**Sunday Mornings**

* General Information
  + LEMs should arrive 20 minutes before the start of the service.
  + Every LEM should be dressed appropriately out of respect for the work of God they are about to undertake.
  + The LEM/Acolyte vesting area is the hallway between the restrooms and closets near the main entrance to the church. For every service, unless otherwise instructed LEMs and Acolytes wear alb and cincture (white robe with rope).
  + The proper length for an alb is one inch above the top of one’s shoes.
* If you are scheduled to read the Prayers, Lesson or Psalm, please practice your reading several times before the service.
* LEMs are worship leaders, so it is important that delivery is slow, clear and expressive of meaning.
  + During the service when you approach or cross in front of the altar for the first time, show reverence with a bow. Otherwise, do what is comfortable for you. If you are holding a liturgical vessel such as a chalice, a bow is not needed.
  + After the service, please be sure to hang up your alb. If you find that albs are dirty or in need of repair, please let Keith know. It would also be appreciated if you are willing to take the alb home to wash and/or repair it as necessary, if it can be returned by the following Sunday.

**8 AM SERVICE:**

* Spoken service (almost always Rite I)
* One verger/ acolyte/ LEM will do all the liturgical jobs and assist as necessary.
  + This person should arrive by approximately 7:40
  + Make sure prayers/or readings for the day are at your seat on the chancel.
    - Check over your readings and ask the clergy if you have any questions about pronunciation.
  + Check in with the clergy to see if there are any changes to the service or extra duties for that Sunday.
  + Light candles at approximately 7:50 AM and make sure everything looks right in the sanctuary.
  + Priest may offer a short prayer with this person.
* Usher will ring bell to start service.
  + Doors to sanctuary from narthex and from narthex to outside need to be open as bell is rung so people can hear it.

***Liturgy of the Word***

* The clergy and LEM process in from the rear of the sanctuary
  + LEM leads procession with the cross
* The LEM sits on the bench closest to the lectern unless otherwise instructed.
* The LEM will read the lessons and psalm from the lectern.
  + Please read slowly and clearly with a strong voice. Generally, you ought to read so slowly that it feels a bit awkward.
  + Pause after the reading for a three count before ending with – *The Word of the Lord.*
* During the Gospel Hymn the clergy and the LEM (with the cross) process to the front of the chancel
  + LEM stops at the front of the altar while the clergy goes to the front of the chancel.

***Liturgy of the Table***

* After passing the Peace and the announcements, the LEM and the clergy Move to the Altar.
* The LEM picks up the collection plates and hands them to the usher.
* The clergy sets the table.
* After the table is set, the LEM goes down and retrieves the collection plates from the usher and presents the plates to the clergy at the altar.
* LEM usually joins at table for Eucharistic Prayer.
* After receiving Communion, the LEM will administer the Chalice following the Clergy.
  + Please memorize the words of administration found in the middle of page 338 in the Book of Common Prayer (BCP)
  + After each person drinks from the chalice, please wipe the cup inside and out and turn it slightly.
  + If you are unsure as to whether someone wants to receive the chalice, do not hesitate to quietly ask – *Will you receive?* Also feel free to ask parents regarding their children – *Will they receive?*
  + Arms crossed over the chest of a communicant means that they do not want to receive.
  + If someone wants to instinct (dip their bread/wafer), please lower the chalice so they can see inside the cup. This helps to avoid fingers in the wine.
  + On rare occasions someone may leave the bread in their outstretched hands. This means that they want you to instinct for them and place the bread in their mouth.
  + Likewise (also on rare occasions) someone may not put their hand on the chalice to assist you in guiding it to their mouth. This means that they would like you to administer the wine without any assistance.
  + Refill your chalice if necessary.
  + If you discover a large piece of bread floating in the chalice, you should use the small slotted spoon located beneath the altar to remove it. .
* Clergy offers bread along rail, starting with epistle side and then moving to pulpit side.
* Gluten-free is placed on altar for easy access.
* LEM clears the table and returns to seat for final prayer.

***Conclusion of the Service***

* After final prayer, LEM gets cross and leads recession of the cross
* After Clergy gives final blessing, LEM returns to chancel to extinguish the candles.  
    
    
  **10AM SERVICE:**
* Service includes choir (almost always Rite II)
* One verger, one Lector, one LEM and one Acolyte.
  + These people should arrive at 9:40
  + Verger and LEM will do the liturgical jobs and assist clergy.
    - If no acolyte is available, Verger and LEM split acolyte jobs.
  + Make sure prayers/or readings for the day are at your seat on the chancel.
    - Check over your readings and ask the clergy if you have any questions about pronunciation.
  + Check in with the clergy to see if there are any changes to the service or extra duties for that Sunday.
  + Light candles at approximately 9:50 AM and make sure everything looks right in the sanctuary.
  + Priest may offer a short prayer with the altar party and choir.
* Verger will ring bell to start service.
* Ushers should make sure doors to sanctuary from narthex and from narthex to outside need to be open as bell is rung so people can hear it.

***Liturgy of Word***

* The altar party and choir process in from the rear of the sanctuary
  + Acolyte leads procession with the cross
* The Acolyte sits on the chair closest to the cross.
* The LEM sits on the bench closest to the lectern unless otherwise instructed.
* The LEM will read the first lesson and prayers from the lectern.
  + Psalm is generally sung, but on the occasions that is not, LEM will lead responsive reading.
  + Please read slowly and clearly and psalm with a strong voice. Generally, you ought to read so slowly that it feels a bit awkward.
  + Pause after the reading for a three count before ending with – *The Word of the Lord.*
* The Lector will read the second lesson from the lectern.
* During the Gospel Hymn the clergy and the Acolyte (with the cross) process to the front of the chancel
  + Acolyte stops at the front of the altar while the clergy goes to the front of the chancel.

***Liturgy of Table***

* After passing the Peace and the announcements, the Acolyte picks up the collection plates and hands them to the usher.
* The Verger sets the table.
* The Acolyte goes down and retrieves the collection plats from the usher and presents the plates to the clergy at the altar.
* Altar party usually joins at table for Eucharistic Prayer.
* After receiving Communion, the Verger will administer the Chalice following the Clergy.
  + Please memorize the words of administration found in the middle of page 338 in the Book of Common Prayer (BCP)
  + After each person drinks from the chalice, please wipe the cup inside and out and turn it slightly.
  + If you are unsure as to whether someone wants to receive the chalice, do not hesitate to quietly ask – *Will you receive?* Also feel free to ask parents regarding their children – *Will they receive?*
  + Arms crossed over the chest of a communicant means that they do not want to receive.
  + If someone wants to instinct (dip their bread/wafer), please lower the chalice so they can see inside the cup. This helps to avoid fingers in the wine.
  + On rare occasions someone may leave the bread in their outstretched hands. This means that they want you to instinct for them and place the bread in their mouth.
  + Likewise (also on rare occasions) someone may not put their hand on the chalice to assist you in guiding it to their mouth. This means that they would like you to administer the wine without any assistance.
  + Refill your chalice if necessary.
  + If you discover a large piece of bread floating in the chalice, you should use the small slotted spoon located beneath the altar to remove it. .
* Clergy offers bread along rail, starting with epistle side and then moving to pulpit side.
* Gluten-free is administered by the LEM.
* Verger clears the table and returns to seat for the final prayer.

***Conclusion of the Service***

* After final prayer, LEM extinguishes the candles and acolyte gets cross and leads recession of the cross.