



All Saints Church  
Lay Eucharistic Minister  
Manual

*"The Son of Man did not come to be served, but to serve."*

Matthew 20:28a

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"Chalice #4"  
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## **A Prayer for those serving in the Holy Eucharist**

Praise to you, Lord God,  
king of the universe,  
and all glory to your name.

I praise you and thank you for calling me  
to proclaim your word to your beloved people  
and serve at the altar.

Open the hearts of all who worship with us,  
so that they may hear your voice.  
Let nothing in my life or manner disturb your people  
or close their hearts to the action of your Spirit.

Cleanse my heart and mind.  
Make me worthy of the message you proclaim  
among the people that you have called your own.  
Open my lips so that I may proclaim your glory  
and build up the body of Christ.

All praise and glory to you, heavenly Father,  
through our Lord Jesus Christ  
by the power of the Holy Spirit,  
now and for ever. *Amen!*

## **A Prayer for the Holy Spirit and Light**

Come Holy Spirit  
fill the hearts of your faithful,  
and kindle in us the fire of your love.  
Speak to us as we read your word and serve at the altar  
and strive toward a life of faith and truth.

Jesus, guide us today and each day in your service,  
for you are our light.

We love you:  
keep us in your love for ever. *Amen!*



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### Substitutes

When finding a substitute, call only those who have the same function. Inform the subdeacon or the deacon on the schedule with the name of the person replacing you.



## LICENSED EUCCHARISTIC MINISTERS EUCCHARISTIC VISITORS

“A **Eucharistic Minister** is a lay person authorized to administer the Consecrated Elements at a Celebration of Holy Eucharist. A Eucharistic Minister should normally act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.” (Title III. 4.6)

*We use the terminology Subdeacon, Chalice Minister, or Lay Minister for a licensed Eucharistic Minister, depending upon the responsibility being fulfilled.*

“A **Eucharistic Visitor** is a lay person authorized to take the Consecrated Elements in a timely manner following a Celebration of Holy Eucharist to members of the congregation who, by reason of illness or infirmity, were unable to be present at the Celebration. A Eucharistic Visitor should normally act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.” (Title III. 4. 7)

*Eucharistic Minister is the term we have used in the past for those who take the Holy Eucharist to parishioners in the hospital or homebound. We will begin using the term Eucharistic Visitor on the Sunday schedule.*

### **Guidelines for Eucharistic Ministers and Visitors**

1. The minister in charge of a congregation shall instruct the congregation through sermons, newsletters, and teachings on the reasons for commissioning lay persons for these ministries.
2. The minister in charge shall determine who needs and desires communion under the provisions of this canon, and the frequency of that ministrations which is most suitable.
3. The minister in charge shall determine the number of persons required to undertake a regular schedule of extended communions. As a general rule, no person should be asked to take communion to more than two homes on a Sunday.
4. The minister in charge shall select and prepare in accordance with the diocesan guidelines suitable persons for these ministries and shall recommend them to the bishop for licensing. As is the case for Bishops, Priests and Deacons, it is expected that licensed Eucharistic Ministers and Visitors shall do their best to pattern their lives in accordance with the teachings of Christ, striving in all things to be wholesome examples to the people of God. Thus it is not appropriate to recommend for licensing anyone whose lifestyle is an affront to the gospel, for instance, anyone known to be perpetrating fraud, a malicious gossip, or someone known to be engaging in sexual relations outside of holy matrimony.

5. These licenses shall be issued for a period of three years and may be revoked by the Bishop upon request of or upon notice to the Rector/Vicar or Priest-in-Charge.
6. When a deacon serves in a congregation, it may be advantageous for the deacon to supervise the work of the Eucharistic Ministers and Visitors.
7. It is recommended that the person to be ministered to be prayed for specifically in the Prayers of the People by the congregation on that day.
8. It is desirable that other parishioners, relatives, and friends be present to communicate with the person visited.
9. The sacrament shall be carried in a suitable container provided by the parish for this purpose.
10. If the sick person cannot receive either the consecrated Bread or the Wine, it is suitable to administer the Sacrament in one kind only.
11. Eucharistic Visitors shall not vest for the administration of Communion.
12. Eucharistic Visitors shall record their ministry in the Service Register within a week of their visit.
13. The administration of the Sacrament to the persons visited should take place in a timely manner following a Celebration of Holy Eucharist. Following the communions of the people, the Eucharistic Visitors may come forward and be commended for this ministry with the following or similar words:

*In the name of this congregation, I send you forth bearing these holy gifts, that those to whom you go may share with us in the communion of Christ's Body and Blood. We who are many are one body, because we all share one bread, one cup.*

## **Guidelines for all Chalice Bearers**

1. Be vested and ready to meet the rest of the altar party in the sacristy for prayer at least 10 minutes before the service begins.
2. Always make sure there is enough sacrament in the chalice even for the last person to be served.
3. For the main Sunday services (8:45 church and Thomas Center, and 11:00): Instead of consuming the remaining portion in your chalice, simply lay your purificator over the top of the cup and place it on the credence table. The Deacon will bring the chalices to the sacristy.

4. For weekday services and the 7:30 Sunday service, consume the remains in your chalice, then lay your purificator over the top and place it on the credence table.
5. If you run out of consecrated wine on the altar tell the deacon or priest.
6. Use only the consecrated wine – not wine from the credence table.
7. For those individuals who choose not to take wine, hold your chalice in front of you keeping a fair distance and say, "The Blood of Christ shed for you." *It is not proper to place your hand upon them.*
8. Only your fingers are to be used for the purpose of intinction. For hygienic reasons, do not allow others to dip into your chalice.
9. The altar party should always wear closed-toed shoes.

### **7:30 a.m. Subdeacon**

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1. Call the clergy, lector, and intercessor by Friday before the Sunday you are to serve to remind them of their duties.
2. Be vested by 7:20 a.m. in alb, cincture, and subdeacon's dalmatic. Light altar candles.
3. Follow the chalice minister into the church. Go to the top step into the chancel and stand to the right of center.
4. Reverence the cross with the sanctuary party and go to the center pew in the choir area near the lectern.
5. After the psalm is said in unison, read the Epistle from the lectern.
6. After the exchange of peace, go to the right side of the altar and assist the deacon or priest in preparing the altar.
  - a. Place the vested chalice and paten on the altar.
  - b. Be prepared to offer extra bread from the breadbox.
  - c. Take the tops off the cruets and hand the wine first and then the water to the deacon or priest.
  - d. When the celebrant approaches your side of the altar, put the lavabo towel over your left wrist and take the lavabo bowl in your left hand. Take the water in your right hand pour water over the celebrant's hands.
7. As the oblation bearers are coming forward with the elements, proceed to the altar rail gate and receive the bread and wine, then place them on the altar.

8. Stand in front of the Epistle Side bench for the Eucharistic prayer.
9. Administer the wine to those people on the epistle side of altar rail saying to each person (whether they choose to receive or not,) *The blood of Christ, the cup of salvation or The blood of Christ shed for you or The blood of Christ keep you in everlasting life.*

If someone leaves the bread in their hand, it means they want to receive by intinction. Take the bread and put it into the wine and place it on their tongue.

Always have enough sacrament in the cup for even the last person. Replenish the chalice as needed from the front of the altar.

10. Assist the deacon or priest in removing things from the altar.
11. When processing out of the sanctuary, reverence the Cross with the sanctuary party, and then lead the party out the side door.

### **7:30 a.m. Chalice Minister**

1. Be vested by 7:20 a.m. in alb and cincture.
2. Lead the subdeacon and priest into the sanctuary. Go to the top step into the chancel and stand to the left of center.
3. Reverence the cross with the sanctuary party and go to the choir pew on the Gospel side, about half way in.
4. After the announcements go into the altar. Be ready to receive the elements being brought down the center aisle.
5. As the ushers are coming forward with the offering plates, proceed to the altar rail gate and receive them, turn around, and place them on the altar.
6. Place the kneeling cushion in the gate area and close the gate.
7. Stand in front of the Gospel side bench for the Eucharistic prayer.
8. Administer the wine to those people on the gospel side of altar rail saying to each person (whether they choose to receive or not,) *The blood of Christ, the cup of salvation or The blood of Christ shed for you or The blood of Christ keep you in everlasting life.*

If someone leaves the bread in their hand, it means they want to receive by intinction. Take the bread and put it into the wine and place it on their tongue.

Always have enough sacrament in the cup for even the last person. Replenish the chalice as needed from the front of the altar.

9. After Communion, raise the gate and move the kneeling cushion.

10. Take the offering plates off the altar and place them on the Gospel side credence table.
11. When processing out of the sanctuary, reverence the Cross with the sanctuary party, and then lead the preacher out the side door.

**8:45 and 11:00**  
**Subdeacon, Eucharistic Visitor,**  
**Chalice Minister, and Lay Minister**

*Please be vested ten minutes before the service begins. The celebrant will begin with prayer in the sacristy hallway about five minutes before the service begins. Everyone should be vested at that time.*

**ORDER FOR THE PROCESSION**

Crucifer  
 Taperer #2    Taperer #1  

CHOIR
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 Banner Bearer  
 Server #2 – Server #1  
 Chalice Bearer (LM, CC) – Chalice Bearer (LV, CM)  
 Preacher – Priest  
 Subdeacon – Deacon  
 Celebrant

**Subdeacon 8:45 and 11:00**

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1. Contact the clergy, chalice minister, eucharistic visitor, and readers scheduled to serve with you by Friday before the Sunday you are to serve to remind them of their duties. (The acolyte wardens will call the acolytes.) The 11:00 sub-deacon makes a reminder call to the bus driver. Make sure to call the deacon last and report any substitutions which have been made.
2. Sit in the seat behind the pulpit.
3. Process for the reading of the Gospel. After the reading of the Gospel, walk beside the deacon and reverence the cross together at the top step.
4. Pray for the preacher during the sermon.
5. Face the cross and the altar when reciting the Nicene Creed.
6. Go to the right side of the altar after the exchange of peace, being seated on the bench.

7. As the oblation bearers come forward with the bread and wine, proceed to the altar rail gate and receive the elements. Turn and place them directly on the altar and take your seat.
8. As the ushers come forward with the offerings, proceed to the altar rail gate and take all offering plates from the second server. Turn around and raise them up for the Celebrant to bless. Then place them on the Epistle side corner of the altar.
9. When a deacon is present, stand next to the celebrant during the Eucharistic prayer; otherwise stand opposite the assisting priest.
10. Take the full chalice from the altar and administer the wine to the people on the Epistle side of the altar as you face the congregation saying to each person (whether they choose to receive or not) *The blood of Christ, the cup of salvation or The blood of Christ shed for you or The blood of Christ keep you in everlasting life.*

If someone leaves the bread in their hand, it means they want to receive by intinction. Take the bread and put it into the wine and place it on their tongue.

Always have enough sacrament in the cup for even the last person. Replenish the chalice as needed from the front of the altar.

11. When all have received communion, do not consume the remaining portion of wine, but lay the purificator over the chalice and place it on the credence table. *Please do not put the purificator in the chalice.*
12. Return to your place next to the Celebrant for the post communion prayer and the blessing.
13. When processing out, walk next to the deacon.

## **Eucharistic Visitor 8:45**

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1. Make sure there is a folding chair set next to the lectern. This will be your seat until after the exchange of peace.

As you process in walking behind the acolytes, go directly up the step, reverence the cross with the Lay Minister and immediately turn to your seat next to the lectern. Do not wait for the rest of the altar party at the top step.

Be prepared to read the lessons and/or the intercessions in case someone is absent.

2. Face the cross and the altar when reciting the Nicene Creed.
3. Proceed to the doorway next to the sacristy after the exchange of peace.
4. Kneel at the altar rail during the Eucharistic prayer.

5. After the invitation to receive, proceed into the altar area, pick up the extra chalice from the Epistle side credence table, place it on the altar, and receive communion with the rest of the altar party.

Fill a chalice approximately two-thirds full and administer communion to those on the Gospel side of the altar rail as you face the congregation saying to each person (whether they choose to receive or not) *The blood of Christ, the cup of salvation or The blood of Christ shed for you or The blood of Christ keep you in everlasting life.*

If someone leaves the bread in their hand, it means they want to receive by intinction. Take the bread and put it into the wine and place it on their tongue.

Always have enough sacrament in the cup for even the last person. Replenish the chalice as needed from the front of the altar.

6. When all have received communion, do not consume the remaining portion of wine, but lay the purificator over the chalice and place it on the credence table. *Please do not put the purificator in the chalice.*
7. When communion is finished, kneel on the gospel side of the altar rail for the post-communion prayer. The deacon will bring the communion kit to you and lead the congregation in the sending out prayer.
8. When processing out, hold the communion box in front of you, following the last acolytes.
9. Go immediately after changing to take communion to those on your list. As soon as you have finished, bring the communion box back to the sacristy and record your visit. Please call the circled name of the clergy noted at the bottom of the yellow sheet with an update.

## The Ministry of Eucharistic Visitor

### Some Tips for Visiting Hospital Patients

A few years ago a woman had two operations and a series of radiation treatments for cancer. She had her share of visitors – both clergy and laity. From these experiences, she developed the following tips for visiting patients.

1. ***Look me in the eye.***

My illness has a way of making me a little paranoid. I may not be able to look you in the eye for fear you'll see my vulnerability, my fear, and perhaps my despair. I want to know you still care about me, despite my condition.

2. ***Touch me.***

My separation from others is felt keenly. I need to be assured that I'm still valued. I need your touch to relieve the awful feeling of isolation.

3. ***Don't appear rushed.***

What has happened to me is cataclysmic. If you appear rushed, I don't think you understand the seriousness of my illness. Or I think that I make you feel uncomfortable. I don't need a long, exhausting visit. All I want to know is that my health is important to you--and that I don't make you feel uncomfortable.

4. ***Be neither overly jolly nor mournful.***

I resent jolly people right now, but I don't need to see a bunch of long faces either. Can we just have a normal conversation, like when I was well?

5. ***Talk to me, not to my visitors.***

I know it's easier for visitors to talk to one another than to talk to me. It's less threatening. But please save most of your conversation for me. When my world is falling apart, it's hard to lie in a hospital bed listening to others talk about things that don't concern me.

6. ***Stimulate my interest in other people and events.***

My disease has made me self-centered. If you can, help me see beyond myself to others who need my prayers and concern. You are important to me. You are my link to the outside world. I need you. Your ministry as a visitor is vital!

THE ANGLICAN DIGEST

via Church of the Holy Spirit  
Lake Forest, Illinois

## **Lay Minister 8:45**

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1. As you process in walking behind the acolytes, go directly up the steps, reverence the cross there with the Eucharistic Visitor, and proceed to your seat near the organ.
2. Kneel at altar rail for Eucharistic prayer.
3. After the invitation to receive, walk into altar area, turning to take the paten and chalice from Gospel side credence table, and place it on the altar. Receive communion at high altar with the rest of the altar party.
4. After receiving communion, follow the clergy over to the side altar in the chapel. Serve the chalice saying to each person (whether they choose to receive or not), *The blood of Christ, the cup of salvation* or *The blood of Christ shed for you* or *The blood of Christ keep you in everlasting life*.

If someone leaves the bread in their hand, it means they want to receive by intinction. Take the bread and put it into the wine and place it on their tongue.

Always have enough sacrament in the cup for even the last person. Replenish the chalice as needed from the front of the altar.

5. When all have received communion, do not consume the remaining portion of wine, but lay the purificator over the chalice and place it on the shelf in the chapel. *Please do not put the purificator in the chalice.*
6. Sit in chapel ready to pray for individuals who desire prayer.

## **Chalice Minister 11:00**

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1. As you process in walking behind the acolytes, go directly up the steps, reverence the cross there with the chapel chalice minister, and immediately turn to your seat next to the lectern.

Do not wait for the rest of the altar party at the top step.

Be prepared to read the lessons and/or the intercessions in case someone is absent.

2. Face the cross and the altar when reciting the Nicene Creed.
3. Proceed to the doorway next to the sacristy after the exchange of peace. Kneel at the altar rail during the Eucharistic prayer.

Stay kneeling until after the invitation to receive.

4. As you come to the altar, bring the extra chalice from the Epistle side credence table and place it on the altar. Administer communion to those on the right side of the altar rail as you face the congregation saying to each person (whether they choose to receive or not,) *The blood of Christ, the cup of salvation or The blood of Christ shed for you or The blood of Christ keep you in everlasting life.*

If someone leaves the bread in their hand, it means they want to receive by intinction. Take the bread and put it into the wine and place it on their tongue.

Always have enough sacrament in the cup for even the last person. Replenish the chalice as needed from the front of the altar.

5. When all have received communion, do not consume the remaining portion of wine, but lay the purificator over the chalice and place it on the credence table. *Please do not put the purificator in the chalice.*
6. Proceed to your place near the choir.
7. When processing out, walk next to the chapel chalice minister.

## **Chapel Chalice Minister 11:00**

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1. As you process in walking behind acolytes, go directly up the steps, reverence the cross there with the chalice minister, and proceed to your seat near the organ.
2. Kneel at altar rail for Eucharistic prayer.
3. After the invitation to receive, walk into altar area, turning to take the paten and chalice from Gospel side credence table, and place it on the altar. Receive communion at high altar with the rest of the altar party.
4. After receiving communion, follow the clergy over to the side altar in the chapel. Serve the chalice saying to each person (whether they choose to receive or not,) *The blood of Christ, the cup of salvation* or *The blood of Christ shed for you* or *The blood of Christ keep you in everlasting life*.

If someone leaves the bread in their hand, it means they want to receive by intinction. Take the bread and put it into the wine and place it on their tongue.

Always have enough sacrament in the cup for even the last person. Replenish the chalice as needed from the front of the altar.

5. When all have received communion, do not consume the remaining portion of wine, but lay the purificator over the chalice and place it on the shelf in the chapel. *Please do not put the purificator in the chalice.*
7. Retake your seat next to the organ.
8. When processing out, walk next to the other chalice bearer.

## **8:45 SERVICE THOMAS CENTER**

*The celebrant will begin with prayer behind the curtain about five minutes before the service begins.*

*The procession into the Thomas Center will begin as the introduction of the processional hymn begins. The entire sanctuary party will sit on the first pew on the left (Gospel) side of the Thomas Center facing the altar.*

*The procession out will be exactly the reverse of the procession into the auditorium.*

*The congregation will be standing for the Gospel and the Prayers of the People and seated for the Confession.*

## ORDER FOR THE PROCESSION

Crucifer

Taperer #2 Taperer #1

Chalice Bearer Subdeacon

**Celebrant**

### **Celebrant**

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1. The people should be asked to sit for the announcements.
2. The celebrant will invite the people to stand and then initiate the exchange of peace.
3. The congregation will be invited to stand through the *Sursum corda*, the Preface, and the *Sanctus*; and the Great Thanksgiving, The Lords Prayer, The Fraction, and the Invitation to receive.
4. The celebrant and preacher will administer the bread in front of the altar and the two chalice ministers will administer wine on each side of the celebrant and/or the preacher.

### **Subdeacon**

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1. Please call the other members of the team to make sure everyone will be present. (The acolyte wardens will call the acolytes.)
2. Walk into the worship space to the right of the Chalice Minister.
3. Join in Gospel procession and hold the book for the priest.
4. Receive the bread and wine from the oblation bearers at the offertory. Turn around and place them on the altar. Return to your seat in the front row
5. The acolyte will receive the offering, raise it up, and place it in its entirety upon the left corner of the altar.
6. After the invitation to receive is given, proceed to the altar and receive communion.
7. Take one of the chalices and communicate all the people on the left side of the congregation as you face the people saying to each person (whether they choose to receive or not), *The blood of Christ, the cup of salvation* or *The blood of Christ shed for you* or *The blood of Christ keep you in everlasting life*.

Stay at least 10 feet away from the Celebrant so the line moves freely.

If someone leaves the bread in their hand, it means they want to receive by intinction. Take the bread and put it into the wine and place it on their tongue.

Always have enough sacrament in the cup for even the last person. Replenish the chalice as needed from the front of the altar.

When all have received communion, do not consume the remaining portion of wine, but lay the purificator over the chalice and place it on the credence table. *Please do not put the purificator in the chalice.*

8. Take your seat. Be ready to process out when the Celebrant cues you.

## **Chalice Minister**

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1. Walk into the worship space to the left of the sub-deacon.
2. After the Invitation to Receive has been given, proceed to the altar to receive communion.
3. Take one of the chalices and communicate all the people on the right side of the congregation as you face the people saying to each person who receives, *The blood of Christ, the cup of salvation* or *The blood of Christ shed for you* or *The blood of Christ keep you in everlasting life.*

Stay at least 10 feet away from the Celebrant so the line moves freely.

If someone leaves the bread in their hand, it means they want to receive by intinction. Take the bread and put it into the wine and place it on their tongue.

When all have received communion, do not consume the remaining portion of wine, but lay the purificator over the chalice and place it on the credence table. *Please do not put the purificator in the chalice.*

4. Take your seat. Be ready to process out when the Celebrant cues you.

## **Other Weekly Services**

### **Wednesday 12:05**

1. Be robed at least 10 minutes prior to the service and meet with the Celebrant to go over the scripture reading. Make sure to have a copy of the Good News Daily for birthday and anniversary prayers.
2. Gather for prayer in the sacristy.
3. When Celebrant is ready, lead your procession out the side door. Walk up the steps, staying to your right, and reverence the Cross together.

4. Take your seat in the 1<sup>st</sup> choir pew near the lectern.
5. Read the chosen scripture and lead congregation in the Psalm for the day.
6. Lead the Prayers of the People. Remember to pray for those with birthdays and anniversaries. (The Nicene Creed is not said.)
7. Try to take a count of those present and inform the priest so he/she can prepare the table.
8. After the exchange of peace and announcements, walk to altar entrance with the Celebrant, reverence the Cross, and be ready to assist the priest in setting the table.
9. The order as 1<sup>st</sup> server:
  - a. Offer vested chalice
  - b. Bread, wine, water
  - c. Ceremonial washing of hands
10. Remain standing to the side of the altar throughout the Eucharistic Prayer
11. Receive Communion, then take the chalice and offer wine to each person saying, *"The blood of Christ, the cup of salvation or The blood of Christ shed for you or The blood of Christ keep you in everlasting life.*

If someone leaves the bread in their hand, it means they want to receive by intinction. Take the bread and put it into the wine and place it on their tongue.

Always make sure there is enough sacrament in the cup even for the last person served.

Consume the remaining portion in your cup, or ask the clergy to do so.

12. When everyone has received, assist the priest in removing articles from the altar.
13. When processing out of the sanctuary, reverence the Cross with the priest, then lead the way out the side door.

## **Saturday 12:05**

1. Be robed at least 10 minutes prior to the service and meet with the Celebrant to go over the scripture reading. Make sure to have a copy of the Good News Daily for birthday and anniversary prayers.
2. Gather for prayer in the sacristy.
3. When Celebrant is ready, lead your procession through side door, reverence the Cross, then continue on to the chapel. Stand to Celebrants right, and reverence the tabernacle.
4. Take your place at the Epistle side bench.

5. Read the chosen scripture and lead congregation in the Psalm for the day.
6. Lead the Prayers of the People. Remember to pray for those with birthdays and anniversaries (The Nicene Creed is not said.)
7. Try to take a count of those present and inform the priest so he/she can prepare the table.
8. After exchange of peace, assist the priest in setting the table.
9. The order as 1<sup>st</sup> server is:
  - a. Offer bread, then wine, then water.
  - b. Ceremonial washing of hands.
10. Remain standing to the side of the altar throughout the Eucharistic prayer.
11. Receive communion, then take chalice and offer wine saying, “*The blood of Christ, the cup of salvation* or *The blood of Christ shed for you* or *The blood of Christ keep you in everlasting life*.  
  
If someone leaves the bread in their hand, it means they want to receive by intinction.  
Take the bread and put it into the wine and place it on their tongue.  
  
Always make sure there is enough sacrament in the cup even for the last person served.  
  
Consume the remaining portion in your cup, or ask the clergy to do so.
12. When everyone has received, assist the priest in removing articles from the altar.

## NOTES







All Saints Church  
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Winter Park, Florida 32789

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The Reverend Dr. Robert C. Lord, Rector

The Reverend Russell Wohlever, Assistant Priest

The Reverend Stephen Rhoades, Assistant Priest

The Reverend Paul P. Jackson, Deacon

The Reverend Elizabeth S. Tucker, Deacon