

## Brief Instructions for Eucharistic Ministers (EMs)

Updated 3/8/23

EM1 is positioned on the **Gospel side** (next to the tabernacle) and EM2, on the **Epistle side**.

Please arrive at least 15 minutes before the service so there is sufficient time to vest and attend to the other responsibilities listed below.

In addition to **leading the Psalm/Canticle\*** and the **Prayers of the People**, the **responsibilities for EM1, some of which s/he can delegate to EM2, include:**

**Setting the missal** and placing it on the altar, if necessary. For guidance on how to set the missal, the instructions have been placed in the front of the missal. (They are also on the website under Serve\In Worship\Resources for Eucharistic Ministers\St. John's Church, Larchmont Eucharistic Ministry Instructions (pre-COVID) in Appendix 2/page 8.)

**Lighting the candles** First light the Epistle candle and then the Gospel candle. Remember the rule: "The Gospel never stand alone." If the Paschal candle is also to be lit,\*\* the order is Pascal candle, Gospel candle, Epistle candle. The metal top on the candles can be removed for ease of lighting. (At the end of the service, extinguish the candles in the reverse order.)

**Loosen the lid of the ciborium in the tabernacle.**

**Five minutes before the service starts, check that the lector and crucifer/acolytes are present.**

**Process** to the altar behind the choir before the priests, with EM1 on the left and EM2 on the right. Make a hard right at the top of the altar steps and sit in the pew in the back row or if no choir, the first or second row. EM1 will thus be closer to the lectern.

During the Offertory, **cue the acolyte to take the collection plate** from the shelf under the credence bracket **or if there is no acolyte, taking the collection plate to the altar gate to receive the collection plates** from the ushers and passing them to the Celebrant for a blessing. (If Rev. Dorothy is the celebrant, keep hold of the collection plate while she blesses it.) Rev. Lisa will pass the blessed offering plates to one of the EMs.

**During the Great Thanksgiving:**

**Receive the burse and veil** from Rev. Lisa and place them on the top of the tabernacle.

**Place the communion elements on the altar:** a) place the cruets of wine and water on the altar (unless they are brought up by the ushers); b) remove the lids from the silver containers in the tabernacle and place the containers on the altar.

The EMs should face each other across the altar and adopt similar stances, for example, both should bow during the first part of the *Sanctus* or neither should.

Both EMs carry the **chalices**, leading the priests to the front of the pulpit (Lisa) and lectern (Dorothy). An acolyte (if any) will be enlisted to carry the paten/container of host for Dorothy to distribute. Both EMs will serve the cup to persons requesting to drink from the cup or to intinct their wafer saying "The blood of Christ, the cup of salvation," then carefully wiping the rim of the cup and rotating the cup after each recipient.

After the elements have been distributed, Lisa, EMs and acolyte deposit the chalices, purificators and patens containing unconsumed host on the credence bracket on their side. The unconsumed elements should be covered with a purificator. EM1 then quickly clears the altar, except for the missal, which should be moved to the Gospel side and closed.

**Recess** when the signal is given.

\* The Psalm is usually introduced as follows: "The portion of the Psalter appointed for this morning is [from – if partial] Psalm XX. Let us read it responsively by the half-verse." Lisa has said that the EM has the discretion to read the Psalm/Canticle in unison, by the half verse or even by the full verse as he/she prefers. However, Canticles are typically read in unison.

\*\* The Paschal candle is lighted at services from the Great Vigil of Easter through Pentecost, and also at All Saints, Christ the King, Christmas (Eve is counted as such), The Baptism of Our Lord and Epiphany (all with the candle placed on the Gospel side of the altar), at baptisms (with the candle placed by the font), at funerals (when the candle is placed near the coffin or urn) and at weddings if requested (again with the candle on the Gospel side of the altar).