

St. Christopher's Episcopal Church

Pensacola, Florida

Chalice Administrator and Lector Manual

Revised: January 2, 2014



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)

Chalice Administrators

Before the Sunday Service

1. Arrive in the Acolyte Room for vesting at least 20 minutes before the service.
2. Vest in a white Alb with a white rope cincture. The length of the Alb should be no more than six inches from the floor. Low heeled and closed-toed shoes are preferred.
3. Check off your name on the sheet found in the notebook on the workroom table. This lets us know you are here and ready to serve.
4. If you are working the 8:00 AM service, gather in the reception area of the front office at 7:50 to pray. If you are working the 10:30 AM service, gather in the hallway that leads to the chapel at 10:20. After the celebrant prays for everyone, follow the acolyte(s) to the front entrance of the church.
5. If you are going to miss an assigned Sunday, please find a substitute.

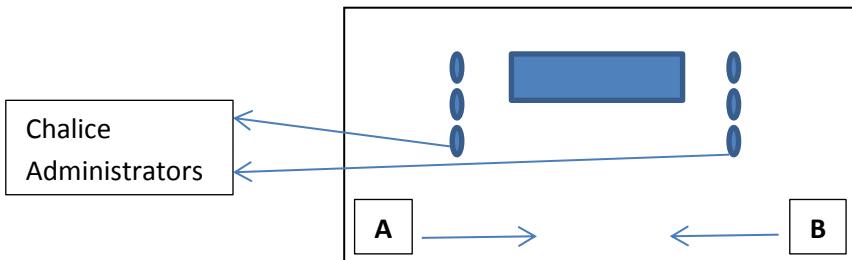
Entering the Church

Order of Procession 8:00 AM
Crucifer
Chalice Administrators
Clergy
Order of Procession 10:30 AM
Torch, 1 st Crucifer, Torch
Choir
(Banner Bearers if applicable)
Torch, 2 nd Crucifer, Torch
Chalice Administrators
Gospel Bearer
Clergy

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. As the first verse begins, proceed down the aisle in pairs keeping two (2) rows between you and those in front of you. Have a hymnal (or Bulletin for 10:30) with you so you can sing the opening hymn.
3. Step up on the platform at the altar and bow in unison, then proceed to your seats to the left of the choir along the back wall. Remember that the congregation can see your movements, so sit up and sit still.

During Holy Communion

1. Move into position on each side of the altar depending on which side (A or B) you will be working. You can determine which side before the start of the service among yourselves. You'll know it's time to move to the altar when you see the ushers come down the aisle with the offering plates. (See diagram.)
2. After The Breaking of the Bread and the words, "The Gifts of God for the People of God," the celebrant (priest) communes him/herself, then serves communion to the chalice administrators and acolytes. It is helpful to be in the last position to receive communion from the priest so that the priest can hand you a chalice and a purifier after communing the acolytes. (See diagram.)
3. Follow the priest closely with the chalice, moving from the wall to the center and then repeating. (See diagram.) You'll know when communion is finished because the acolyte/ushers will come forward and kneel to receive communion last.
4. If there is someone seated that needs communion brought to their pew, the priest will signal for you to follow him/her to administer the chalice.
5. After communion, place your chalice with your purifier draped over it on the credence table to the right of the sacristy door. Do not place consecrated elements on the table to the left of the door. Return to your seat for the post-communion prayer.
6. For the procession out of the church, move out after the 1st verse of the hymn is complete. 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 purifier. 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 purifier's embroidered cross.
- Memorize your lines and say them so people can hear them. "The Blood of Christ, the cup of salvation." (BCP 338 - Rite I or BCP 365 - Rite II)

- Refill your chalice with wine from the acolyte holding the wine cruet next to the altar. Wipe the lip of the cruet with your purifier 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).
- 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 purifier.
- 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>). For 2014 you would purchase Year A.
- **DELIVERY.** 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 a little to let it sink in. Then say, "The Word of the Lord."³

Other Ins and Outs:

- Lectors are assigned for both the 8:00 and 10:30 services to read the two lessons, the psalm and the Prayers of the People (POP).
- At 10:30 the Psalm is often sung by the choir so check your bulletin prior to the service and note whether or not you need to read the Psalm with the congregation.
- At the 8:00 AM service only, the Chalice Administrators double as Lectors.
- While the priest is reading the end of the Collect of the Day, begin moving toward the lectern. At 10:30 one lector reads both lessons but steps down and stands at the sacristy door if the Psalm in the middle is being sung by the choir. At the 8:00 service, one lector reads the first lesson and the psalm and another lector reads the second lesson and Prayers of the People.
- For the POP, move to the lectern as the Nicene Creed comes to a close.
- Your readings will be marked "1" for first lesson or "2" for the second lesson in the Lectionary book at the lectern. Please arrive early to check to see if your readings are marked appropriately. 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.

³ Ibid.

- If you are reading the Prayers of the People (POP), remember to use the first names only except for those celebrating marriage anniversaries. Read the names ahead of time and ask for clarification on pronunciation if needed.
- Again, if you are going to miss an assigned Sunday, please find a substitute.
- Don't forget your reading glasses!
- This goes without saying, but please NO gum chewing.