



## Customary

For Lay Readers, Acolytes, & Home Visitors

St. Paul's Episcopal Church, Flint, MI

2025

### General Requirements:

1. Demonstrates a commitment to follow Jesus Christ.
2. Lives by the Baptismal Covenant.
3. Is faithful in prayer and Bible study.
4. Reliable, responsible, and on time.
5. Is faithful in worship.
6. Can accept appropriate corrections/criticism.

### Lay Readers:

1. Prepare by reading the lessons out loud ahead of time. Lessons can be found on <http://www.lectionarypage.net/> or arrive 15 minutes early and check in with vergers. We use Track 2. If necessary, arrive 30 minutes early and read over.
2. How to pronounce unusual biblical proper nouns:
  - Consult a website such as <https://biblespeak.org/>
  - Write out the word phonetically. (Joachim = Joe-a-keem)
  - Pronounce it quickly—no one will ever know!
3. At the time for the Lessons, follow the vergers to the lectern. Pause at the altar and bow at the waist to 45 degrees.
4. Stand at the lectern facing the congregation. Be sure the microphone is **close to your mouth** and slightly to the side. Speaking firmly and confidently, introduce the Lesson with the words: "A reading (lesson) from \_\_\_\_\_." Take one breath, in and out. Then read the lesson from the lectern book or from the bulletin at a moderate pace.
5. It is preferred that readers use the Lectionary Book on the Lectern. If a reader prefers his/her, their own copy, please put it up there before service.

6. At the conclusion of the reading, pause (again) taking a full breath. After the pause, say the concluding words, "The Word of the Lord" (to which the congregation responds, "Thanks be to God:").
7. As you return to your seat, pause at the altar and again bow at the waist to 45 degrees.

### Eucharistic Minister

1. Arrive no less than 30 minutes prior to the service time.
2. Vest in alb and cincture. Pectoral cross may also be worn.
3. See that candles are lit remembering two rules:
  - The Gospel never burns alone. This means the Gospel-side (or pulpit side) candles are lit last and extinguished first.
  - If there are multiple candles (candelabra), then they are lit and extinguished like the unfolding arms of God. Light from the inside out, extinguish from the outside in.
4. Lead reading of Nicene Creed saying "Please stand as you are able as we say together the Nicene Creed". Remember, creed is a statement of faith, not a prayer.
5. At the time of Holy Communion:
  - Begin by applying hand sanitizer to you and all other Eucharistic participants.
  - Give water vessel to the priest or deacon, handle side first.
  - At the high altar only, at the time of the offertory procession, receive alms basin(s) from usher(s) with bow at the neck. Process up to altar and give to priest.
  - During communion, stand on left of the celebrant (deacon stands on right).
  - Bow at the neck at any mention of Jesus' name.
  - Cross at Sanctus: "Blessed Is He"
  - Cross yourself at the words "Sanctify us also..." (or similar).
  - Solemn bow (hold for one second) after elevation of bread, elevation of the wine, and the great AMEN.
  - Priest, deacon, and LEMs will take communion first (we purify ourselves before we can purify others). BCP rubrics p 365.
  - When offering the wine, use the purificator after each person. Pinch the chalice edge firmly as you turn the chalice for each person. Be careful not to spill. Okay to give the chalice to the communicants who take the common cup.
  - Say the words completely before offering the chalice.
6. After the postlude, see that candles are extinguished (see #3 above).

## Crucifer

1. Arrive no less than 30 minutes prior to the service time.
2. Vest in alb, cincture, and dalmatic (if available). Pectoral cross may also be worn.
3. Bring processional cross to the welcome center area:
  - Procession begins on first verse of the Hymn.
  - Pace of the procession should be moderate. Do not walk too quickly.
  - Keep cross straight up and down.
  - Pause at altar. **Do not bow with cross.**
4. Lead Gospel procession
  - Get cross immediately after second reading (prior to sequence hymn)
  - Lead procession about 1/4 of the way down main aisle, turn and face gospel reader
  - Lead procession back to altar and put cross away
5. Recessional
  - a. Begins on first verse of the recessional hymn.

## Verger

1. Arrive no less than 30 minutes prior to the service time.
2. Vest in alb, cincture, and verger's chimere. Pectoral cross may also be worn.
3. Check assigned readers and verify their attendance
4. Bring virge to welcome center area.
  - Carry virge over right shoulder.
  - Do not use it to point or to guide persons.
5. Lead procession and recession
  - Leave on first verse of hymn
  - Process moderately
6. Walk to reader during whatever part of the service preceeds the next reading and wait in aisle.
7. When the proceeding part of the service ends, process immediately with reader to chancel steps.
8. Stand on right side of reader so that the reader may hold the rail if desired.
9. During reading, stand well off to the side so as not to distract attention from the reader.
10. After reading, return to chancel steps and lead reader back to pew.

## Home Visitors

1. Verify that communion kit has consecrated elements.

2. If not, add communion kit to altar prior to Sunday service
3. Fill out clipboard checkout form.
4. Set up visitation date and time. Be punctual.
5. Take BCP for all persons.
6. Read Noontime Prayer service (BCP p 103). If in the evening, use, In the early evening, (BCP p 139)
7. If possible, add daily office lectionary (if not, use readings in BCP). Find this here:  
<http://www.satucket.com/lectionary/index.htm>
8. Before communion, add the confession and group absolution, BCP p 79
9. Do not set out communion until it is time to distribute—this minimizes the risk of spilling.
10. Distribute communion after the prayers (bottom p 107)
11. Add post-communion prayer, p 365 or 366.
12. Conclude with dismissal.
13. Leave kit in sacristy for cleaning.
14. Check kit back in on clipboard.