



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

2024 – 2025

*“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.

DEFINITION OF TERMS

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;

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

GENERAL HOUSEKEEPING

Each quarter, the church's Worship Administrative Assistant, Heather Sill, will reach out via email to ask your availability for the upcoming quarter's schedule. In order to be on the schedule for that quarter, you must respond to her email to let her know when you aren't available.

- If you are scheduled to serve in another capacity during a service, (such as a vergers, sound engineer, or usher) please list that as a date you are unavailable to serve as a lay assistant in your response to Heather when you provide the dates you aren't available. You should not serve in a double capacity for any service.

When you are scheduled to serve on any given week, you will receive an email from Heather on Monday or Tuesday that will contain that week's readings.

- **You MUST respond to Heather's email by Thursday at 11:59pm confirming you are available to serve. If you do not respond confirming you can serve, she will assume you are not available and will find a substitute for you on Friday so the vergers doesn't have to find a substitute for you right before the service begins. The person who Heather finds on Friday as a substitute will be listed on the service sheet on the clipboard in the Narthex and will serve in your place even if you show up on Sunday.**

There will be a lay assistant refresher training approximately once every 2 – 3 years, as deemed necessary by the head of lay assistants and clergy. All lay assistants are expected to attend; please try your best to be available for these trainings.

If you are unable to fulfill your assignment as scheduled after you confirmed with Heather earlier in the week that you *could* serve:

- If it is any time before 2:00pm on the Friday before the Sunday you are to serve, please email Heather Sill (hsill@stdavidschurch.org) and she will arrange for a substitute.
- If it is after 2:00pm on the Friday before the Sunday you are to serve (even up to early Sunday morning) please try to find a sub who is a fellow lay assistant if you are able to do so. If you are not able to find a sub, please text or call the clergy person assigned to your service. To figure out which person is serving at your service, check the Draft Bulletin sent by Heather earlier in the week. Clergy cell numbers are below:
 - Devon Anderson: (612) 655 – 0314
 - Liz Colton: (610) 724 – 9177
 - Sarah Dunn: (413) 406 – 8913
 - Emily Given: (214) 929 – 7772
 - Nancy Webb Stroud: (610) 246 – 9086
 - Peter Stube: (610) 304 – 2539
 - Thomas Szczerba: (908) 910 – 2929

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, reading it out loud at least twice.**
- For help with pronunciation go to YouTube or <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. If the vergers have found a substitute, that person will do the readings even if you eventually show up before the service begins. Please don’t ask for the binder back from the substitute once one has been found.
- 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.
- There are three binders in Narthex, one for each Reader and one for the Intercessor. They are identical so grab any of the three when you sign in. Do not place the binder on the Bible before the service, walk up with it in your hand and turned to the correct page so you aren’t fumbling with papers at the lectern.
- Lectors should sit on the ambo side, close to the front. Both lectors should come to the ambo area at the same time.
 - For Non-Baptismal Services: Readers should walk up the aisle closest to the parking lot *during* the Gloria or Kyrie while everyone is standing and singing, not while the Collect is being read. This gets both readers to the front before the clergy begin reading the Collect. The second reader stands at the first door before the sacristy while the

first lesson and psalm are read. The first reader stands at that door as the second lesson is read.

- For Baptismal Services: There is no Gloria or Kyrie so readers should walk up the aisle closest to the parking lot *during the final verse of the opening hymn* so they're up front before the Collect begins.
- When you approach the ambo, lay the binder flat on the Bible. Your body should face forward so the camera can see your face and the microphone can catch your voice. Do **not** put the binder next to the Bible so you're facing away from the microphone. Do **not** lift the paper or binder up above the Bible, as it's distracting for people watching the livestream.
- When laying down the binder, be sure the binder does not hit the microphone. Do not adjust the microphone. Be sure to speak toward the microphone, not away from it. The volume is controlled by a sight and sound engineer and they will adjust the volume according to your voice.
- 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 according to its proper introduction, as referenced in Appendix A. This introduction will be printed in all three binders. **When introducing the reading, do not say "Good morning" or "This morning's first reading is from..." Simply read the introduction printed in the binder without adding in the chapter and verses you're reading.** Double check that the introduction is correct; for example if the introduction in the binder says A Reading From The First Letter of Paul to the Thessalonians and the reading is from Colossians, say the proper intro for Colossians (found in Appendix A.)
- Take your time in reading the lessons, while making the reading appropriately lively and meaningful. 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."
- If you make a mistake while reading, do not say sorry. Simply keep reading, as saying sorry is more of a distraction than the original mistake.

- When introducing the psalm, don't say aloud which psalm and verses are being read. Simply introduce it as it says to in the binder 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 the sacristy.
- When the second reader is finished and exits the ambo, both readers should return to their seats at the same time during the first verse of the Gospel hymn (not while the priest is introducing the hymn.)

INTERCESSORS

- Sign in 15 minutes before the service begins. Take one of the three identical binders when signing in. **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.
- If you make a mistake while reading, do not say sorry. Simply keep reading, as saying sorry is more of a distraction than the original mistake.
- **When you are finished, leave the binder where it is, remain in the ambo, and turn away from the microphones to join the congregation in saying the confession.** After the absolution has been said and the Peace has begun, you should step down from the ambo with the binder 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.

- Do not say the opening prayer portion of the Prayers for the Candidates (“Deliver them, O Lord, from the way of sin and death.”) which is said by the celebrant.
- Take notice whether the baptismal candidate(s) are male, female or multiple candidates and use correct pronouns for whoever is being baptized that day. 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.”

- Each service will have three chalicists, one on each side of the altar rail and one for the choir. Sign in 15 minutes before the service begins. If you haven’t signed in 15 minutes before the service, the vergers will make arrangements for a substitute.
- Begin making your way to the altar during the singing of the fraction anthem, ***not while clergy are still blessing the sacraments.***
- **Please wait until the congregation is seated after the fraction anthem, and after the clergy have completed their work at the credence table, to move to the correct side of the altar (one chalicist on each side).**
- Take the chalice and a purificator (the folded linen.) *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’s names who you are serving could 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 and cover with the linen while still saying, “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 intinct (dip) 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 and be sure not to tilt too much, to avoid spills, when offering to each communicant.
- 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.
- If wine is spilled onto the floor, you may use your purificator to wipe the wine up or, if a significant amount has spilled, get paper towels from the sacristy. 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, please pick it up and place on the credence table. Notify clergy that the parishioner needs another wafer.
- 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, the Allen Chalice should 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/CHALICE BEARERS

“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, reading it out loud.** You will receive the readings by email, along with the bulletin, typically on Tuesday or Wednesday.
- Arrive at least 10 minutes before the service begins and notify clergy you are present. There is no Verger at the services held in the church.
- There will be two three-ring binders (one for the 8:00am, one for the 11:15am and 5:00pm) on the shelf of the sacristy that contain the readings and Prayers of the People. The 8:00am service is Rite I and therefore the prayers follow a different format versus the 11:30am and 5:00pm services, which are Rite II, and should be the same as the prayers in the bulletin. Bring the binder up front when it is time to read, not before the service begins. If you prefer to read directly from the Bible, be sure to mark the correct passages before the service begins.
- 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.
- 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 according to its proper introduction, as referenced in Appendix A. This introduction will be printed in the binders.
- 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.”

- If you make a mistake while reading, do not say sorry. Simply keep reading, as saying sorry is more of a distraction than the original mistake.
- **For the 11:30 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 go forward to the lectern and, facing the congregation, 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. Hand 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.
- 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.
- Speak to all at the rail the words, “**The blood of Christ, the cup of salvation.**” Do not speak the name of the one you are serving. To do so without knowing all the people’s names who you are serving could make those you cannot name feel left out.
- If someone does not wish to receive the chalice (arms crossed while kneeling) please pull the chalice towards you, cover the cup with purificator, and 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 and 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, when allowed, 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 and be sure not to tilt too much, to avoid spills, when offering to each communicant.
- 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 8:00am, 11:30am, and 5:00pm 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 wipe the wine up or, if a significant amount has spilled, get paper towels from the

sacristy. 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 and place it on the altar, 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 8:00am 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 11:30am and 5:00pm 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 lector leaves first, exiting toward the Vestry room.

For the 5:00pm service:

- Often there is no usher at the 5:00pm service. Therefore, it is best to coordinate with the clergy who will act as usher prior to the service beginning.
- Options are to ask the lector, 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.

Appendix A: 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
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