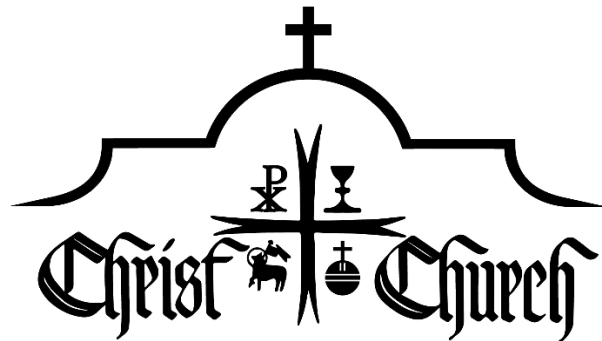


Christ Episcopal Church
Pensacola, Florida
Chalice Bearer and Lector Manual

Revised: March 22, 2016



They devoted themselves to the apostles' teaching and fellowship, to the breaking of the bread and the prayers. Day by day, as they spent much time together in the temple, they broke bread at home and ate their food with glad and generous hearts, praising God and having the goodwill of all the people. And day by day the Lord added to their number those who were being saved. Acts 2:42, 46-47

Assembled by Rev'd Jessica Harris Babcock

Chalice Bearers

Before the Sunday Service

1. Arrive in the Vesting Room for vesting at least 15 minutes before the service.
2. Check in with the Verger.
3. Vest in a white alb with a cincture. The length of the Alb should be no more than six inches from the floor. Low heeled and closed-toed shoes are preferred.
4. After the Celebrant prays for everyone, the clergy and Chalice Bearers go to the front entrance of the church. Acolytes go to collect torches, flags and crucifer(s) and join the altar party at the rear of the church
5. If you are going to miss an assigned Sunday, please find a substitute and report changes to the Senior Verger.

Entering the Church

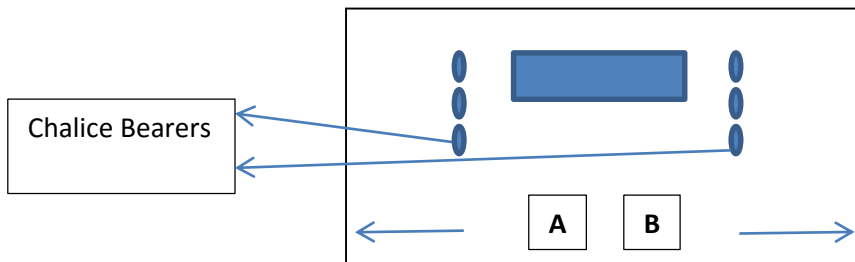
<p>Order of Procession 8:00 AM Crucifer Chalice Bearers Clergy</p> <p>Order of Procession 10:30 AM Torch, 1st Crucifer, Torch Flags Choir Torch, 2nd Crucifer, Torch Chalice Bearers Clergy</p>

1. As a Chalice Administrator at 10:30, it's easy to remember your place in the procession because you always follow the 2nd Crucifer. At 8:00 you follow the only crucifer.
2. At 8:00, we enter reciting the psalm assigned for that Sunday. Have a BCP open and ready to recite the psalm as you walk down the aisle. Proceed down the aisle in pairs keeping two (2) rows between you and those in front of you.
3. At 10:30, after the Prelude and as the 1st hymn begins, proceed down the aisle in pairs keeping two (2) rows between you and those in front of you. (The Verger will direct you.) Have your hymnal open and sing, sing, sing.
4. Step into the sanctuary (the area behind the railings that includes the Altar) and reverence the Cross by bowing in unison at the altar, then proceed to your seats to the left or right of the

Sanctuary. Remember that the congregation can see your movements, so sit up and sit still. Try to keep your legs uncrossed and feet flat on the floor.

During the Eucharist

1. Move into position on each side of the altar depending on which side you are serving (A or B). (See diagram.)
2. After The Breaking of the Bread and the words, “The Gifts of God for the People of God,” the chalice bearers move into position as the Celebrant (priest) communes him/herself, then serves communion to the chalice bearers and acolytes. Please be in the last position to receive communion from the priest so that the priest can hand you a chalice and a purificator. (See diagram.) If the priest forgets to hand you your chalice, it is perfectly fine to take a chalice and purificator from the table. It is also acceptable to refill your chalice at the altar during communion.
3. At 8:00 AM, there are two Chalice Bearers each taking half of the railing. Please follow the priest closely with the chalice, moving from the center out to the wall and then repeating. (See diagram.)
4. At 10:30, there are four Chalice Bearers - two for each side of the sanctuary railing. Each pair works in tandem. The first person taking a quarter of the railing, going from the center to the mid-point marked by a sticker located on the inside of the railing. The second Chalice Bearer continues from there to the wall. You’ll know when communion is finished because the acolyte-ushers will come forward and kneel to receive communion last.
5. After communion, hand your chalice to the server with your purificator draped over it. Do not place consecrated elements on the table to the left of the false door. (The server will place them in the correct spot.) Return to your seat for the post-communion prayer.
6. For the procession out of the church, exit in the same order you came in.



Handling the Chalice

DO

- Hold your chalice with one hand by the stem. This allows your wrist to flex as you serve, saves you from bending over and hurting your back, and allows the communicant to hold the base or the bowl of the cup and guide it to their lips.

- Wipe the cup thoroughly after each person drinks with a firm hand to remove lipstick and other substances. You can do this by gripping the lip of the chalice with two fingers covered with a purificator. This allows you to wipe both the inside and outside of the cup rim at the same time.
- Rotate the cup after each wipe.
- Avoid getting lipstick on your purificators' embroidered cross. (The Altar Guild will thank you.)
- Memorize your lines and say them so people can hear them. "The Blood of Christ, the cup of salvation." (BCP 365)
- Refill your chalice with wine from the acolyte holding the wine cruet next to the altar. Wipe the lip of the cruet with your purificator when the acolyte is finished pouring.
- Ask small children to stand up to receive wine. This keeps you from spilling it.
- Hold the chalice low if a person wants to intinct (dip their wafer) and hold your purificator out to catch drips.
- If the person is confused about how to take the chalice, tell them to hold the base and guide it to their lips.

DO NOT

- Wrestle someone for the cup. If someone wants to take the cup and sip, let them.
- Worry about minor spills but DO clean them up with your purificator.
- Give wine to someone who has their arms crossed in front of them – this is the sign that they do not want to receive communion.
- Do not bless those who do not wish bread or wine; that is for the clergy to do.

*For the word of the LORD is upright, and all his work is done in faithfulness.
He loves righteousness and justice; the earth is full of the steadfast love of the LORD.
Psalm 33:4-5*

Lectors

As lectors your job is more than just reading the lessons during the service. Your goal is to transmit the Word of God found in the lesson in a way that makes the reading come to life and have meaning for the congregation. There's actually quite a bit of preparation to be done before you climb up the steps to the lectern.

Often, lectionary-based churches fall into the following quagmire.

Some lectors in the Episcopal Church start by looking at the text with suspicion, as if they have never seen it before. And sometimes they haven't. But they go bravely ahead in a flat "reading" voice, reading about 30% faster than they ought to. They plow through commas, periods, and paragraphs, without taking note of them. If an unusually difficult Old Testament word gets in the way, it gets mangled. They pick up speed, come to the end suddenly, and finish on a rising inflection.¹

To avoid this quagmire, use the following guidelines:

- **PACE.** Pace yourself and don't read at the same rate that you think (which is fast). Slowing down gives the Holy Word a chance to sink in.
- **USE YOUR CONVERSATIONAL VOICE.** Often when we read aloud we adopt a "reading voice" that is artificial. This will make your listeners ears "turn off." Instead, use a conversational tone and read as if the congregation is hearing God's Word for the first time. You are reading the Holy Word, not a repair manual.
- **PUNCTUATE. PUNCTUATE, PUNCTUATE; PUNCTUATE!** Commas are there to make the reader pause and when the lector leaves them out the meaning of a sentence is jeopardized. So please note where the commas are and take pause. Note that a period takes an even longer pause and "a paragraph calls for enough time to allow the people to assimilate the content of what you have just said."²
- **REHEARSE.** Prior to the week you are scheduled to read, stop by the church office and pick up a copy of the lectionary insert for Sunday. You can also visit www.lectionarypage.net to find the lesson for the following Sunday. Read your lesson in front of the mirror multiple times. Underline words that you struggle with or that you need to emphasize. If you are substituting and are given no time to prepare, please find a quiet place in the church office before the service and read the lesson through (out loud) at least twice before stepping up to read.
- **USE A PRONUNCIATION GUIDE.** A helpful audio-based pronunciation guide for biblical names can be found online at <http://netministries.org/Bbasics/bwords.htm>. You can purchase *A Guide*

¹ Watts, David. *Some Advice to Lectors on the Subject of Reading the Lessons*. <http://members.toast.net/>

² Ibid.

to *Pronouncing Biblical Names* by T.S.K. Scott-Craig online at the Episcopal Bookstore. (see below) Also, for convenience on Sunday morning, a copy of *Harper's Bible Pronunciation Guide* is kept in the office workroom to the right of the mailboxes.

- **PREPARE.** Use a commentary for lectors to go deeper into the lesson you are reading. An excellent resource is *A Lector's Guide & Commentary to the RCL* by J. Ted Blakley. This publication follows the Revised Common Lectionary (RCL) with volumes for Years A, B, and C and gives the lector insight into the public reading of the Holy Scripture. A pronunciation guide is also included. You can find this publication at the Episcopal Bookstore (<http://www.episcopalbookstore.com>).
- **DELIVERY.** Introduce the reading following these examples, "A reading from First Corinthians" or "A reading from the Book of Isaiah." Please resist the urge to elaborate further. (For example, saying something like, "A reading from Paul's first letter to the Corinthians," is not necessary.) Also, read to one person - not all of them. Select somebody in the back row and, with your voice only, read to that one person. Read as if he or she had never heard the Word before, and might not again, but don't let the others get the idea that you're not including them. Look up from time to time.
- **RECORD YOURSELF.** You may be surprised at what you sound like. "The effect may be terribly discouraging, because all of us think that we have an excellent voice and delivery. And maybe you don't. But the experience will give you humility."
- **CONCLUDE.** When you have finished reading the lesson, pause for a count of three (3) to let it sink in. Then say, "The Word of the Lord."³

Other Ins and Outs:

- Lectors are assigned for both services to read the two lessons, the psalm (10:30 only) and the Prayers of the People (POP). At 10:30 whomever read the 1st lesson reads the psalm in unison. Whomever read the 2nd lesson reads the POP.
- At the 8:00 AM service only, the Chalice Bearers double as Lectors.
- For the POP, move to the lectern as the Nicene Creed comes to a close.
- Mark your readings in the Bible at the lectern prior to the service or read from your bulletin insert. If you are more comfortable reading from a copy that you've already marked up, please do so.
- When standing at the lectern, your mouth should be at least one hand width from the microphone. (A good way to measure is to spread your fingers wide, touch the pinky to the microphone and your thumb to your mouth. This is about six to seven inches.) If you have a booming voice, stand back. If you have a small voice, please cozy up to the microphone but please don't pop your P's and T's.
- If you are reading the Prayers of the People (POP), only parishioners who are included in the prayers are those newly hospitalized or deceased.
- Don't forget your reading glasses!

³ Ibid.