

# **CUSTOMARY**

**for**  
**Pastoral Leader, Worship Leader, Preacher, Eucharistic Minister,**  
**Eucharistic Visitor & Catechist**

## **Prelude**

*“...for the gifts and the calling of God are irrevocable.”* Rom 11:29

*“Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone....”*

1 Cor 12:4

**Who are the ministers of the Church?** *The ministers of the Church are lay persons, bishops, priests, and deacons.* The Book of Common Prayer – pg 855

**What is the ministry of the laity?** *The ministry of lay persons is to represent Christ and his Church; to bear witness to him wherever they may be; and, according to the gifts given them, to carry on Christ’s work of reconciliation in the world; and to take their place in the life, worship, and governance of the Church.* The Book of Common Prayer – pg 855

*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. Requirements and guidelines for the selection, training, continuing education, and deployment of such persons, and the duration of licenses shall be established by the Bishop in consultation with the Commission on Ministry.*

Canon 4, Of Licensed Ministries, The Constitution & Canons of The Episcopal Church, 2006

## **Qualifications**

**The qualifications and training for licensed (lay) ministries at St. Philip’s are understood as being a part of our Christian responsibility as stewards, guided by the Bible and governed by the Canons and policies of The Episcopal Church and the Diocese of East Carolina as stated above.**

**The qualifications and training for those desiring to serve as Lectors at St. Philip’s are also governed by this customary.**

**In general, those seeking licensing for various (lay) ministries will have been confirmed or received in the Episcopal Church. They will also have a basic understanding of the following areas:**

- **Holy Scriptures**
- **Church History**
- **Christian Theology & Mission**
- **Christian Ethics & Moral Theology**
- **Liturgy & Music**

**Among the texts used as resources for the training and licensing of (lay) ministers, but not limited to them, are:**

- *Your Voice, God's Word*, by William Sydnor
- *Those Episkopols*, by Dennis R. Maynard
- *Anglican Vision* The New Church Teaching Series
- *Living With History* The New Church Teaching Series
- *A Manual for Lay Eucharistic Ministers* by Beth Wickenberg Ely
- *A Manual for Eucharistic Visitors* by Beth Wickenberg Ely

**A practicum familiarizing (lay) ministers with *The Book of Common Prayer* is required, along with annual refresher training on the ceremonial aspects of the liturgy followed at St. Philip's.**

### **Procedures**

**On those days when you are scheduled for service please arrive and be vested no later than 20 minutes prior to the start of the service.**

**If you are unable to serve on a scheduled date please find a suitable replacement and notify the church secretary of the change.**

**Worship Leaders/Lectors will be trained by the Deacon and/or Rector of St. Philip's to read the lessons and Prayers of the People during worship at St. Philip's only.**

**Worship Leaders will be licensed to lead worship as directed by the Rector. Training and licensing is under the authority of the Bishop of the Diocese of East Carolina.**

**Eucharistic Ministers will be licensed to assist in the distribution of Holy Communion at regular services. In addition, Eucharistic Visitors will be licensed to take the consecrated Sacrament to members of the congregation who are unable to be present at regularly scheduled worship services.**

**It is always appropriate to practice prior to reading in worship. If you are a Lector you should read the lessons (or Prayers of the People) for that day during the week prior to your serving. On the day of your service the Lectionary Book on the Ambo/lectern will be open to the appropriate readings. Please read them before the service begins. This will help eliminate any uncertainty concerning what you are to read and where it is located. It also allows you to ask clarifying questions concerning pronunciation and any changes which might have been made. (*A book containing many of the pronunciations found in the Bible is located in the church vesting room.*) Take a copy of the bulletin insert with the lessons/psalms to be read with you to the Ambo/lectern. The psalms are not printed in the Lectionary Book.**

**If you are to read the Prayers of the People they will be found on the Ambo/lectern. Again, please read them over prior to the service. Check with the Officiant/Celebrant prior to the start of the service to make sure there are no ‘last minute additions.’**

**If you are vesting, the vestments are in the vesting room adjacent to the sacristy. Under normal circumstances you will vest in a simple, white alb with white cincture (rope belt).**

**It is hoped that individuals will be licensed to function as Worship Leaders, Eucharistic Ministers and Eucharistic Visitors. However, those who would prefer to do one or the other will be licensed accordingly.**

**Eucharistic Visitors are those Eucharistic Ministers who have had additional training in the distribution of communion to those who are home-bound, in the hospital, or otherwise unable to participate in regular worship services. There is a preprinted Order of Service to be used by the Eucharistic Visitors who will be sent from the altar on Sunday directly to those who are to receive communion.**

**Commissioning of Eucharistic Visitors will generally occur right before the Post-Communion Prayer. The Eucharistic Visitor/s will approach the altar where they will receive the Communion Basket. The following prayer will be said in unison by the Celebrant and congregation:**

***\_\_\_\_\_ in the name of this congregation I send you forth with 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 share one bread and one cup. Amen.***

## **Helpful Hints:**

**Read the *rubrics* in The Book of Common Prayer. They offer specific guidance on what can, and cannot, be said, or done as part of the ceremonial aspects of the liturgy.**

**Whenever you are unsure about a particular reading or other aspect of the liturgy – ask. There is no such thing as a dumb question.**

**Pronouncing some of the words in the Bible can be difficult. If you are unsure of a word's pronunciation – ask. Remember, when you read you are “proclaiming God's word.”**

**Be prepared. Go over the bulletin prior to the start of the service and arrange your prayer book and hymnal beforehand. Remember you are a leader in the liturgy. Speak, and sing, as one who is leading.**

**If you find yourself in an awkward situation, stop, gather your thoughts, and then continue; or, ask for assistance from the celebrant/officiant/deacon. We are all here to assist each other.**

**Don't be afraid to smile. Worship is a joyful activity.**

**Revised January 2010**

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FOR  
EUCCHARISTIC MINISTERS**

1. Arrive at least 20 minutes prior to the start of the service.
2. Vest in white alb and white cincture
3. Check Ambo (lectern) for your reading, either from the Lectionary or the prayers of the people.
4. Arrange your Book of Common Prayer, found on the table in the vesting room, marking all pages you will need, including the hymns.
5. If you are serving as an acolyte/crucifer (8AM service) light the candles and take the processional cross to the narthex 15 minutes prior to the start of the service.
6. If there is no acolyte to hold the Gospel Book the person reading the Prayers of the People will hold the Gospel Book for the one who is reading the Gospel, usually the Deacon. When the Deacon goes to the altar to get the book move to stand beside the crucifer. When the crucifer turns follow them down the aisle. When the crucifer stops turn and face the altar. Hold the Gospel Book in the position the Deacon or Priest places it. At the end of the reading step aside to allow the crucifer to lead the procession back to the altar. Stop at the entrance to the altar area, reverence the altar and return to your seat.
7. When reading the lessons pause after the end of the first reading before announcing the Psalm of the day. When the Psalm is sung by the choir/congregation step back from the Ambo. At the conclusion of the Psalm return to the Ambo for the reading of the Epistle.
8. After reading the Prayers of the People remain at the Ambo (lectern) until after the Deacon or Priest announces the Confession, then go to the altar rail and kneel. Following the Absolution stand up and greet those around you at the announcement of the Peace. Return to your seat.
9. When the Deacon stands to set the table, follow the Deacon to the altar and stand at the ends of the altar (one EM at each end like bookends).
10. When the last person has received communion return the chalice to the altar and cover it with the purificator. Return to your position at the end of the altar.
11. Following the blessing at the early (8AM) service proceed to the entrance to the altar and face the altar until the crucifer has recovered the cross. When the crucifer turns to process down the aisle follow them. Following the blessing at the later service/s return to your seat for the singing of the recessional hymn.

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