

Eucharistic Minister (2009)

Eucharistic Minister

EUCCHARISTIC MINISTER

Last Revised: 06/03/09 Needs revision to catch up to current realities!!

Welcome to the ministry of Eucharistic Minister (EM) at St. Paul's. St. Paul's considers the celebration of the Eucharist central to our life together and we are glad to have you join in this ministry of service.

Overview

Function

A Eucharistic Minister is a lay person authorized to administer the Consecrated Elements at a Celebration of the Holy Eucharist. Eucharistic Ministers 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. Canon 4, Sec. 5; 2003.*

At St. Paul's two EMs are assigned to serve at the 10:30 service and the role of EMs are described as EM1 and EM2, indicating which role the EM plays during the service.

The EM1 represents the laity in the celebration at the altar, so that the three orders of ministry are all present: the Priest Celebrant, the Deacon, and the lay Eucharistic Minister.

The EM1 also participates in the Gospel procession and leads the Prayers of the People.

At the 10:30 service the EM2 is the second Chalice Bearer. But when there is no Deacon, the EM2 will vest in the dalmatic (no stole!), process with the Celebrant and EM1, and sit in the Deacon's place behind the altar to the Celebrant's right. While s/he

occupies the Deacon's position during parts of the liturgy, the EM2 in the absence of a Deacon does NOT fulfill the functions of the Deacon (carrying the Gospel book, proclaiming the Gospel, bidding the confession, administering the bread, etc.).

At the 8:00 service only one EM is assigned and has the same duties as the EM1 at the 10:30.

License

The ministry of Eucharistic Minister is a licensed ministry in the Episcopal Church, meaning that in order to function as an EM a person must first be licensed by the Bishop according to current Canons of the Church. (Title III, Canon 4; 2003)

Canon 4 describes the requirements for Licensed Lay Persons:

- "A confirmed communicant in good standing or, in extraordinary circumstances, subject to guidelines established by the Bishop, a communicant in good standing, may be licensed by the Ecclesiastical Authority to serve as Pastoral Leader, Worship Leader, Preacher, Eucharistic Minister, Eucharistic Visitor or Catechist."

To be an EM therefore requires that a person be 1) confirmed (except in extraordinary circumstances), 2) a communicant (take Communion at least three times a year), and 3) in good standing (contributing to the life and finances of the congregation).

The clergy person in charge of the congregation requests a license from the Bishop for the person wanting to serve as an EM. The license is valid for three years, and may be renewed based on acceptable performance of the ministry, fulfilling continuing education, and on the request of the clergy. A person licensed in one congregation can serve in another congregation at the invitation of the clergy of that congregation and with the permission of the Bishop. The EM is responsible to the clergy in charge of the congregation in which s/he is serving in all matters relating to the conduct of the services and the dress to be worn.

Training

Prior to the first time a person serves as an EM at St. Paul's, s/he should arrange to be trained for this ministry. Training sessions for all servers are usually held twice a year; changes in procedure are introduced at these sessions. Individualized training for EMs

is coordinated by Mark Taylor; several different people may be asked to provide training and mentorship for new EMs. Training sessions include review of the sequence of the liturgy, the role the EM plays at various times during the service, the mechanics of administering the sacrament, and specific instructions for special services, e.g. Holy Week, Easter Vigil, Christmas, etc.

- One of the roles of the EM1 at the 10:30 Eucharist is to sing the Prayers of the People during certain seasons. The Organist/Choirmaster instructs the EMs in the singing of the Prayers of the People, giving specific advice and guidance about the various forms. Before singing the prayers, please give him a call so he can go over them with you.

- If you don't feel you want to sing the prayers, contact Gary so you can work out a method for alerting him to arrange for the cantor to sing the prayers on days when you are scheduled to be EM1.

- Before serving as EM1 for the first time, please alert the MC for the appropriate Sunday/Holy Day for a walk through of the role.

Vestments

Albs and cinctures

EMs vest for the service wearing an alb, with or without a cincture depending on the type of alb. (A cincture is always worn with an Anglican double-breasted alb.) The closets in the office area have albs of virtually every size which are available for everyone to use. EMs may wear hooded albs. The cinctures are also for general use. The common albs and cinctures are washed as needed.

- If you choose to buy an alb and/or cincture that you do not wish to have out for general use, please keep it in a hanging bag. You will be responsible for keeping it clean. Please do not bag a vestment that is not your own. They belong to the church and we need them all in circulation.

Liturgical vestments

The EM1 vests as one of the three primary ministers of the service, wearing the tunicle of the seasonal vestment set over an alb. The EM2 wears only an alb and cincture (except in the absence of a Deacon, when s/he wears the dalmatic).

ROTA

The schedule for serving as EM1 and EM2 is included in the ROTA for the Liturgical Ministries at St Paul's, which includes the schedule for acolytes, lectors, EMs, celebrants and preachers. The Rota is sent out from the parish office four times a year and usually covers a three month period.

- The deadline for scheduling is several weeks prior to the beginning of the period, e.g., the deadline for informing the scheduler of your unavailability for the first quarter of the year is in early December. Mark Taylor schedules EMs. Contact him if you know ahead a Sunday you will not be available (mlyaylor@seattleu.edu).

Review the Rota as soon as it arrives and note the dates you are scheduled to serve. If you find you are unable to serve at a particular service:

- **Find a replacement.** The names of the other EMs are on the Rota.
- Notify the parish office of the change.
- Change the master Rota in the sacristy.
- Notify the Master of Ceremonies (MC) for the service of the change.

Before the Liturgy

- Review the propers of the day, including the lessons and psalm. If the scheduled Lector (8:00) or Lectors (10:30) do not appear, the EM1 steps in to read the lessons. At the 8:00 service the EM leads the psalm as well.

NOTE: St. Paul's now uses the Revised Common Lectionary, not the lectionary printed in *The Book of Common Prayer*. The propers for the following Sunday are listed in the each Sunday bulletin. Call the church office if you need the propers.

- Arrive at the church 30 minutes before a regular Sunday Mass. Arrive 45 minutes before a special feast day or other special service (or earlier, if there is a special rehearsal).

- Review the bulletin for details of the service.
- Wash your hands.
- Check with the MC for any special instructions.
- Vest and go to the sacristy for instructions from the celebrant and prayers before the service.

During the Liturgy

Processions

Position of the EMs

The EM1 should be positioned at the Celebrant's left, including during entering processions, when seated at the side, or when seated behind the altar. During the retiring processions, the EM1 walks on the Celebrant's right (when facing the assembly).

Sunday 8:00 procession

The altar party enters the Sanctuary from the side door. The acolyte rings the bell by the door and leads, taking his/her place in front of the altar. The EM goes to the space that would be on the Celebrant's left and waits for the Celebrant (and the Deacon) to take her/his place in front of the altar. When the altar party lines up in front of the altar, the Celebrant stands in the center, Deacon on his/her right, and the EM on the left. The EM should stand slightly inside, or to the right of, an imaginary line running from the left-hand corner of the altar (see diagram below).

When the altar party has gathered facing the altar, all genuflect (or bow), turn to the congregation, bow to them and proceed to the sedilia (the side bench) or proceed to behind the altar to sit on the benches there, depending on the season.

Celebrant

Deacon

EM1

EM2

MC

Thurifer

Acolyte

Crucifer

Sunday 10:30 procession

The altar party proceeds down the aisle, led by the Thurifer, Crucifer, Acolytes, (on some Sundays, the choir), MC and EM2.

- The Deacon carries the Gospel book and proceeds alone just ahead of the MC and EM2, and behind the Crucifer and Acolytes. The EM1 proceeds with the Celebrant. In the absence of a Deacon, the Gospel book is placed on the altar before the beginning of the service.
- The Deacon walks straight up the steps and places the book in the middle front of the altar. Then s/he returns to the appropriate place in the lineup in front of the altar.
- The EM1 carries in the Intercession Book from the narthex.

Members of the altar party stand facing the altar until the end of the second to the last verse of the processional hymn. (See the section about position in front of the altar.) At that time the Organist begins a short interlude; following the Celebrant's lead, the altar party genuflects or bows, turns toward the congregation, bows, and then moves to their places. The Celebrant, Deacon, and EM1 take their seats behind the altar, lead by the Deacon. The EM2 sits on the bench behind the pulpit with an Acolyte and the Crucifer (perhaps also with a Preacher). The EM1 (along with the Celebrant and Deacon), should strive to sit in the middle of the seats (stools) behind the altar, not to one side or the other).

Solemn Procession

Processions into the church mark Principal Feasts, Major Feasts, and occasional special celebrations. Solemn Processions involve proceeding around the church down the aisle and around the sides, a figure 8.

Members of the altar party, along with the Thurifer, EM2, and MC, enter the Chancel through the side door behind the pulpit and take their places in front of the altar while the Crucifer, Acolytes, and Choir enter from the back of the church.

- The Deacon brings Gospel Book in from the side door and places it on the altar.

After genuflecting, turning to the congregation and bowing, incense is laid on and the Deacon (or Celebrant) bids the procession. The Thurifer leads out from the Chancel to take her/his place at the head of the procession. Crucifer, Acolytes, and choir follow; then EM2, MC, followed by EM1, Deacon, and Celebrant.

- The EM1 and Deacon proceed together, with the Celebrant following. The EM1 then leads to the right with the Deacon following. The Celebrant always goes last around the side aisle.
- At the back of the church the EM1 moves to the Celebrant's left to proceed down the center aisle. At the turn to the right in front of the altar rail, the Celebrant waits for the EM1 to move across in front and go ahead of the Deacon and Celebrant. Before the altar party proceeds down the aisle from the back of the church, the EM1 re-positions to be on the Celebrant's left again. For the left turn in front of the altar rail, the EM1 leads. Again, re-position at the back of the church before processing down the aisle.
- During Solemn Processions the EM1 picks up the Intercession Book on the last pass by the door to the nave.

Easter Liturgy procession

The Easter Vigil is more elaborate and although it has the same general structure the procession is slightly different. EMs, as well as all other servers scheduled for the Vigil, must attend the rehearsal on Holy Saturday.

Places everyone

In front of the altar

After the processional, when the altar party gathers around the altar, the Celebrant stands in the center, Deacon on his/her right, and the EM1 on the left. The EM1 should stand slightly inside, or to the right of, an imaginary line running from the left hand corner of the altar. It is important to maintain comfortable distance from the celebrant so it doesn't look like the altar party is crowding in on each other. The EM2 around the "elbow" of the altar steps to the left (on the pulpit side), closest to the assembly; an Acolyte is to the EM2's left, with the Crucifer further left and closest to the altar wall. The EM2 should be facing the MC across the space in front of the altar. All should watch the Celebrant for the signal to genuflect and turn toward the congregation and bow.

- When the altar party is kneeling in front of the altar, for example at the confession, the same spacing is important so as not to look crowded.

Celebrant

Deacon

EM1

EM2

MC

Thurifer

Acolyte

Crucifer

Behind the altar

The EM1 takes the position to the Celebrant's left.

- The EM1 should be positioned a comfortable distance from the Celebrant when not participating in the action of the Liturgy, so as not to look crowded. The Deacon and the EM1 should both try and maintain equal distance from the Celebrant and should be angled in toward the Celebrant when behind the altar.

Reading the lessons

If the Lector(s) who is (are) scheduled to read does (do) not come forward in a reasonable amount of time the EM1 reads the lessons.

Gospel procession

Usually, the Gospel is proclaimed from the center aisle. The EM1 leaves her/his position behind the altar and goes to the center between the acolytes holding the candles at the same time the Deacon or Assisting Priest leaves his/her position. The Deacon and EM1 leave at the same time, coming around each end of the altar.

The Thurifer stops at the third pew, the Acolytes stop at the fourth pew; the EM1 goes a little further, turns and faces the Deacon or Assisting Priest to receive the book, positioning it securely for the reading. The gospel book, not the EM1, should be positioned between the two torches for the proclamation of the gospel.

- After the Gospel is read, the procession back follows the same order as the procession to the center of the assembly: Thurifer leads, followed by the Acolytes and EM1, then Deacon or Assisting Priest carrying the Gospel book. The EM1 walks slightly behind the Acolytes, pauses very briefly upon stepping up into the chancel (count one-one thousand) to allow the Acolyte to her/his right to move ahead and out of the way, then walks around the Acolyte and takes her/his seat again behind the altar. No reverence of the altar.

Intercessions

Sunday, 8:00

The service at 8:00 uses Rite 1 and the Prayers of the People (Form I) are printed in a black loose-leaf notebook, the same notebook that includes prayers of thanksgiving and

intercession written in each Sunday by members of the congregation. The EM1 says the prayer standing at the side. The Celebrant will add a concluding collect after the prayers. If there is a prayer of confession, the EM will lead the Celebrant out in front of the altar for the confession.

Sunday, 10:30

The 10:30 service uses Rite 2 and the Prayers of the People change seasonally. Check the bulletin to know which form is selected for the day. Also, if there is a Baptism, it is the first Sunday in Lent, Thanksgiving, or other days of special observance, other forms of intercessions may be used.

- The Prayers are said during Lent and part of the summer, sung during other seasons.
- In any of the prayers it is appropriate to name the Presiding Bishop and the Diocesan Bishops, and to mention the Virgin Mary and St. Paul with the rest of the saints.
- If the season usually has sung prayers and you would like the cantor to sing the Prayers instead of doing it yourself, arrange with the Organist/Choirmaster prior to the service.
- Our current practice is for the Prayers of the People to be said with the Deacon, Celebrant, and EM1 standing in front of the altar down below the altar steps, facing the Assembly. All other servers are in their places below the side steps of the altar, also facing the Assembly. When the creed is finished, the EM1 leads the Celebrant and Deacon down to these positions; this movement cues the other servers to assume their positions as well. The Altar is NOT revered as servers get into position for the Prayers.

If there is to be a Confession of Sin at the conclusion of the Prayers of the People, the Deacon (or Assisting Priest or Celebrant) bids it. All servers turn to the Altar (they have been facing the Assembly) and kneel.

The Prayer of Consecration

Pointing

During the Prayer of Consecration the EM1 points to the text of the prayers and responses for the Celebrant to easily find the place.

- The EM1 should stand close enough to the celebrant to be able to comfortably use the left hand to point; from the congregation using the right hand looks awkward.
- The clergy mark the places in the altar missal and turn the pages themselves.
- If there is a visiting priest or a Bishop is celebrating, ask before the service what he/she prefers.
- If the Celebrant prefers to use a book stand, it is kept in the cupboard beneath the credence table.

Position

During the prayers, the EM1 stands close to the altar, about the same distance back as the other ministers. When the EM1 is pointing, s/he will be closer depending on the position of the altar book.

For times when others are interacting with the Celebrant, for example, when the thurifer comes with the incense or when the acolyte comes with the lavabo bowl, the EM takes a step back away from the altar and allows the action to go on in front of her/him.

However, when the Deacon goes to the side to get the extra chalice or paten, the EM1 steps forward so the Deacon can go behind. When the Deacon comes back with the extra paten, allow space to put the paten on the altar for the Celebrant.

The general guideline is to step back when the Celebrant is the focus of the action, stay forward when the action is focused on the altar.

Bowing

During the Prayer of Consecration and after the Words of Institution concerning the bread, the Celebrant places the bread (which s/he has been holding) back on the altar. The Celebrant, Deacon, and EM1 take a step back and bow profoundly (as do all the other servers). All stand up again, the Celebrant raises the bread, all servers make the sign of the cross. Then the Celebrant again replaces the bread on the altar, the

Celebrant, Deacon, and EM1 again step back and bow profoundly (along with the EM2 and all other servers). The same motions are repeated for the chalice. The MC rings the Sanctus Bell three times as the servers bow, cross themselves, and bow again.

ONLY the Celebrant, Deacon, and EM1 bow after the AMEN of the Assembly!

Lord's Prayer hand position

During the Lord's Prayer the Celebrant, Deacon and EM1, along with the acolytes and the rest of the altar party, hold their hands in the Orans position, an ancient posture of prayer where hands are raised. Hands are facing forward or up slightly and raised to about shoulder level. Fold hands after the Amen.

EM2 and others in the altar party

During the Prayer of Consecration, the EM2 remains on the side.

- Additional clergy, EM2s and Acolytes on the sides should move toward the steps at the words "Lift up your hearts."
- After the Breaking of the Bread and the Invitation, the MC rings the Sanctus Bell three times. At that point the EM2 comes up to the altar.

At the Communion

The Celebrant and Deacon take Communion and then administer in both kinds to the EMs.

Administering the Host

- Ordinarily, EMs do NOT administer bread/hosts.

Administering the Chalice

The Celebrant hands each chalice bearer EM a chalice and purificator. The EMs follow the Priest or Deacon administering the bread on their side and administers the cup.

- Clergy and EMs on the pulpit side should go around the pulpit after serving an entire communion rail.
- In this Diocese, the Bishop has instructed that intinction is to be done by the person administering the Chalice. St. Paul's custom is to serve people by intinction using hosts, not bread. Communicants desiring to receive by intinction are instructed in the St. Paul's worship aid to indicate this by raising a finger when approached by the Celebrant or Deacon, so that they can be given a host. So, if an EM comes to a person who is holding a host or has a host on their palm, you should take the host from the person, dip it into the wine, and place it on the person's tongue. You may either say the usual words, "The Blood of Christ, the cup of salvation," or "The Body and Blood of Our Lord Jesus Christ keep you in everlasting life."
- If a communicant is holding a piece of bread, then you should take the bread from them, hold it over the chalice – but without dipping it into the wine – say the appropriate words, and place the undipped bread on their tongue. Similarly, if there are communicants who receive bread, but not wine, and yet have remained at the communion rail when the EM arrives, the EM presents the cup and says the (shorter) words "The Blood of Christ, the cup of salvation," even though s/he does not actually offer the cup to the communicant to drink.
- If the person with the bread goes out of the chancel to take Communion to a member of the congregation who is unable to come forward, the EM with the chalice on that side goes with them to administer the wine.

Blessing at the Altar Rail

The St. Paul's worship aid also encourages people who do not wish to receive communion to come to the altar rail and receive a blessing, indicating this by crossing their hands and arms over the chests. The Celebrant or Deacon will offer the blessing – this is not a responsibility of the EM. Sometimes, people will return to their seats after being blessed by the Celebrant/Deacon, but other times they will remain at the altar rail when the EM approaches. In this case, the EM may simply say the (shorter) words of administration: "The Blood of Christ, the cup of salvation."

After completing Communion

When everyone in the congregation has received the communion in both kinds, the EMs bring the chalices and purificators to the credence table. The Deacon and Celebrant will likely have already brought the bread and patens. The MC oversees

ablutions, making the decision whether to consume remaining bread and wine during the service or to wait until after the service (if there is too much bread and/or wine to be reverently consumed in a timely manner during the service).

- The EM1 and EMs assist the MC in consuming the remaining elements, whether during or after the service. The Thurifer and other servers may also assist.
- Upon a signal from the MC, the EM1 will return to her/his seat behind the altar and the EM2 returns to her/his seat on the pulpit side of the chancel, reverencing the altar as s/he passes in front of it.

Procession into the world

- At the conclusion of the 8:00 service, the altar party moves in front of the altar, genuflects, turns and bows to the congregation. They proceed down the aisle led by the acolyte with the EM and Celebrant following. The EM walks at the Celebrant's right.
- During the recessional hymn after the 10:30 the Organist will play a short interlude prior to the last verse. During the interlude the altar party genuflects, turns and bows to the congregation. At the beginning of the last verse of the hymn the Thurifer leads the procession into the world. The EM2 walks out with the MC or whoever the MC designates. The EM1 walks with the other sacred ministers on the Celebrant's right.

After the Liturgy

After the dismissal at the 10:30 service, the EMs take the books and vestments to the sacristy and return to the credence table to help with ablutions (if they have not been done during the service).

Ablutions

- The EM oversees ablutions after the 8:00 Sunday Mass; the MC does the same after 10:30.

- The other servers should wait for the EM (8:00) or MC (10:30) to arrive before starting the ablutions.
- If an EM is not familiar with the process for ablutions, it is important to ask for training in this set of actions.
- Members of the congregation may join the altar party to consume the elements.
- Consuming the elements should be done reverently.
- When ablutions are completed, the EMs and other members of the altar party carry the vessels to the sacristy.

Other information

Genuflect or bow?

The custom of St. Paul's includes genuflecting at certain points in the service, e.g., at the entrance and exit.

- Genuflecting in the church (as opposed to in a court of royalty) is touching the right knee to the floor in a smooth motion with the back straight and then rising up again.
- If you are unable to genuflect, bow from the waist when others genuflect.

Singing the Prayers of the People

For anyone who would like to begin singing the prayers or anyone who would like to practice or review singing, Gary said he was available to help. Call him for an appointment. His suggestions:

- Practice singing the prayers with guidance from someone who knows the music.
- Practice singing in the church by yourself.

- Practice in the church with someone who loves you and who will listen and critique you.

Prayers of the People, Form 1

- In Form 1 (p. 383; S106), the introduction sung by the intercessor starts on one chanting note which goes for most of the first line.

- Whatever tempo the intercessor sets for the “Lord, have mercy” in the introduction line is the tempo the congregation will use.

- If there will be a confession or if it is a feast day, omit the section on p. 385 that begins, “For the absolution and remission...”

- Do not sing the section that starts “Defend us...” Since that section doesn’t end with “Let us pray to the Lord”, the congregation doesn’t hear their usual clue to respond.

- Review the music for the last section.

Health considerations

- Dispensing Communion is handling food. EMs need to take the same kinds of health precautions as in food service and have clean hands. Make a point to wash your hands immediately prior to the service.
- If you are ill or have a cold, please find a substitute for that service.
- If you need to blow your nose, please do so discretely (especially difficult if you are EM1 and up in front) and try to go out at the Peace and wash up. If you think you might be sneezing and blowing during the service, arrange for a substitute.

6/1/2026 12

d_-_Eucharistic_Minister.doc

6/1/2026 1

d_-_Eucharistic_Minister.doc

Revision #1

Created 2026-06-01 15:06:13 UTC by Admin

Updated 2026-06-01 15:06:13 UTC by Admin