

Customary for Chalice Bearers (Eucharistic Ministers)

**St. Philip's Episcopal Church
118 West Poplar Street
Harrodsburg, Kentucky 40330**

Preparation for the Service

Arrive 20 minutes before the service and vest. Normal vestment for the chalice bearer is a black cassock with white surplice. Vestments are kept in the vesting room of the CER Building. Each chalice bearer should find a cassock which fits and then place a name tag on the cassock to make it easy to locate for vesting before services.

Go to the church and respectfully walk to the altar. Check the gospel book to make sure the ribbon is coming from the side of the book. Look at the gospel for the day and note whether the page will need to be turned during the reading. Reverently replace the gospel book on the altar and return to the sacristy or the back of the church.

About 15 minutes before the service, proceed to the organ loft for prayers and any last minute instructions for the service.

Opening Procession

Have your hymnal marked before you process.

The order of the procession is as follows: vergers, thurifer, crucifer, torchbearers, choir, lector, server, lay Eucharistic minister (chalice bearer), gospel bearer, preacher (homilist), deacon, priest, bishop's chaplain and bishop. If a position is vacant, move up and follow the person in front of that position.

When you reach the chancel, bow to the altar and take a seat on the right side of the chancel. (The *right side* refers to the side on your right when facing the altar.)

Gospel procession

The gospel procession begins after the reading of the epistle, if there is no hymn, or during the singing of the sequence hymn.

When the crucifer begins to take the cross from the holder, move out from the choir stall to the chancel. Walk up the altar steps to the center of the altar rail. Bow, then turn to your right, walk around the altar rail to the front of the altar. Pick up the gospel book from the altar. Hold the gospel book with one hand on each side of the book and the center of the book even with your forehead. Make a slight bow with your head *but do not bow – you should not “dip” the gospel book during any of your gestures or movements.*

Turn to your right, move along the inside of the altar rail and exit on the right. Walk along the front (outside) of the altar rail to the center. Come to a stop facing the altar. Then turn to your left and process down the altar steps, through the chancel and down the chancel steps. Follow the crucifer down the aisle. The crucifer will stop at the second window. The chalice bearer should stop at the second candle sconce.

At the same as the crucifer turns, turn to your left until you are facing the altar. When the priest approaches you, hand the gospel book to the priest. The priest will open the book

and announce the gospel. The priest will hand the book back. Receive the book with both hands. Hold the book with both hands at the bottom *not on the sides of the book*. The book should rest on your hands with your fingers curling up to hold the pages. If the reading requires that the page be turned, then be prepared for the priest to turn the page by not holding the book too tightly.

After the gospel reading is completed, the priest will again take the book from you. The priest will close the book and hand it back to you. Hold the book the same way as in the procession from the altar (one hand on each side of the book and the center of the book even with your forehead).

The priest will move to one side of the aisle; you should move to the opposite side. The crucifer will process to the chancel. Follow the crucifer and walk through the chancel and up the altar steps. Stop at the center of the altar rail. Make a complete stop and bow your head. Then turn to your right, walk along the altar rail. Enter on the right side and place the gospel book on the shelf of the alms table. Leave the altar area, walk along the outside of the altar rail to the center. Bow. Turn to your right and return to your seat on the right side of the chancel.

Offertory and Preparation for Communion

After the offertory sentence, the priest will move to the center of the chancel. When the priest begins to move, stand and walk into the chancel aisle. Stand on the priest's right side. (The server will move to the priest's left side at the same time as the chalice bearer moves.) Walk beside the priest up the steps to the altar rail, stop when the priest stops and bow when the priest bows. Proceed to the right, enter the area around the altar and stand by the alms table.

The priest will don the chasuble and walk behind the altar. When the priest moves behind the altar, pick up the small alms basin(s) with both hands and walk to the center of the altar rail to give the alms basin(s) to the usher(s). (At the same time as the chalice bearer moves to the altar rail, the server will also walk to the center of the altar rail to receive the bread and wine from the usher(s).) After the server has received the bread and the wine from the usher(s), hand the alms basin(s) to the usher(s). When the usher(s) accepts the alms basin(s), make a shallow bow and quietly whisper, "Thank you."

Return to your place by the alms table to the right of the altar while the table is prepared.

When the introduction to the Doxology begins, take the large alms basin with both hands. When the singing of the Doxology begins go to the center of the altar rail to receive the smaller alms basin(s) from the usher(s). If the usher(s) are not moving up the aisle then give them the signal to move by giving them a short nod with your head. Receive the alms basin(s) from the usher(s). When you accept the alms basin(s), make a shallow bow and quietly whisper, "Thank you."

Turn to your left and walk to the center of the altar. Hand the whole stack of alms basins to the celebrant. Walk around to the right side of the altar. Receive the alms basins from the celebrant, make a shallow bow and quietly whisper, "Thank you." Walk to the alms table and place the alms basins on the alms table. Remain standing.

During Communion

As the celebrant receives communion, move to the altar and prepare to make your communion. Receive communion. The celebrant will hand you the chalice and a purificator. **Be sure to wipe the chalice with the purificator after you drink and after each communicant**

drinks. Wipe thoroughly and carefully (to avoid spilling wine). As you wipe, rotate the chalice so that the next person does not drink from the same place on the chalice as the previous person. (There is an extra purificator in the burse in case it is needed.)

Follow the priest to the people at the altar rail and then offer the chalice to the communicants. Offer the cup with the words prescribed in the *Book of Common Prayer*: “The Blood of Christ, the cup of salvation.” If a communicant is holding their bread then move to the next person.

If you need additional wine, refill the chalice from the cruet on the altar. If that cruet is empty then retrieve the wine cruet from the aumbry. Remove the stopper and place the stopper on the credence table; place the wine cruet on the corporal on the altar after refilling your chalice.

After Communion

After all have received communion, take the chalice and purificator to the altar and place on the corporal. Then return to your place at the right side of the altar.

The priest will consume the remaining bread and wine. The priest may ask you to consume some of the bread and/or wine.

Stand at your place on the right side of the altar for the post communion prayer and blessing.

Closing Procession

The order to process out is the same as the order to process in.

When the crucifer begins to move out to the chancel aisle, move to the right end of the altar rail. After the choir (if present) has moved from the choir stalls to the chancel aisle, then begin walking toward the outside center of the altar rail. The chalice bearer will move from the right side at the same time as the server moves from the left side. The server and chalice bearer should arrive at the center of the altar rail at the same time. The server and chalice bearer bow at the same time and then turn around to process out. (Turn to your left.) Walk down the altar steps behind the server and join the procession in the proper order.

Thank you for serving!

Eucharistic Minister's Prayer

Grant, Almighty God, That those who minister the cup of blessing may live in love and holiness according to your commandment and at the last come to the joy of your heavenly feast with all your saints in light; through Jesus Christ our Lord. Amen.