

## **Liturgical Instructions For St. James Episcopal Church** *(updated 1/05)*

*Please read instructions carefully and prayerfully. If for some reason you cannot serve in the ministry assigned, please find a substitute within the rotation published (Parish rosters with phone numbers of parishioners are available in church) .If a substitute is found please inform the parish office. If you cannot find a substitute, kindly call the parish office before Sunday. (978-373-1270) Thank you for helping us worship God with your ministry.*

### **Greeters**

You are the first person newcomers and current parishioners see when they arrive at St. James. Please be there to greet them no later than 15 minutes before the service begins.

- Welcome folks to St. James in your own way. If the person is a newcomer, please hand them a newcomer card found in the narthex. **Please ask the newcomer to place the card in the offertory plate during the offering or give it to you at the end of the service. Make sure the priest is then given the newcomer card if given to you!** When greeting, keep your voice down so that others may begin their prayers in a sacred space.
- Hand everyone a bulletin found in the narthex. Recruit an adult or capable young person over 50 pounds to toll the bell five minutes before the service begins for one full minute.(if there is no bell ringer noted from the rotation of bell ringers!!)
- Sometime between the confession of sin and the peace, go to the parish hall and ask the Sunday School teachers to come into the church with the children, so that children and teachers may join us during the offertory.
- Before leaving, collect the bulletins from the and toss

### **Ushers/Oblations**

- As the greeter, you are responsible for choosing oblation bearers ***before the service begins*** (at least two people or a family to bring the bread, water and wine from the back of the church to the acolyte at the altar). The oblations are offered after the peace and announcements when the priest goes to the table to prepare for the Eucharistic meal. The oblations can be given to the acolyte after the priest has removed the veil from chalice on the altar. Please support those you recruit with the specifics of bringing up the gifts if they feel unsure about the timing.
- During the offertory anthem (or after the offertory anthem if it is a solo) please gather the offertory plates found in the first pew at each end. Try to keep fingers off the top of the plates so the altar guild is not polishing their prayers away!! Offer the plates to people in seated middle pews by splitting the pew in half with the other usher. Offer the plate to people in every seated pew on your side.
- After the anthem is completed (or during additional offertory music offered if there was a solo) watch for the priest's cue to come forward when his/her hands are raised for the congregation to stand.
- Hand the plates to the acolyte, wait for the doxology to be completed, reverence the cross and return to your seat.
- **When there are over 50 people in church please help during communion. After the choir goes to the altar rail for communion, go to the first middle pew (an usher on either side) and direct people to go to the rail pew by pew so there is an even flow of people kneeling and standing for communion.**

### **Layreaders**

- Please arrive at the service in enough time to find and review the readings appointed for the day before the service begins. *This will allow the congregation to rest in confidence during worship as you read from Holy Scripture.* Try to picture in your mind what is happening in the story or what is the situation into which the author is writing. Use pauses to give the congregation time to enter the story.
- Introduce the reading from the Hebrew Testament: "A reading/lesson from the book of (example) Job."
- Close the reading from the Hebrew Testament: "Hear what the Spirit of the Lord is saying to God's people. "

- Bring your Book of Common Prayer with you when you read before the congregation so that you can refer to the Psalm appointed for the day Introduce the Psalm: The Psalm appointed for the (example) 10th Sunday in Advent is Psalm 34 found on page 651 in the Book of Common Prayer
- *In the service of Holy Eucharist*, end the Psalm with the last verse appointed.
- End the Psalm with Glory to the Father, to the Son and to the Holy Spirit..... during Morning Prayer only.
- Introduce the reading from the Greek Testament (the epistle): "A reading from the letter of Paul to the Colossians" OR "a reading from the book of Acts."

### **Layreaders (continued)**

- Close the reading from the Greek Testament: "Hear what the Spirit of the Lord is saying to God's people. "
- Breathe between readings of Scripture. Allow the congregation to have a bit of silence before proceeding to the next reading. Please keep your mouth fairly close to the microphone when speaking

### **Prayers for the People**

- When the priest says: In peace let us pray to the Lord," You may begin the Prayers for the people. **Please read the prayer from the prayer desk at the back of the church.**
- In the Book of Common Prayer, there are seven forms of prayers in the prayer book for Holy Eucharist (p.328-330 and p. 383-393) and the Litany of Thanksgiving can also be used for the Prayers for the people found on page 837 . Each form offers either congregational responses or silence after each prayer. Be aware that in choosing form 6 , you will also lead the congregation into the confession of sin.
- Other resources can be found at the prayer desk (from which the prayers for the people can be read) or online at [http://www.alphalink.com.au/~nigel/b\\_rcl.htm](http://www.alphalink.com.au/~nigel/b_rcl.htm) scrolling to the year and date.
- Announce which prayer form you have chosen. If you choose a prayer form not found in the prayerbook, please announce the response before your begin the prayers.
- Please mention the memorial (or thanksgiving) flowers listed in bulletin for each Sunday when praying for those who have died/(those who are still living.)
- Please use the Diocesan Cycle of Prayer for the Sunday you are reading, found at the prayer desk
- Please prepare any special prayers for the world, nation, our community, our ministries in advance. If you are interested in composing prayers, the priest is glad to assist you. Principles to follow in designing intercessions. They are:
  - Inclusive ,Simple, Responsorial, General (asking God to have mercy on all in need not just a select few)
- There is no microphone at the prayer desk so the congregation depends on your clarity and diction.

### **Chalicebearers**

- Chalice bearers may come to the altar after the doxology has been completed and the oblation bearers have recessed to their seats. Please stand opposite the acolyte.
- After the Eucharistic Prayer is completed the priest will communicate you with bread and wine and the acolyte with bread. Please communicate the acolyte with wine and then begin communicating the choir at the altar rail

- The words to be used upon communication vary. Your choices are: **The blood of Christ, the cup of salvation; This is the cup of salvation, drink it and live; This is the cup of salvation, become what you drink**
- **Please remind the priest after the people at the altar rail have departed, to go into the pews and offer bread and wine to those who are not able to walk to the altar**
- Please bring both cups to the pews
- After returning to the altar, please communicate the priest with wine!
- After the closing blessing please follow the last person in the choir to recess.

### **Lay Eucharistic Ministers (LEMS)**

- LEMS will be sent out for ministry to those in special circumstances from the altar the second Sunday of each month. Please come to the altar ( with your bulletin) after communion has been received by everyone. The congregation will pray a special prayer found in the bulletin, with you and you may return to your seat with a home communion kit.
- The LEM ministry is one of sacramental presence. You are encouraged to listen for about 10-15 minutes to any stories offered by the one to receive communion. Offer also any news about St. James to help him/her feel included in the life of the parish or share with them a summary of the homily last heard. Then you can use the home communion service ( Rite one starting at the Eucharist or the Iona community service) to share the blessed sacrament. Please allow a time for intercessions and summarize the prayers offered in your final prayer before the end of the service.