

DUTIES OF WORSHIP LEADERS/ACOLYTES AT EUCHARIST

REVISED JUNE, 2019

BEFORE THE SERVICE:

1. If you are the scheduled Worship Leader (WL), make sure that you've looked over the readings ahead of time and clarified the pronunciation of any strange/difficult words.
2. WL and Acolyte (A) should arrive no later than 15 minutes before the start of the service and get vested in white alb and rope cincture.
3. WL should check the lectern to make sure the proper readings have been placed there.
4. Acolyte should make sure candles are lit at least 10 minutes before beginning of service. Please light the right candle (as you face the altar) first, then the left.

THE PROCESSION IN:

1. The Crucifer-Acolyte(C-A) (if able) is to carry the processional cross and head the procession. Step out at the *singing* (not the playing) of the first verse of the processional hymn. C-A should keep a slow, steady pace to allow those following to keep up while reading their hymnals.
2. WL follows the Acolyte, also approximately six steps behind the Acolyte.
3. Celebrant is follows last.
4. When reaching the altar rail, the C-A makes a slight pause (**do not bow**) and enters the sanctuary to place the processional cross into its stand. If Acolyte is NOT carrying the cross, simply bow toward the altar and enter the sanctuary. WL and Celebrant are to step inside the gate and position themselves side by side at the altar and bow (reverence) the altar. The WL may then proceed to his or her respective seat. (The WL stands/sits on the Celebrant's left, the Acolyte on the opposite side.)

NOTE: ALL SERVICE PARTICIPANTS SHOULD ACKNOWLEDGE (PAUSE AND SLIGHTLY BOW TO) THE ALTAR WHENEVER YOU PASS IN FRONT OF IT OR WHEN YOU ENTER OR LEAVE THE SANCTUARY. **DO NOT BOW IF YOU ARE CARRYING AN OBJECT (THE PROCESSIONAL CROSS, THE BOOK OF GOSPELS OR CHALICE).**

THE LITURGY OF THE WORD:

1. After the Collect of the Day the WL is to proceed to the lectern to read the first (normally Old Testament) reading. End with "The Word of the Lord" OR designated end as prescribed by EOW rubrics.
2. WL will normally lead the responsorial Psalm by half-verse (there might be times for exceptions, i.e.-reading in unison or whole verse or if there is a youth reader).
3. Read the second (normally New Testament) reading. End with "The Word of the Lord" OR as designated by EOW. A sequence hymn follows the second reading.

4. If you are the C-A, retrieve the processional cross at the beginning of the sequence hymn and move to the place just outside the altar rail gate (center) and pause. WL should retrieve the Book of Gospels (pause at the altar), turn, and carry it about halfway up the aisle for the Gospel proclamation. Allow the Gospeller to open the book, and arrange it in your hands for easiest reading. After the Gospel, WL and Gospeller step aside (WL moves to the right and the Celebrant to the left) to allow the C-A to lead Gospel procession back to the sanctuary. The Celebrant will go to the lectern.
5. In the absence of a Deacon, whose job it is to introduce the Prayers of the People, move halfway up the aisle, turn toward the altar, and lead the petitions. When finished, wait for Celebrant to pray the concluding collect, and then move to the nearest pew for the Confession of Sin.

THE OFFERTORY:

The Acolyte will assist the Celebrant (or Deacon, if present) with the preparation of the Table.

1. Close the gates. The Ushers or delegated person(s) will bring up the gifts of bread and wine.
2. Accept the offerings of bread and wine and take them to the credence table so that you can better handle them
3. Next, hand the OPENED bread (wafer) container to the Celebrant/Deacon. When Celebrant/Deacon hands it back, replace lid, and place on credence table.
4. Next, hand the OPENED cruet of wine to the Celebrant/Deacon, who will fill the chalice and *intinctorium* and then hand it back. Replace stopper and place on credence table.
5. Next, hand the OPENED water cruet to the Celebrant/Deacon, who will pour a few drops into the chalice and *intinctorium*, and then hand it back.
6. Drape the *lavabo* towel over your left forearm, pick up the *lavabo* bowl in your left hand and the water cruet in your right hand. Pour water over the Celebrant's hands and allow him/her to pick up the towel to dry his/her hands. Celebrant will return the towel to your arm. Replace water cruet (with stopper back in), bowl, and towel on the credence table.
7. Move to the altar rail gate to receive the offering basins from the Ushers and turn, walk to side of the altar, and hand them to the Celebrant. After the Celebrant offers up the basins, he/she will hand them back to the Acolyte, who will then place them in the sacristy.
8. Close and "lock" the altar-rail gate, and move the cushion to its place if the Ushers have not already done so.

THE LITURGY OF THE TABLE:

1. When the words, "Holy, holy, holy" are sung/said, Acolyte rings the bells three times.
2. At the "words of institution," when the Celebrant holds up the bread and the chalice, ring the bell once for the Bread and once for the Wine.

3. At the singing of the *Our Father*, Acolyte and WL come together and join hands with the Celebrant.
4. After the Celebrant has received Communion, he/she will distribute the consecrated Bread to you. You may receive it in your hands or by intinction if that is your preference. The Celebrant will then give the chalice and purificator to the WL to help with Communion.
5. After the choir and birthday/anniversary folks have received Communion, the Acolyte rings the bell once to signal the congregation to come forward for Communion.
6. WL will follow along the Communion rail at the Celebrant's left, providing the chalice to anyone who has received the consecrated Bread in their hands. Carefully wipe the edge of the chalice with the purificator after each person drinks from it, and slightly rotate the chalice for the next person.
7. Inform Celebrant of worshippers who have not been able to come to the Communion rail so he/she can administer Communion to them in the nave. Accompany the Celebrant with the chalice.
8. After everyone has received Communion WL should place the chalice on the purificator so that the Celebrant may finish drinking what is left or covers the remaining Sacrament. At the Celebrant's bidding, please take the Communion Vessels into the sacristy and immediately return to your places. **DO NOT TAKE TIME TO CONSUME WHAT IS LEFTOVER.**

POST-COMMUNION:

1. At the completion of Communion, return to your seats in the sanctuary.
2. If it is a fourth Sunday (Healing Service), WL will serve as the "person appointed" to lead the litany of healing. (tbd)

THE PROCESSION OUT:

1. At the beginning of the final hymn, the Acolyte will retrieve the taper/snuffer and extinguish the altar candles, left one (as you face the altar) first. (**PLEASE NOTE: Do NOT mash the candles to extinguish them**; simply hold the snuffer over the candles and "suffocate" the flame. Mashing the candles make a waxy mess for the Altar Guild to deal with.) Return the taper/snuffer to the wall-hook.
2. C-A should retrieve the processional cross, move to the place just outside the altar rail and pause. Wait until WL and Celebrant have moved to the front of the altar. When WL and Celebrant have bowed, turn toward the rear of the church and lead the procession out in the same way as you lead the procession in.
3. After Celebrant/Deacon has dismissed the congregation, replace the processional cross in its stand.