

Customary for Servers (Acolytes)

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 server is a black cassock with white surplice. Vestments are kept in the vesting room of the CER Building. Each server 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.

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

About 10 minutes before the service, light the altar candles, and the Paschal candle or Advent wreath candles according to the season. When lighting the altar candles, light the candle on the epistle side (the right side when facing the altar) first, then light the candle on the gospel side (the left side when facing the altar).

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 left side of the chancel. (The *left side* refers to side on your left when facing the altar.)

Sometime during the service, take a silent count of the number of people present in order to tell the priest during communion. (Please don't point while counting.)

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 follow the priest. Stand on the priest's left side. (The chalice bearer will move to the priest's right side at the same time as the server 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 left, enter the area around the altar and stand by the credence table.

The priest will don the chasuble and walk behind the altar. When the priest moves behind the altar, walk to the center of the altar rail to receive the bread and wine from the usher(s). (At the same time as the server moves to the altar rail, the chalice bearer will also walk to the center of the altar rail to give the alms basin(s) to the usher(s).) When you receive the bread and the wine from the usher(s), also get a count of attendees from the usher. When you receive the bread and wine from the usher(s), make a shallow bow and quietly whisper, "Thank you."

Return to the left side of the altar and place the bread and wine on the credence table.

Remove stoppers from both the water and the wine cruets and place behind the divider on the back of the credence table.

Place lavabo towel over your left arm with the embroidered cross facing out. Take bowl in your left hand (cup it in your hand), and pick up the water cruet with your right hand. Pour water over the priest's fingers, then let the priest dry his/her hands on the lavabo towel and return it to you. (Bow) Put lavabo bowl, lavabo towel and water cruet back on the credence table.

Pick up the intinction chalice from the credence table with your right hand, walk to the altar and hand it to the priest.

Remove the lid from the breadbox, hold the breadbox in your right hand (cupped), walk to the altar, hand the box to the priest (or deacon) and tell the priest the number of people present. The priest will hand you back the breadbox. (Bow) Replace the lid and return it to the credence table.

Pick up the wine cruet in your right hand and the water cruet in your left with the handles facing away from you priest (cup your hands to hold the cruets). Present the wine to the priest, handle toward the priest, and move the water cruet to your right hand. Receive the wine cruet in your left hand, and hold the water cruet for the priest bless with your right hand. The priest will then take the water cruet. Move the wine cruet back to your right hand and receive the water cruet with your left hand. (You will give the elements to the priest with your right hand and receive them with your left.) (Bow) Return both cruets to the credence table and replace stoppers. Note: Sometimes the priest will retain the wine cruet so the wine in it can be consecrated and placed in the aumbry after communion. (The bread and wine in the aumbry are referred to as the "reserved sacrament".) Remain standing at your place on the left side.

During Eucharistic Prayer

After the Doxology and as the celebrant announces the Eucharistic prayer, get the sanctus bells (or mass bells) from the shelf of the credence table. The bells are rung at the following places in the Eucharistic Prayer:

At the Sanctus ("Holy, holy, holy"), ring the bell once at each recitation of the word 'holy';

During the prayer of consecration, the celebrant will lift the bread and/or bow after saying, "This is my Body, which is given for you. Do this for the remembrance of me." Ring the bell once as the celebrant lifts the bread or as the celebrant bows *if the celebrant does not lift the bread*.

During the prayer of consecration, the celebrant will lift the chalice and/or bow after saying, "This is my Blood of the new Covenant, Whenever you drink it, do this for the remembrance of me." Ring the bell once as the celebrant lifts the chalice or as the celebrant bows *if the celebrant does not lift the chalice*.

At the end of the Eucharistic Prayer, immediately before the Lord's Prayer, is the "great amen". (It is printed in all capital letters in the prayer book.) The bells should be rung one long ring during the great amen; sound the bell on the second syllable – when the people say "men" (do not start on the "ah").

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 intinction chalice and a purificator. Hold the purificator between the chalice and the communicant to catch any drops of

wine which might fall from the bread after intinction. (There is an extra purificator in the burse in case it is needed.) Follow the chalice bearer to the people at the altar rail and offer the intinction chalice to those who do not drink from the chalice. Offer the cup with the words prescribed in the *Book of Common Prayer*: “The Body and Blood of our Lord Jesus Christ keep you in everlasting life,” or “The Blood of Christ, the cup of salvation.”

If you need additional wine, refill the intinction 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 intinction chalice and purificator to the altar and place on the corporal. Then return to your place at the left side of the altar.

If the reserved wine has been taken from the aumbry, then pick up the wine cruet from the altar, place the stopper in it (from the credence table) and return it to the aumbry.

The priest will consume the remaining bread and wine. The priest may ask you to consume some of the bread and/or wine. The priest may also ask you to place the remaining bread and/or wine in the aumbry (the reserved sacrament). If the priest asks you to place the wine in the aumbry, put the stopper in the cruet before placing it in the aumbry. (The stopper will be on the credence table.)

After the remaining bread and wine have been consumed or placed in the aumbry, remove the stopper from the water cruet on the credence table. Take the water cruet in your right hand with the handle facing out. (Cup your hand to hold the cruet.) Take the cruet to the priest. The priest will take the cruet and put some water in the vessels on the altar. When the priest hands the cruet back, accept in with your left hand. Return to the credence table, put the cruet on the credence table and replace the stopper in the cruet.

Return to your place on the left 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 left 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 and join the procession in the proper order.

After the Service

After the dismissal, retrieve the taperer/”snuffer” from the sacristy, unless a torchbearer is present, and extinguish the altar candles and the Paschal or Advent candles according to the season. When extinguishing the altar candles, extinguish the candle on the gospel side (the left side when facing the altar) first, then extinguish the candle on the epistle side (the right side when facing the altar). This is the opposite of the order when lighting the candles.

Thank you for serving!

Traditional Acolyte Prayer

Almighty God, who has called us your servants to the sacred office of Acolyte in your church, that clothed in white we may minister before you, we pray your great mercy to guide, strengthen, and sanctify us by your Holy Spirit, that, always doing your will, we may both by our service in your house and by our daily life, please you and glorify your Name, through Jesus Christ, our Lord. Amen.