

Lay Eucharistic Minister (LEM) Instructions

Before arriving at the church, check the day's color for lanyard and what station you are assigned.

After the monthly assignments are sent by e-mail, the service chart for both teams is posted in the Commons on the poster board in the lower left corner, in both dressing rooms and on St. Matthew's website: <http://www.stmattsaustrin.org/lemlr.htm>

When you arrive at the church:

- 1) Check in with the Altar Coordinator if he/she is in the Commons. Otherwise, check in with the Altar Coordinator after you dress.
- 2) Be dressed to serve in the Commons no later than 10 minutes prior to the start of the service.
- 3) All LEM's, seminarians, deacon and priests that are serving gather for prayer 5 minutes prior to the start of the service around the baptismal font in the Commons.
- 4) Line up in to process in the following order (*the order is critical for LEM's to receive communion in order to serve communion first to the choir*):
Balcony LEM and Balcony Bread
Communion Station 4 & 3
Communion Station 2 & 1
Altar Bread in order and in front of the AC
- 5) The AC will signal when to begin processing after the choir.
- 6) The AC will follow single file before the senior acolyte.
- 7) When you arrive at the front of the church just before the first step, bow with your processional partner together at the waist slowly. Then turn right and follow or lead to the front far right pew, entering on the end closest to the front wall. (*Occasionally, your partner may turn to the left if he/she has duties related to the sermon recording. He/she will join the rest of the LEM's at the exchange of the peace.*)

Immediately following the announcements:

- 1) The Balcony LEM and Bread will stand together in place, exit from the left side of the pew, walk to the front of the altar on the first step bow together towards the altar then turn to face the ushers.
- 2) Receive the elements from the ushers, bow to the usher acknowledging receipt of the elements, then turn together towards the altar and walk the elements to the left back corner of the altar.
- 3) One after the other, place the elements on the corporal. The celebrant will signal receipt of the elements to you.
- 4) Return to the center front of the altar, bow together towards the altar and return to your seat.

At Communion:

- 1) AC will lead the LEM's to the Altar after the priest says, "The gifts of God for the People of God" to receive communion.
- 2) The AC will step to the Altar to receive communion. The first LEM (*should be LEM 1*) behind the AC will pour the Everclear mixture in the bowl, if it has not been done.

- 3) Each LEM bearing the chalice will stop to take a purificator on the table, soak in the Everclear mixture, and squeeze the excess mixture out of the purificator.
- 4) Step in line with the other LEMS to the first step inside the communion rail on the right hand side of the altar to receive Communion. LEM 1 should be at the left end, so that she/he can be served communion first, receive the chalice and move to serve the choir.
- 5) After receiving communion, the acolyte or AC will hand you a chalice. Then move to your station and bear the chalice to each communicant following the distribution of the bread. *If you find that someone else is serving at your assigned station, simply look around at each station and serve the station the needs a LEM.*
- 6) When bearing the chalice to a communicant, hold onto the chalice at the joint knob allowing the communicant to guide the cup to their lips. At the same time, say the following words, “The Blood of our Lord Jesus Christ keep you in everlasting life,” or “The Blood of Christ, the cup of salvation.” These words are found on Page 365 of the Book of Common Prayer. If the communicant is intincting, lower the chalice to each communicant’s hands and tip toward the communicant, so the communicant can easily reach inside the chalice to intinct the Eucharistic host in the wine. When serving children, and if you are able, kneel to their level to help facilitate the cup to their lips.
- 7) Prior to serving each communicant wipe the lip of the chalice with the purificator. Rotate the chalice and the purificator after each wipe. Wipe the chalice even if the communicant intends to intinct.
- 8) When you have finished serving communicants at your station, check to be sure you are not needed in an adjoining station before delivering your chalice to the AC or deacon.
- 9) Proceed to the credence table behind the altar. Hand your chalice and purificator to the AC or deacon. Do not put your chalice on the table, wait for the chalice to be taken from you. *Note: If the AC is serving and you are finished, you may set your chalice on the credence table and drape the chalice with your folded purificator. Do not reach over the other service or another LEM to place your chalice on the table.*
- 10) Next return to your seat. It is fine to walk between the altar and the credence table. Before entering the pew, turn and bow (genuflect) towards the altar.
- 11) The Balcony LEM and Bread bearer should receive communion last.
 - a) The balcony LEM’s will leave the altar on the Mesa Street (east) side and walk to back to meet the usher at the Sound Board. The usher will direct you to serve communion bread and wine to communicants who cannot walk to the Communion Rail on the main level.
 - b) Next, move to the balcony and serve from the right aisle of stairs at the base of the balcony.
 - c) Next serve communion to those in the Cry Room. If you are serving the bread, you may modify the exchange of the peace with babies brought forth with the parent or saying a simple prayer such as “We ask our Lord Jesus Christ to bless this child.” *Remember to avoid intentionally blessing the child – this is the role of an ordained clergy.*
 - d) After everybody is served in the balcony, proceed to the Nursery in Huffman Hall to serve the workers. If there are workers in Huffman Hall preparing for a luncheon, stop and offer to serve communion to those parishioners. Next, move to the Nursery in the Education Building to serve the nursery workers.

- e) Return the chalice and the porridger to the Altar Guild sacristy. Drape the purificator over the chalice and place the bread bowl next to the chalice. The Altar Guild will clean up the rest.
- f) If time allows, return to your seat around the back of the sanctuary to recess with the rest of the LEM's. If time does not allow, you may stand in the commons until the other LEM's recess.

At the Recessional,

- 1) Follow the AC to the corner edge between communion positions 3 & 4 of the Altar to wait until the Choir and Lay Eucharistic Visitors (LEV) recess down the center aisle. The AC will signal you when to recess towards the Main Aisle.
- 2) When you reach the center aisle, turn toward the altar and reverently bow. Then turn towards the back of the church and recess. Recess in pairs until you have to continue in single file formation.
- 3) Move to the back of the right center pews until the priest dismisses the congregation.

Notes:

- 1) Do not call out a the communicant's name when distributing the bread or wine at communion. While you know the person you are serving, it can be exclusive to the next person who is new or visiting.
- 2) Cassocks and surplices hanging in the closets downstairs and not in hanging travel bag are available for use. CM Almy carries cassocks and surplices. Or, contact the seminary bookstore or Catholic bookstore on Burnet Rd to purchase a cassock and surplice. Almy's website is www.almy.com. Anglican or Roman cassocks are acceptable.
- 3) It is appropriate to rotate the whole purificator to wipe the edge of the chalice to minimize the spread of germs.
- 4) Remember LEM Comm/Bread 1 is the choir side, Comm/Bread 2 is from the corner next to Comm 1 to the center front, Comm/Bread 3 center front to the corner on the Mesa side of the church and Comm/Bread 4 is the east or Mesa side of the altar rail. Or, facing the altar, count 1-4 starting on the left side and moving to the right.