



Church of the Epiphany - Herndon

A member of the Anglican Communion in Virginia

To **STAND** for Jesus Christ, **GROW** together as God's family and
MAKE HIM KNOWN through the power of the Holy Spirit

LAY EUCHARISTIC MINISTRY

MANUAL

VERSION 1.4

AUGUST 2011

TABLE OF CONTENTS

Table of Contents	i
List of Tables.....	ii
List of Figures	ii
Introduction	1
Purpose & Scope.....	1
Qualifications, Responsibilities and Limitations.....	2
General Information.....	2
Teams.....	2
Schedule	3
Preparation Before Sunday	3
Pre-Service	3
Vesting – The Alb & Cincture.....	4
A Note About Vesting, Dress & Personal Hygiene	4
The Basics for All Services	5
ProceSSIONal.....	5
Reading the Lessons, Psalm, Creed and Prayers.....	5
Lessons.....	5
Psalm	6
Creed and Prayers	6
Peace.....	6
The Eucharist.....	7
Preparation, Receiving and Assisting	7
Administering the Bread & Wine	8
Post Communion.....	9
Recessional	9
Services of Holy Eucharist (without Morning Prayer).....	10

Morning Prayer with Eucharist Services (8 AM Sunday Service)	10
Processional	11
Recessional	11
Sunday Evening Service	12
Special Services	13
Baptism	13
Confirmation	13
Wedding	13
Funeral/Memorial Service	13
Other Duties as Assigned	14
Leading a Service	14
Clearing the Altar after Communion	14
Questions	15

LIST OF TABLES

Table 1 - Team Scheduling	2
Table 2 - Service of Holy eucharist	10
Table 3 - Service of Morning Prayer with Communion	11

LIST OF FIGURES

Figure 1 Ambry Setup	7
Figure 2 Altar Diagram	9
Figure 4 Portable Altar Setup	12
Figure 3 Vested Chalice	15

INTRODUCTION

Your willingness to serve is crucial to our worship in offering the bread and wine to those coming forward for Communion. You are helping to lead the worship of the church and to enhance the worship experience of each person here. The LEM ministry is a part of the Worship Commission of the Vestry. Other ministries include: Altar Guild, Acolytes, Choir, Music, Ushers, and Audio/Video. The Commission meets on a quarterly basis to coordinate upcoming worship events, schedules and other common points.

PURPOSE & SCOPE

These instructions are provided as a guide to serving during a Eucharist service at Church of the Epiphany. Of course, situations arise where one may have to improvise. The clergy and the vergers are responsible for the conduct of the service and what they say goes.

Under the heading of the Lay Eucharistic Ministry are actually three different ministries:

1. Serving the Chalice at a worship service (known as Chalice)
2. Serving the Bread at a worship service (known as Bread Server)
3. Taking the Bread and Wine, the Body and Blood of Christ, to those who were not able to come to worship (known as Visiting LEM)¹

This manual will cover the following topics:

- a. Vestments, procession/recession, and decorum at the altar
- b. Serving the Chalice
- c. Serving the bread²
- d. Reading the lessons, and leading the Psalm, creed and prayers
- e. Assisting in setting the table, serving those at the altar (Chalicers, acolytes, etc.) and assisting in clearing the table after the communion
- f. Other duties as assigned by the clergy³ or verger⁴

¹ This last ministry is a shared ministry with the Lay Caring Ministry and is coordinated by our Parish Deacon, Dave. These instructions will only cover the first two ministries.

² Initially, the LEM will be trained to serve the Chalice. After a time of serving the Chalice (approximately 1 year) the LEM may be trained to serve the Bread.

³ Clergy are those ordained persons at the altar during the service and include the celebrant, preacher, etc. These are usually our Rector (Robin), Associate Rector (vacant), and our Parish Deacon (Dave).

QUALIFICATIONS, RESPONSIBILITIES AND LIMITATIONS

Qualifications: To be a LEM you must be a baptized and confirmed adult, 16 years of age or older, and a member of the Church of the Epiphany, Herndon. You must be willing and able to serve at any (8 am, 10 am, 5 pm Sundays, other services as needed) of the worship services at Church of the Epiphany. You must receive the recommendation of the Rector.

Responsibilities: A LEM has the responsibility to serve at the Altar assisting the priest in the Eucharistic worship of the parish. This include administration of the communion, providing instruction on receiving communion, and helping to prepare table and clean up afterwards. In addition, you may be called upon to lead other forms of worship such as: Morning, Noon or Evening prayer, Compline, etc.

Limitations: A LEM can only serve Eucharist and lead worship at the direction of the Rector (Fr. Robin) since he is responsible for your actions as a LEM. This means that you cannot automatically serve in another parish or at special multi-parish meetings without Fr. Robin's prior approval. The exception to this is if one of our Bishops (Martyn Minns, Dave Bena) or the Archdeacon (Julian Dobbs) asks for your help.

GENERAL INFORMATION

TEAMS

The members of the ministry are assigned to one or more teams. Each team is responsible for a particular service and a particular set of months. There are 5 teams and each team has a team leader.

TABLE 1 - TEAM SCHEDULING

TEAM	SERVICE MONTHS	SERVICE TIME	Number usually scheduled
I	Feb, Apr, Jun, Aug, Oct, Dec	8 AM Service	2
II	Feb, Apr, Jun, Aug, Oct, Dec	10 AM Service	4
III	Jan, Mar, May, Jul, Sep, Nov	8 AM Service	2
IV	Jan, Mar, May, Jul, Sep, Nov	10 AM Service	4
V	All Months	5 PM Service	2

⁴ A Verger is the person who is responsible for the mechanics of the service and coordinating the various ministries freeing the clergy to celebrate and preach.

SCHEDULE

For the most part, we do “self-scheduling”. About two weeks before the month your team is serving, the Team Lead will send out an email with a list of the services. The members of the team will put their names on the dates they can serve and the Team Lead will balance the schedule and publish it prior to the first service for that team. There will be times that the schedule will include special service such as Thanksgiving, Christmas Eve, Holy Week, etc.

When you receive the schedule for the month, please review it. If there are dates when you are not available as assigned, please arrange for another team member or a substitute to handle your duties and inform your Team Lead (see list of LEMs and leads). If you cannot find a replacement, please inform your team lead as soon as possible so he/she may resolve the issue.

If you arrive at church early and can serve if needed, please check-in at the Robbing Room and let them know you can help if there is an unforeseen need.

PREPARATION BEFORE SUNDAY

Like all ministry, you must prepare ahead of time. For those serving this involves three things:

1. Prayer – lift up the coming service and pray that you will be a faithful representative of Christ in the administering the Body and Blood
2. Reading – please read the lessons and Psalm ahead of time and practice the creed and prayers, you never know what you may be asked to do for the service, the readings and service are sent out on Thursday or Friday via email
3. Personal hygiene – see below for comments on vestments and cleanliness

PRE-SERVICE

Please be vested at least 15 minutes prior to the beginning of service. Take some quiet prayer time before the service begins to prepare yourself to serve at the Lord’s Table.

In a typical 10 am Sunday service there will be four (4) chalice bearers. In addition to serving the cup and prior to the beginning of the service each chalice bearer should understand their responsibilities for the day; such as readings, psalms, special collects and/or prayers of the people. Do not assume the Lectors (readers) are present unless they have checked in with you.

As you are waiting for the procession to begin, please speak in hush tones so as not to disturb others who are preparing for worship. Before we line up for the processional, we have a corporate prayer with the clergy, acolytes and chalciers in the Robbing Room.

VESTING – THE ALB & CINCTURE

The alb should be comfortable and fit loosely (but not too loose). It should be long enough to cover your legs to the ankles but not so long that it drags on the floor or encumbers you in walking and going up or down steps. Make sure it is clean.⁵ The alb has an inside tie string on the left. Tie this and then fasten the snaps (one on the inside of the left shoulder and 2 on the outside of the right shoulder). You will note that most albs have 2 pockets and at least one of these has a slit opening to allow you to reach into your pants pockets.

The cincture should be about 1.5 to 2 times your height. This is wrapped around your waist and then tied so the knots hang about 4 inches off the floor. The knots should be on your left side.

A NOTE ABOUT VESTING, DRESS & PERSONAL HYGIENE

You are responsible to make sure your alb is clean. At the end of your monthly service, you should take the alb home, wash and iron (if needed) or have it dry cleaned and ensure it is back in the Robbing Room before the next service. They are very easy to wash. Just put them in with a light batch of laundry, wash, dry, pull out right away and press – most don't need much pressing. The cooler ones with more cotton require more. Use fabric finish spray to help. Do not launder the cinctures/girdles.

You may purchase your own alb if you so desire. You may wear your own cross or no cross, as desired. Please be aware that dark colors or bold patterns DO show through your alb.

As for "Personal Hygiene" please do the obvious:

- A trip to the restroom before vesting is advised!
- Hands and finger nails are clean
- Breath fresh
- Hair combed

Also, the not so obvious:

- Please do not wear perfume or aftershave – some are allergic to these smells and they also "permeate" the vestments
- Shoes should be comfortable but not the well worn sneakers

Finally, while sitting during the service:

- Men should not cross their legs when sitting.
- All – remember the alb you are wearing does not fasten below the waist and may "open" when seated.

⁵ If you do find a dirty one, set it aside and take it home for washing.

THE BASICS FOR ALL SERVICES

The following covers the areas done for most services by LEMs. Variations in these are mentioned in the specific service format following.

PROCESSIONAL

The procession forms at the rear of the sanctuary just inside the doors unless the choir is included in which case the procession will form in the Gathering Place.

During the processional, walk side by side with your fellow chalice bearer behind the choir and before the priests / deacon. When you reach the stairs in front of the altar, bow and then immediately move to your right around the pulpit and up to your seats.

READING THE LESSONS, PSALM, CREED AND PRAYERS

The following provides some basics in the reading and praying portions of the service. A couple of items apply to all:

- When you go to the lectern, take the time to catch your breath and adjust the microphone so that it is pointing toward your mouth but about 10 inches from you.
- Remember to speak slowly and succinctly.
- There is no such thing as reading or praying too slowly – what you think is slow is usually about right.
- If you come across a word that you are not sure how to pronounce, take it slow and do your best.

LESSONS

Usually, the lessons are read by a lector. However there are times when they do not show up. If they have not checked-in do not assume they will still be there. Even if you see them in the congregation, they may not remember they are scheduled to read. If that is the case the LEM assigned to read that lesson should get up to the lectern and do the reading.

Introduce the reading with: “The first reading is from Isaiah chapter 50.” Do not include the verses in the reading introduction. Pause for a few seconds. Then begin the reading.

When the reading is complete, pause for a few seconds and then close with “The Word of the Lord”⁶

⁶ The exception is if the lesson is from the Apocrypha (which should be noted in the service bulletin), then you close with “Here ends the reading.”

PSALM

If you are appointed to pray the Psalm⁷, follow these steps:

- Stand at the lectern and say, "Please join me in praying portions of Psalm 200 responsively at the half verse"
- Pause a few seconds
- Begin reading up to the asterisk, the congregation then responds with the second part of the verse and you pick up with the next verse.
- At the end there is nothing said except a "please be seated".

CREED AND PRAYERS

If you are appointed to do the Creed (Nicene or Apostles)⁸ and the Prayers of the People, follow these steps:

- Stand at the lectern and say, "Please stand and join me in reaffirming our faith using the words of the Nicene (or Apostles) Creed" and then pause for a couple seconds.
- Begin the creed and let the people join in.
- When you have finished the creed, lead the prayers beginning with, "Now kneeling or standing, let us pray for the Church and for the world."
- Recite the prayer section, pause for 5-10 seconds and then continue. This short interval provides time for individuals in the congregation to offer silent prayers.
- Near the end we pray for "...all whose lives are closely linked with ours". Here is where the special prayers for CANA, etc. are said. After which you invite the congregation to add any prayers and intercessions. The words would be something like: "You may add your own brief prayers."
- Use your judgment on when to begin the prayers again. Usually if there is 10 seconds of silence after the last public prayer is a good measure.

The priest will offer a concluding collect or begin the confession, at which time you will return to your seat.

PEACE

At the exchange of the Peace, please do not linger in greeting family and friends, but do make every effort to seek out and greet newcomers in the congregation. Keep in mind that it is improper to walk past someone without exchanging the peace with them – even if your goal is to exchange the peace with your family or a friend.

Also look for people with special needs that may require communion to be brought to them and let the priest(s) know so all may take communion.

⁷ We sometimes chant the Psalm which is led by a choir member

⁸ Usually we use the Nicene Creed except for services of Morning or Evening Prayer, Baptism and Confirmation.

THE EUCHARIST

This is the main part of your service during the worship. The following tries to describe what should be done but there is no such thing as the normal way – every service seems to have a twist or turn to it. As long as the end result is true worship of our Lord, it was done well.

PREPARATION, RECEIVING AND ASSISTING

During the offertory, hand cleaner should be passed around – Father Robin has asked that we sanitize our hands before serving.

While the Celebrant and other clergy are receiving the communion, the LEMs are to line up behind the altar, next to the acolytes and others serving. The priest and another person will serve you the bread and wine.

After receiving the Eucharist, the chalice closest to the Lectern will go to the Ambry and bring the reserved wine and bread to the altar. Since these are already consecrated, place the items on the Corporal (small linen cloth) on the altar for use. Items may include wine cruets and one or more pyx (small metal container with lid holding the host). It is important that the pyx with the gluten free bread be available to the celebrant as soon as possible. Lids and stoppers should be placed to the left of the altar book.



FIGURE 1 AMBRY SETUP

Also, the priest or deacon serving the cup to the chalicers may ask a chalice to continue the process. The acolytes and the musicians are also served in this process.

Once the other chalices have been filled, proceed to the altar and get a chalice and a purificator (linen napkin). If there are still musicians needing wine, one person should start helping.

ADMINISTERING THE BREAD & WINE

In administering the bread hold the container (it will usually be the chalice look alike called a ciborium) in your left hand, take one wafer out and place it in the hand of the communicant while saying the word of Administration:

“The Body of Christ, the bread of heaven”

We have gluten-free wafers. Usually the communicant will ask for this. You can find them on the front of the altar. The acolyte (if there is one will bring you the pyx and you should let the person select one while you says the words of administration.

Usually the person receiving communion will say *“Amen”*.

If you are approached by a child wishing a blessing, ask the priest next to you to do so – you cannot.

If you or the communicant drop a wafer, you should pick it up and either consume it or give it to the vergier or head server to put on the altar. Then you can give the communicant another wafer using the same words.

In administering the chalice, elevate the cup to chin level and gently tip the cup for the person to sip. Guide the chalice; do not pour wine onto the communicant. Encourage the communicant to hold the base of the chalice to guide it to their lips, but do not let go of the chalice yourself. Wipe the rim of the chalice with the purificator in one direction and turn the chalice ¼ turn in the same direction.

If the communicant would rather receive the wine by having the wafer dipped in the chalice, called intinction, then you should take the host from the communicant, dip it partially in the chalice and return it to the communicant by holding it for him to take or placing it in the communicant’s hand. Also, hold the purificator in front of them to catch any drips of wine. With small children, it is best to go to their level and offer them the chalice either to sip or intinct. Please note that some people who are in recovery from alcohol addiction may prefer to either touch the chalice or to kiss it, please make allowances for such practices.

Whatever the method used, look into the person’s eyes and in a clear, gentle, audible (not too loud a voice) say either of these words of Administration:

“The Blood of Christ, the cup of salvation”

Or

“The Body and Blood of our Lord Jesus Christ keep you in everlasting life”.

Usually the person receiving communion will say *“Amen”*.

Note: Do not embellish these words by adding the person’s name or other words.

If you or the communicant drop a wafer, you should pick it up and either consume it or give it to the vergier or head server to put on the altar. Then get another one from the person serving the bread and give it to the communicant using the words of administration above.

POST COMMUNION

Following communion, you may drink the remaining wine in your chalice, share it with another chalice or return the cup with the wine to the altar (to be disposed of after the service by means of the picnia). Again the chalice bearers closest to the ambry, return to the ambry the communion vessels the priest(s) places on the left side of the altar while the other chalice bearers return to their seats.

RECESSIONAL

At the recessional, follow the lead of the priests and line up on each side of them facing the altar. Taking the queue from the priest, bow to the cross together and then turn to face the congregation. If the choir is recessing, wait until they are finished, if not begin immediately to recess. The two LEMs closest to the clergy go first, then the next two. Move down the steps, meet up at the bottom and move to the nave.

Remain in the service at the rear of the nave during the remainder of the hymn until the dismissal.

WAIT! You are not done yet....

Once the congregation has been dismissed, return to the Robbing Room, remove your girdle and alb and put them away properly hung. Also, look around and see if there is anything else that needs to be done in the way of leaving the room neat and clean.

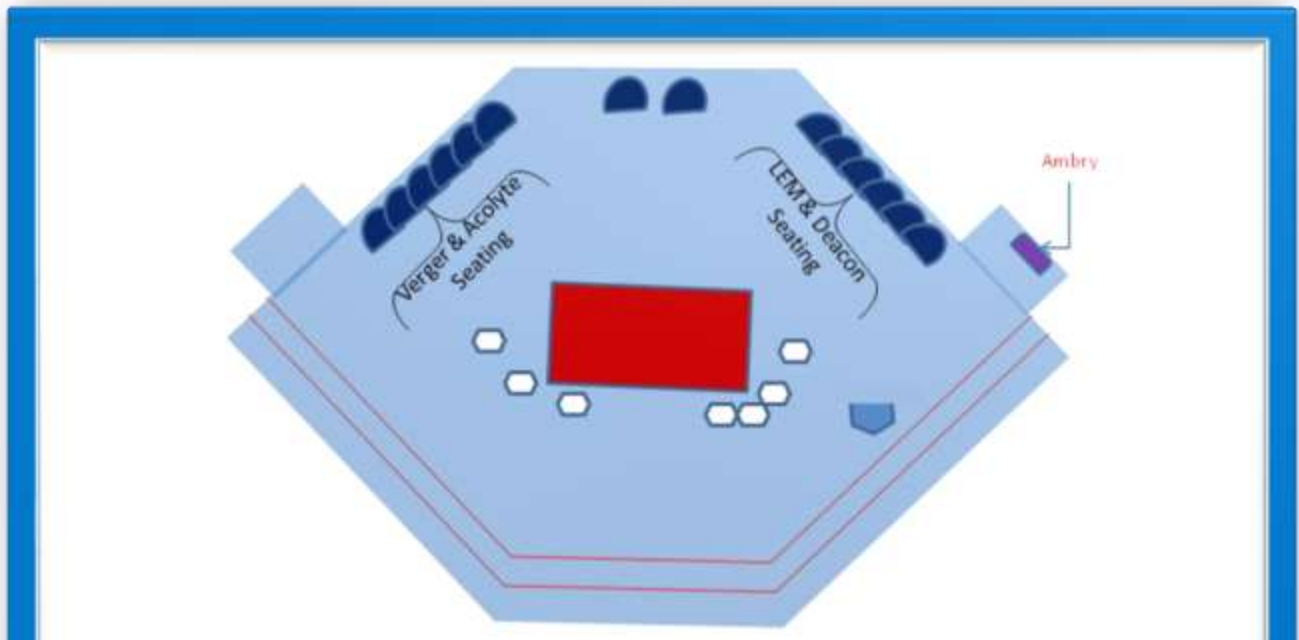


FIGURE 2 ALTAR DIAGRAM

SERVICES OF HOLY EUCHARIST (WITHOUT MORNING PRAYER)

The table following shows the general areas where you will be or may be doing something different than is normally done by the congregation. The previous sections describe how to do these areas.

TABLE 2 - SERVICE OF HOLY EUCHARIST

WORSHIP SECTION	LEM DUTIES
Call to Worship	In line ready to process
Processional	Process behind the choir or acolytes
<i>The Service begins on page 355 in The Book of Common Prayer (BCP)</i>	
THE WORD OF GOD	
Prayer, Gloria, Collect For the Day	Participate with congregation
The Lesson	Backup for the assigned reader
Psalm	LEM responsibility (if not done by choir)
The Epistle	Backup for the assigned reader
Gradual, Gospel, Gradual, Sermon	Participate with congregation
Nicene Creed	LEM responsibility
Prayers of the People	LEM responsibility
Confession and Absolution	Participate with congregation
The Peace	Participate with congregation
Offertory & Doxology	Participate with congregation
THE EUCHARIST	
The Great Thanksgiving	Participate with congregation
The Lord's Prayer	Participate with congregation
The Breaking of the Bread	Participate with congregation
Receiving Communion	LEM assists
Administration of Communion	LEM responsibility
Ablutions	LEM assists- see Post-Communion
Prayer of Thanksgiving	Participate with congregation
The Blessing	Participate with congregation
Announcements	Participate with congregation
Recessional	Recess as described

MORNING PRAYER WITH EUCHARIST SERVICES (8 AM SUNDAY SERVICE)

The Morning Prayer Service with Communion is a shorter service. Since Morning Prayer was originally designed as a service that could be done daily and without the need for an ordained leader, it is "lay lead". At Church of the Epiphany, we follow the Morning Prayer with a Eucharist. The chart below shows the major section of this service and the responsibilities of the LEM for each part.

NOTE: This section describes how Church of the Epiphany uses Morning Prayer with Eucharist for the early service without choir. When this format is used for the 10 am, there are some differences which are noted in the brackets.

TABLE 3 - SERVICE OF MORNING PRAYER WITH COMMUNION

WORSHIP SECTION	LEM DUTIES
Meditation	In line ready to process
Processional	See below
Opening Sentence (BCP, Page 77)	Participate with congregation
Confession Of Sin (BCP, page 79)	Participate with congregation
The Invitatory And Psalter (BCP, page 80)	Participate with congregation
Canticle, Psalm or other readings(BCP page 82-84)	LEM responsibility
Gospel Lesson	Deacon or Priest
Sermon	Preacher
Apostles Creed	LEM responsibility
The Prayers	LEM responsibility
The Peace	Participate with congregation
Offertory	Participate with congregation
Presentation	Participate with congregation
Holy Communion	
The Great Thanksgiving	Participate with congregation
The Lord's Prayer	Participate with congregation
The Breaking of the Bread	Participate with congregation
Receiving Communion	LEM assists
Administration of Communion	LEM responsibility
Ablutions	LEM assists- see Post-Communion
Prayer of Thanksgiving	Participate with congregation
The Blessing	Participate with congregation
Announcements	Participate with congregation
Recessional	Recess as described

PROCESSIONAL

For larger services, the processional is done in the manner described in the previous section. However, for smaller services there are few if any acolytes so one LEM will carry the cross and the second LEM will follow then the vergers and finally the clergy. When you reach the stairs in front of the altar the LEM carrying the cross will pause in front of the altar and wait for the rest of the procession to bow, move to the assigned seat – LEMs move to the right around the pulpit. The cross can then be placed in the standard base and the LEM can be seated.

RECESSIONAL

For larger services, the recessional is done in the manner described in the previous section. However, for smaller services the recessional is done similar to the processional. The LEM who carried the cross in the procession will do the same and should get the cross, and move to the floor in front of and facing the altar. The other LEM will follow the lead of the priests and line up on the lectern side of them facing the altar. Taking the queue from the priest, bow to the cross together (with the crucifer) and then turn to face the congregation. Move down the steps move to the nave.

Remain in the service at the rear of the nave during the remainder of the hymn until the dismissal.

WAIT! You are not done yet....

Once the congregation has been dismissed, return to the Robbing Room, remove your girdle and alb and put them away properly hung. Also, look around and see if there is anything else that needs to be done in the way of leaving the room neat and clean.

SUNDAY EVENING SERVICE

The Sunday Evening Service is currently being held on the last Sunday of the month at 5:00 pm and last about 1 hour. It is a very simple and informal praise and worship with communion. There are no vestments, the small altar is used, and the part of the service before the communion is led by the Cross Over.

For the LEM, the job is easy. When you arrive, sit near the front probably on the right side. Please make sure you know where the hand cleaner is so you can use it before serving. When the priest has completed the consecration of the communion elements, the LEMs can move to receive the bread and wine.

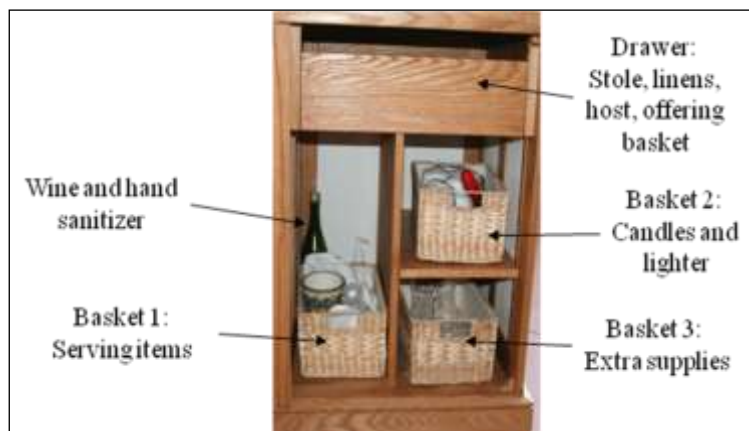
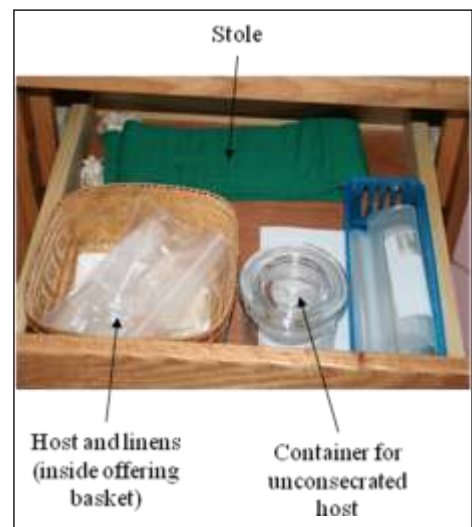


Figure 3 Portable Altar Setup



During the administration, the priest will administer the bread and the LEMs (one on his right and one his left) will serve the wine. The usual words of "The Blood of Christ, the Bread of Heaven" are used.

It should be noted that this service is evolving and changes as the Lord leads – as in everything the LEM does – be flexible.



SPECIAL SERVICES

The following are “special” services at which a LEM may be asked to serve. Currently these have not been written and suggestions for inputs would be very helpful.

BAPTISM

CONFIRMATION

WEDDING

FUNERAL/MEMORIAL SERVICE

OTHER DUTIES AS ASSIGNED

The following are some tasks that a LEM may be called upon (with or without advanced notice) to perform.

LEADING A SERVICE

A LEM should be able to lead a service such as Morning Prayer, Evening Prayer or Compline. These are referred to as “The Daily Office” and, although they may precede Holy Communion, they may be used in small or large groups and led by a lay person. Training for these services will be arranged so a LEM can lead the serviced in an emergency or as planned for a retreat or committee meeting. These services can be found in the Book of Common Prayer beginning on page 37.

CLEARING THE ALTAR AFTER COMMUNION

After the Communion, the table needs to be cleared. This is called the Ablutions. Usually this is done by a clergy person or by the Verger. LEMs assist this process as described earlier in the “Post Communion”. There are times when this needs to be done by a LEM to keep things on schedule. In addition to returning consecrated items to the Ambry, the acolyte should take the chalices back to the credence table. The additional steps are:

1. Place a Chalice in the middle of the altar, with the Paten on top and then the Pall
2. Put the Veil neatly over the Chalice as shown in the following figure.
3. Place the Burse on top of the Veil.

At this point there should only be the items you just setup on the altar (besides the candles, flowers, etc.).

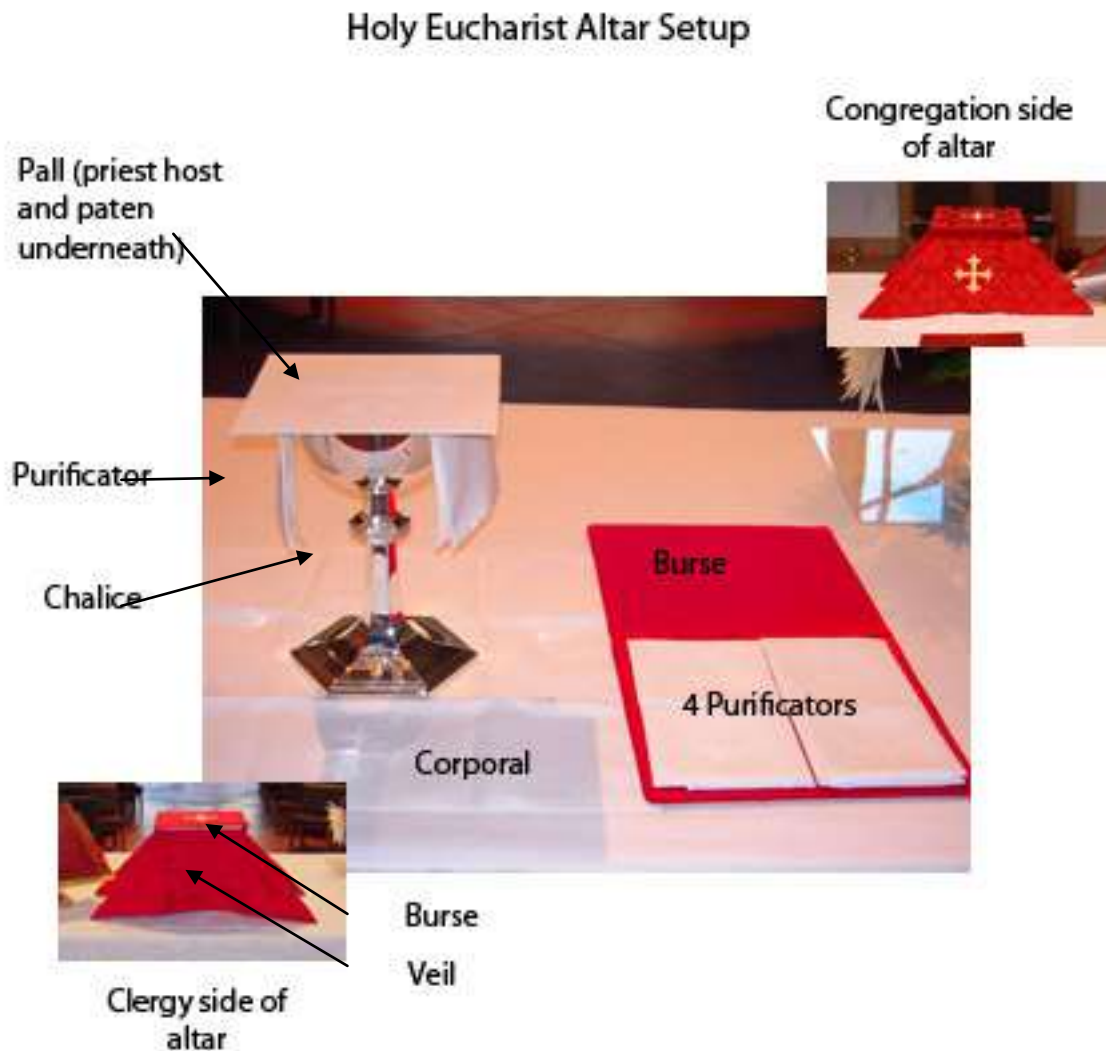


FIGURE 4 VESTED CHALICE

QUESTIONS

1. Some wine was spilled on the floor?
 - a. Don't panic or draw attention to the situation.
 - b. **DO NOT USE THE PURIFICATOR ON THE FLOOR**
 - c. Continue with the communicant in front of you.
 - d. Step in front of the spill and look at the verger who will bring over a towel
2. Oops! Some wine has spilled on a recipient.
 - a. Don't panic or draw attention to the situation.
 - b. Offer your purificator to the recipient to absorb the excess

- c. Retrieve purificator and have the acolyte or vergers bring you a clean one.
- 3. I dropped the bread on the floor, now what?
 - a. Don't panic or draw attention to the situation
 - b. Retrieve a new host from the priest for the recipient
 - c. Pick up the dropped piece and either:
 - i. Consume it
 - ii. Hold it in your hand
 - iii. Place it on the altar, and
 - d. If dropped on the recipient, let them retrieve it.
- 4. My chalice is empty during communion, am I done?
 - a. Not quite, step back from the edge of the step
 - b. Turn towards the altar and motion for the head server who will refill your chalice.
 - c. Repeat as necessary
- 5. How do I determine what size alba I need?
 - a. The two-letter designee – HM, GP, HN, etc are written in marker represent the sizes - ignore them!
 - b. Best way to determine fit is to try it on
 - i. Length should be to the ankle
 - ii. Sleeve length should be to wrist
 - iii. Body should be loose - not too large, not too small
 - iv. Cincture when tied properly (single knot) should be???
- 6. Am I required to have my own Book of Common Prayers?
 - a. No, there are copies in the vestry room in the cabinet above the counter.
- 7. Where do I find out who the readers (Lectors) are for this Sunday?
 - a. Current Lector schedule should be on the bulletin board in the vesting room.
 - b. A schedule does not always correlate to physical readers being present. Assume nothing – be prepared to cover both readings.
- 8. Can anyone become a Chalice Bearer?
 - a. Persons desiring to be a chalice bearer are approved by the rector or assistant rector to serve.
 - b. Once approved, orientation will be provided and you'll be added to the schedule rotation.
- 9. What about special services, Holy Days outside of Sunday, etc.
 - a. Regular Annual Holy Days, i.e. – Christmas, Maundy Thursday, Easter, etc will be coordinated by the Team Leads (8 AM & 10 AM team leaders) for the month in which the annual Holy Days fall.
 - b. Special services will be coordinated through the ministry lead and chalice bearers.



Church of the Epiphany - Herndon

A member of the Anglican Communion in Virginia

*To STAND for Jesus Christ, GROW together as God's family and
MAKE HIM KNOWN through the power of the Holy Spirit*

Rev. Robin Rauh, Rector

Rev. Peter Frank, Senior Associate Rector

Rev. David Welch, Deacon

3301 Hidden Meadow Drive

Herndon, Virginia 20171

703.481.8601