

Outline of Worship Ministries

The scripture verses next to each duty is a biblical parallel to worship roles in worship today.

Greeter (Deuteronomy 26.1-3)

- Arrive no later than 9:45
- There are two greeters and two greeter stations, one at the front door and one at the Edwards Room door.
- Greet worshipers as they enter, make sure they have a bulletin and know about the prayer list if you are standing at the Edwards Room door.
- If someone is new tell them the Prayer Book is red and hymnal is blue.
- After the announcements immediately bring up the bread and the wine from the table by the front door of the church.
- Hand the bread and wine to the acolyte and take the alms basin from the acolyte.
- Collect the offering in the alms basin and wait in the aisle by the front door and bring up the offering during the doxology.
- Hand the alms basin to the acolyte.
- Direct communicants when to come up from their pew to receive the sacrament.
- Help the priest to know who needs to receive communion in their pew.
- After worship put the offering in a deposit bag if the counters are not at church and lock in the sound cabinet.

Lector (Nehemiah 8.7-8)

- You will receive a copy of the lessons well before hand, it's recommended you read them at least three times before reading them aloud in church.
- The first time you read through them its also helpful to read the passage/chapter before and after the assigned passage to better understand the context.
- The lector is responsible for reading the first lesson, psalm and second lesson.
- The first lesson is typically from the Old Testament, except in Easter Season when its taken from the Acts of the Apostles, the second lesson is typically taken from a New Testament letter but from time to time Revelation.
- On Sunday, sit by the aisle.
- After stepping into the chancel from the steps, reverence the altar and go to the pulpit.
- The large book with appointed lessons should be open to the correct page or you can bring the lesson insert with you.
- All you need to announce is the book of the bible the lesson comes from, not chapter and verse.
- Read loudly, clearly and slowly.
- Each lesson ends with "the word of the Lord" unless the first lesson comes from the apocrypha then the concluding phrase is "here ends the lesson" for both the first and second lesson.

- The psalm can be announced in the following way “please join me in reading psalm...(or a portion of psalm ...) responsively by half verse.
- The lector should come back to the pulpit for the Prayers of the People, a greeter will have given you the sheet with the prayer requests on it.
- The Prayer requests are inserted in the petitions you think are most suitable in whichever version of the prayers of the people is assigned.
- In Form VI, of the POP, the lector begins the general confession.

Acolyte/Crucifer/Chalicer (Lay Eucharistic Minister)

(Acts 6.1-4, this passage is about the first deacons in the church, an ordained ministry part of which is filled by lay leaders at St. Paul’s)

- Arrive no later than 9:45.
- Vest in a cassock and surplice.
- Light the candles on the altar by 9:55, the order is right to left facing the altar. The paschal candle is lit from Easter Sunday to the Day of Pentecost and any liturgy of Holy Baptism or Burial. The Paschal candle should be lit first.
- Carry the cross to the Edwards Room and go with the priest to the front door of the church during the Prelude.
- Process with the cross up the center aisle when *singing* begins in the processional hymn.
- Pause in front of the altar and then put the cross away to the right.
- Sit in the seats to the right of the altar.
- Sit, stand and kneel as appropriate with the congregation.
- During the offertory come to the sanctuary step, place the alms basin within reach on the altar, then receive the bread and wine from the ushers, place them on the altar in front of the corporal and hand an greeter the alms basin.
- Go around to the credence table.
- Take the ciborium and cruet from the priest and place them on the credence table.
- Hand the priest the cruet of water.
- Put the towel over your arm and pick up the lavabo bowl.
- Take the cruet of water from the priest.
- Pour water over the priest’s fingers into the lavabo bowl.
- Take the alms basin from the greeters.
- Put the center cushion in place and close the railing.
- The preference is for a standing position throughout the eucharistic prayer.
- Ring the sanctus bells at two points in the service after the sanctus “hosanna in the highest heaven” and after the people’s AMEN. Ring the bells firmly three times when you ring it.
- After receiving holy communion take the chalice from the priest.
- Administer the chalice with the words “the blood of our Lord Jesus Christ keep you in everlasting life.”
- If a communicant holds up the wafer to intinct take it from them and intinct the wafer and place it on their tongue.

- Follow the priest to anyone who needs to receive communion in their pew.
- After administering communion place the chalice on the corporal and stand by the credence table.
- For ablutions pour water over the priest's fingers into the chalice.
- Take the stacked paten, chalice and purificator from the priest and place it on the credence table.
- After the dismissal, extinguish the altar candles and paschal candles in the opposite order from which they were lit.
- Exit through the sacristy door during the postlude.

Acolyte/Crucifer (when there are two lay servers one will be chalicist and perform all the duties mentioned above not given to the crucifer/acolyte below).

- Arrive no later than 9:45.
- Vest in a cassock and surplice.
- Light the candles on the altar by 9:55, the order is right to left facing the altar. The paschal candle is lit from Easter Sunday to the Day of Pentecost and any liturgy of Holy Baptism or Burial. The Paschal candle should be lit first.
- Carry the cross to the Edwards Room and go with the priest to the front door of the church during the Prelude.
- Process with the cross up the center aisle when *singing* begins in the processional hymn.
- Pause in front of the altar and then put the cross away to the right.
- Sit in the benches inside the chancel, closest the lectern.
- Sit, stand and kneel as appropriate with the congregation.
- During the offertory come to the sanctuary step, place the alms basin within reach on the altar, then receive the bread and wine from the ushers, place them on the altar in front of the corporal and hand an greeter the alms basin.
- Take the alms basin from the greeters.
- Put the center cushion in place and close the railing.
- Sit in the benches inside the chancel.
- After the dismissal, extinguish the altar candles and paschal candles in the opposite order from which they were lit.
- Exit through the sacristy door during the postlude.