00 pm services:**

- Remain at the altar through the singing of the concluding hymn. During the second verse extinguish the candles beginning from left to right. At the Celebrant's signal the clergy and lay assistant bow to the cross in unison and turn to leave. The chalice bearer leaves first exiting toward the Vestry room.
- *"Rejoice in the work the Lord has accomplished through you. Be faithful in the work you do, for through it the Lord saves his people."* Austin Fleming

**For the 5:00 pm service:**

- Most of the time there is no usher at the 5:00 pm service. Therefore, it is best to coordinate who will act as usher prior to the service beginning.
- Options are to ask the lay reader, a congregant who is a "known" usher or the altar guild representative. Duties include passing the collection plate as well as releasing the congregants from the pews for communion.

# Directory to Introduce the Books of the Bible

Reader: "A reading from ... (*insert correct verbiage below*)"

## OLD TESTAMENT

Genesis	The Book of Genesis
Exodus	The Book of Exodus
Leviticus	The Book of Leviticus
Numbers	The Book of Numbers
Deuteronomy	The Book of Deuteronomy
Joshua	The Book of Joshua
Judges	The Book of Judges
Ruth	The Book of Ruth
1 Samuel	The First Book of Samuel
2 Samuel	The Second Book of Samuel
1 Kings	The First Book of Kings
2 Kings	The Second Book of Kings
1 Chronicles	The First Book of Chronicles
2 Chronicles	The Second Book of Chronicles
Ezra	The Book of the Prophet Ezra
Nehemiah	The Book of the Prophet Nehemiah
Esther	The Book of Esther
Job	The Book of Job
Ecclesiastes	The Book of Ecclesiastes
Song of Songs	The Song of Songs
Isaiah	The Book of the Prophet Isaiah
Jeremiah	The Book of the Prophet Jeremiah
Lamentations	The Book of Lamentations
Ezekiel	The Book of the Prophet Ezekiel
Daniel	The Book of the Prophet Daniel
Hosea	The Book of the Prophet Hosea
Joel	The Book of the Prophet Joel
Amos	The Book of the Prophet Amos
Obadiah	The Book of the Prophet Obadiah
Jonah	The Book of the Prophet Jonah
Micah	The Book of the Prophet Micah
Nahum	The Book of the Prophet Nahum
Habakkuk	The Book of the Prophet Habakkuk 14

Zephaniah	The Book of the Prophet Zephaniah
Haggai	The Book of the Prophet Haggai
Zechariah	The Book of the Prophet Zechariah
Malachi	The Book of the Prophet Malachi

## APOCRYPHA

Tobit	The Book of Tobit
Judith	The Book of Judith
Additions to Esther	The Book of Esther
Wisdom of Solomon	The Wisdom of Solomon
Ecclesiasticus	The Book of Ecclesiasticus
Baruch	The Book of Baruch
Jeremiah	The Epistle of Jeremiah
Song of the Three Jews	The Song of the Three Jews
Susanna	The Book of Susanna
Bel and the Dragon	The Book of Bel and the Dragon
1 Maccabees	The First Book of Maccabees
2 Maccabees	The Second Book of Maccabees
1 Esdra	The First Book of Esdras
2 Esdra	The Second Book of Esdras
Nahasseh	The Book of Nahasseh
3 Maccabees	The Third Book of Maccabees
4 Maccabees	The Fourth Book of Maccabees

## NEW TESTAMENT

Matthew	The Gospel According to Matthew
Mark	The Gospel According to Mark
Luke	The Gospel According to Luke
John	The Gospel According to John
Acts	The Acts of the Apostles
Romans	The Letter of Paul to the Romans
1 Corinthians	The First Letter of Paul to the Corinthians
2 Corinthians	The Second Letter of Paul to the Corinthians
Galatians	The Letter of Paul to the Galatians
Ephesians	The Letter of Paul to the Ephesians
Philippians	The Letter of Paul to the Philippians

Colossians	The Letter of Paul to the Colossians
1 Thessalonians	The First Letter of Paul to the Thessalonians
2 Thessalonians	The Second Letter of Paul to the Thessalonians
1 Timothy	The First Letter of Paul to Timothy
2 Timothy	The Second Letter of Paul to Timothy
Titus	The Letter of Paul to Titus
Philemon	The Letter of Paul to Philemon
Hebrews	The Letter to the Hebrews
James	The Letter of James
1 Peter	The First Letter of Peter
2 Peter	The Second Letter of Peter
1 John	The First Letter of John
2 John	The Second Letter of John
3 John	The Third Letter of John
Jude	The Letter of Jude
Revelation	The Book of Revelation

Reader concludes by saying: **“The Word of the Lord”**