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St. John's Episcopal Church  
**Chalice Bearer Instructions**

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**Scheduling/Replacements**

- The schedule for all servers, including Chalice Bearers, is prepared on a monthly basis. If you know that you will not be able to serve on a certain date, please contact Vickie Duff (859-879-8402, 859-608-3940 or reads0202@aol.com), who prepares the schedule, before the 15<sup>th</sup> of the previous month.
- If you realize that you aren't able to serve after the schedule comes out, please find a replacement. Most people are happy to switch dates. Note the change on the calendar in Hosea Hall. Please also let Kathy Sparrow in the office (859-873-3481) know of the change so that she can update the bulletin if it hasn't already been prepared.
- If you find that you are not able to serve at the last minute, please call the church and let someone know. If you are the one who receives that call, please alert the Acolyte for that day as checking everyone in and finding last minute replacements is their responsibility.

**Before the service**

- You should be vested at least 20 minutes before the service. Check in the Acolyte no later than 10 minutes before the service.
- Be in the hall in front of St. Mary's Chapel no later than 5 minutes before the service is to begin.
- From The Book of Common Prayer, page 833  
*Almighty God, who pourest out on all who desire it the spirit of grace and of supplication: Deliver us, when we draw near to thee, from coldness of heart and wanderings of mind, that with steadfast thoughts and kindled affections we may worship thee in spirit and in truth; through Jesus Christ our Lord. Amen.*

**Procession**

- The Acolyte and Chalice Bearer follow the choir and precede the Celebrant. The Acolyte on the right, Chalice Bearer on the left.
- Follow the choir in. Reverence the altar just behind the Crucifer. Go around the Crucifer into the sanctuary with the Acolyte going through the gate first, then the Chalice Bearer. Both should be seated on the bench to the right.

**During the service**

- Offertory & Communion:
  - Following the peace, be back to your seat before the Celebrant begins the announcements.
  - Once the Celebrant enters the sanctuary and reverences the altar, cross in front of the altar, pausing to reverence the altar in the center and stand by the table with the offering plates. The Acolyte will then walk to the center and receive the gifts.
  - You will pick up the two plates, walk to the gate and hand one plate to each usher as you bow to each other. As the ushers walk away, you place the center kneeling cushion in place, lock the gate and return to stand beside the altar, facing it, as the table is prepared.

- Once the Offertory ends, walk to the gate with the large plate as a signal to the ushers to come forward. Receive the plates, bow and turn and hand them to the Celebrant. Receive them back from the Celebrant and walk to the table and place them there.
- Stand or kneel facing the altar.
- The Celebrant will serve you Communion and hand you a chalice and purificator.
- Follow the Priest, serving the wine with the words that were said to you. Turn and wipe the cup after each person, never handing it off. The Acolyte will serve the rail to the first person just past the gate. You begin with the second person. If you run out of wine, you may carefully add wine to your chalice from the wine cruet on the altar holding your purificator to the side of the chalice. Should you need it, there will be a spare purificator on the altar.
- Should there be anyone in the congregation who needs communion brought to them at their seat, you will follow the Priest to them and back.
- After all have been served, set the chalice and purificator back on the altar. You may be asked to drink any excess wine.
- If the ushers have not unlocked the gate and returned the cushion to the side, do so as the altar is being reset.
- Recessional:
  - As the last choir member joins the procession, the Acolyte will exit the sanctuary, standing to the right side of the gate, facing the altar. You will exit and stand to the left. Once the Celebrant is in place between you, bow on the Celebrant's cue. Turn toward the Celebrant and walk, with the Acolyte, in front of the Priest and out.

**Double-duty a.k.a. serving as Chalice Bearer & Crucifer**

- If you are serving as both Chalice Bearer & Crucifer, you will perform the duties of the Crucifer until the peace.
- As the peace ends, take the seat of the Chalice Bearer beside the Acolyte and continue in that position until all have been received Communion.
- The ushers will open the gate and replace the cushion. If they do not, do so as the altar is being reset. Walk to the gate, reverence the altar and return to the Crucifer's seat and finish the service in that role.

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*Thank you for agreeing to serve the body of Christ at St. John's in this very important ministry!*

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