

## **Worship Service responsibility for LEMS**

### **7:30 service: Also serve as Acolytes**

Light Candles at 7:25 when acolyte not present by 7:20am

2<sup>nd</sup> LEM reads the OT scripture and sits with clergy behind altar (left of celebrant).

1<sup>st</sup> LEM sits near credence table

1<sup>st</sup> LEM leads processional, followed by priest, followed by 2<sup>nd</sup> LEM

LEMs & priest bow at altar upon entrance.

2<sup>nd</sup> LEM Reads O.T. Reading

1<sup>st</sup> LEM gives and receives offering plates to Ushers.

During Eucharist:

1<sup>st</sup> LEM rings bell during consecration (don't whack the bell, don't "tink" the bell. Ring the bell with a smooth strike.

Strike Bell at each "Holy" during the "Sanctus" "Holy" (chime), "Holy" (chime), "Holy" (chime). Also strike bell at each elevation of Eucharistic elements: *The lifting of the Bread (chime) – The lifting of the Cup (chime) – The lifting of both bread and cup (chime).*

1<sup>st</sup> LEM washes hands of the priest

1<sup>st</sup> LEM transports 2<sup>nd</sup> chalice, & 2<sup>nd</sup> paten from credence table to the altar following the Breaking of the bread while priest is communicating to self.

2<sup>nd</sup> LEM places center cushion in front of gate and closes sanctuary gate

2<sup>nd</sup> LEM follows priest into congregation to serve organist and handicapped.

1<sup>st</sup> LEM clears the altar and brings the offering plates, vessels, and linens to the sacristy.

Priest will remove center cushion and open sanctuary gate.

Priest and LEMS bow together in front of altar. Priest recesses down center aisle and LEMS exit toward the sacristy.

LEMS extinguish candles.

### **9:00 service**

- If candles are not lit by 8:50 and no acolyte is present, please light the candles.

- LEMS join altar party in lobby for prayer.

At processional LEMS allow the Crucifer and torch-bearers to be half-way up the aisle before preceding to allow the torchbearers to place torches in stands, bow, and move to seats.

- 1<sup>st</sup> server & 1<sup>st</sup> LEM bow separately at altar and go to seat at credence table.

- If either LEM is in choir, they will be absent from the processional.

- 2<sup>nd</sup> LEM bows together with clergy and sits behind altar (left of celebrant).

- If 2<sup>nd</sup> LEM is in the choir, clergy sit alone.

- 2<sup>nd</sup> LEM be ready to read 1<sup>st</sup> &/or 2<sup>nd</sup> scripture reading if lector(s) not present.

### **During Eucharist:**

- 1<sup>st</sup> LEM rings bell if 1<sup>st</sup> Server is not present (see bell ringing instructions.)

- 1<sup>st</sup> LEM washes hands of the priest when 1<sup>st</sup> server is not present.

- 1<sup>st</sup> LEM transports 2<sup>nd</sup> chalice ( & 2<sup>nd</sup> paten when appropriate) from credence table to the altar following the breaking of the bread while priest is communicating to self.

- 2<sup>nd</sup> LEM places center cushion and closes sanctuary gate

- 1<sup>st</sup> LEM & 1<sup>st</sup> server clears the altar and brings the offering plates, vessels, and linens to the sacristy while priest and 2<sup>nd</sup> LEM is serving handicapped.
- If there is not a 1<sup>st</sup> LEM, the 2<sup>nd</sup> LEM will do all the above duties except clean the altar. - The priest and 1<sup>st</sup> server will clean the altar.
- At recessional: at beginning of hymn: crucifer & torchbearers lead, 1<sup>st</sup> server & 1<sup>st</sup> LEM follow, 2<sup>nd</sup> LEM & clergy follow.
- LEMS return to sacristy and prepare the 11:11 service

### **The 11:11 service**

- During the Prayers, 1<sup>st</sup> LEM will light the candles on the communion rail when in use.
- 1<sup>st</sup> LEM assists fr. Richard in setting the table.

During the Peace place chalice with the corporal (large linen on top of pall) on the altar. Remain at credence table to wash priest's hands. Remain in aisle behind the altar where you will receive bread and wine.

- 2<sup>nd</sup> LEM receives the elements (bread and wine) from Presenters and hands to Fr. Richard.

Receives the offering plates and places them on altar.

Takes a seat near the altar.

- LEMS receive communion behind the altar and then proceed to station at side.
- LEMS help with bring elements to the sacristy.

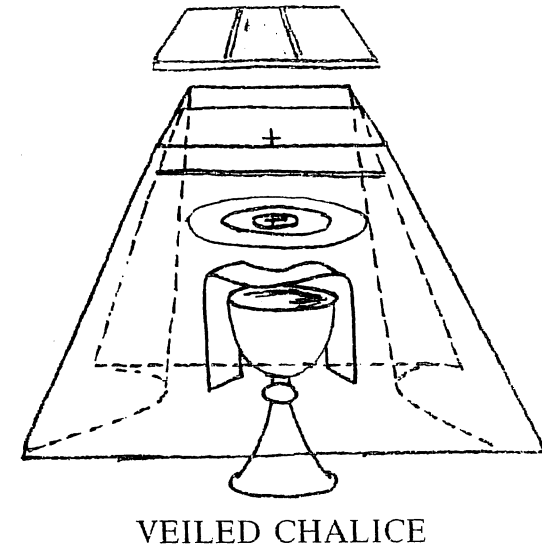
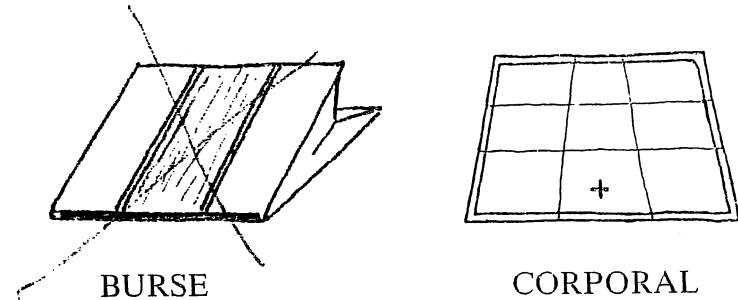
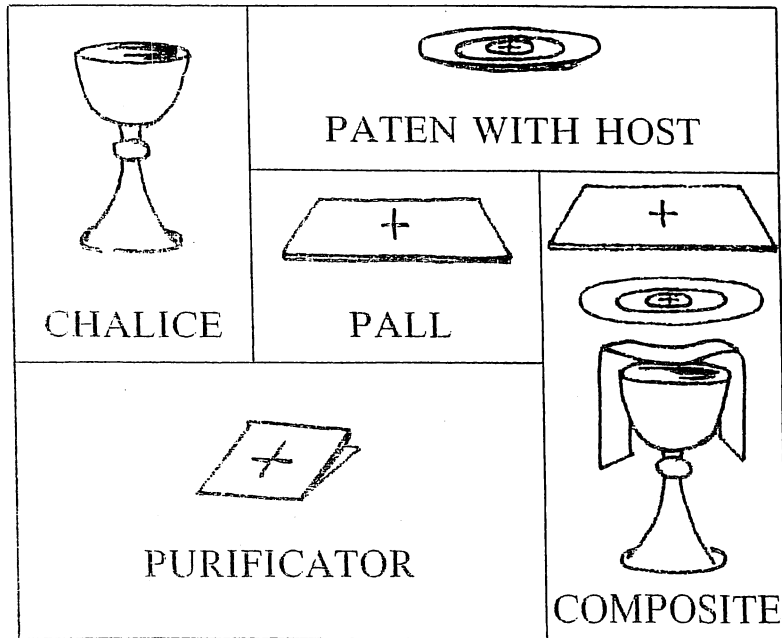
### **After Service:**

- Clean up vessels as instructed above
- Return credence table to hall outside sacristy door
- Clear and Return altar to St. Andrew Window

Chapter 7  
**Before the Eucharist**

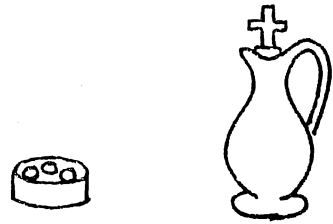
Arrive at least twenty minutes before the service begins. Vest immediately; then ask for any instructions from the celebrant or person in charge. After you are vested, it is a good idea to check the credence.

1. If the gifts are not being presented by members of the congregation, the following should be on the credence:
  - a. Chalice, purificator, paten, bread or host, pall, corporal. If the above are covered with a veil, the burse is placed on top and contains the corporal and an extra purificator. In some places, especially at weekday celebrations, the celebrant will carry these in at the entrance.



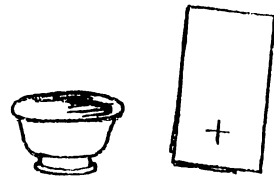
*No Veil*

- b. Bread box with wafers or bread.
- c. A cruet of wine and a cruet of water.



BREAD BOX      CRUET

- d. Lavabo bowl and towel.



LAVABO BOWL  
AND TOWEL

- e. A second chalice and purificator, if needed.
- f. An extra cruet or flagon with wine, if necessary.

- 2. If the gifts are being presented by members of the congregation be sure that the lavabo bowl and towel (and anything else they may not bring up—see above list) are on the credence.

Ten minutes before the service light the candles (*see* Chapter 5). Be ready, quiet, and prepared for the start of the service. If you are carrying a candle, light it; if you are thurifer, make sure your coals are very hot; if you are crucifer, have your cross in hand.

*Loud talking, or anything that might distract the congregation, is always out of order.*

# Distribution of Holy Communion

by Lay Eucharistic Visitors to persons who are ill or homebound

*The Lay Eucharistic Visitor greets the people*

The Peace of the Lord be always with you.

*Response* And also with you.

## Collect of the Day

*Or the following prayer*

Lord, we thank you for the life we share in Jesus Christ. We thank you for the gift of His life shared in this bread and this cup. We share with each other the hospitality that Jesus shared with his disciples who became his friends. In the sharing of this communion we are becoming one of those disciples, one of those friends. We give thanks to you for all things and in all things may we glorify the name of Jesus Christ. *Amen.*

## A Confession of Sin

Most merciful God, we confess that we have sinned against you in thought, word, and deed, by what we have done, and by what we have left undone. We have not loved you with our whole heart; we have not loved our neighbors as ourselves. We are truly sorry and we humbly repent. For the sake of your Son Jesus Christ, have mercy on us and forgive us; that we may delight in your will, and walk in your ways, to the glory of your Name. *Amen.*

*Visitor*

May Almighty God in mercy receive our confession of sorrow and of faith, strengthen us in all goodness, and by the power of the Holy Spirit keep us in eternal life. *Amen.*

## The Lord's Prayer

Our Father, who art in heaven,  
hallowed be thy Name,  
thy kingdom come,  
thy will be done,  
on earth as it is in heaven.  
Give us this day our daily bread.  
And forgive us our trespasses,  
as we forgive those  
who sin against us.  
And lead us not into temptation,  
but deliver us from evil.  
For thine is the kingdom,  
and the power, and the glory,  
for ever and ever. Amen.

Our Father in heaven,  
hallowed be your Name,  
your kingdom come,  
your will be done,  
on earth as it is in heaven.  
Give us today our daily bread.  
Forgive us our sins  
as we forgive those  
who trespass against us.  
Save us from the time of trial,  
and deliver us from evil.  
For the kingdom, the power,  
and the glory are yours,  
now and for ever. Amen.

## Administration of the Holy Communion

*Visitor* The Body of Christ, the Bread of Heaven.  
The Blood of Christ, the Cup of Salvation.

*Response* Amen.

## **What to do if you cannot serve when scheduled:**

1. Provide Niki with dates you are not available to serve.  
These should be in writing and can be e-mailed or put in Niki's box. Please do this the week before the last Sunday of the month, as the schedules are made for the next month on the Monday after the last Sunday. So if you need to be gone some Sunday in January, please make sure your note is in the box by December 26.
2. Call someone from the list to take your place.  
Check the list for someone who attends the same service you do and call them to substitute. Please be sure you actually speak to someone, not just leave a message.
3. If a last minute change is necessary, due to illness or emergency, call the Parish Office at 457-2075 and leave a message, don't just not show up. Substitutes can be found.

# LEMS

Name	Service	Phone	Address
Pierce, Lisa	7:30	452-4672	1438 S. Courtland Av., Kokomo, IN, 46902
Godlove, Geof	9:00	452-4123	2004 Goyer Rd., Kokomo, IN, 46902
Horner, Fred	9:00	883-7356	5431 Sugar Mill Rd., Russiaville, IN, 46979
Ritter, John	9:00	452-2815	3605 Covey Ln., Kokomo, IN, 46901
Wright, Scott	9:00	628-0821	248 N 600 E, Greentown, IN, 46936
Gibson, Roberta	11:11	452-9591	1133 Ruddell Dr., Kokomo, IN, 46901
Record, Carole	11:11	452-8885	809 S. Purdum St., Kokomo, IN, 46901
Lakin, Cheryl	7:30, 11:11	457-3585	528 S. Indiana Av., Kokomo, IN, 46901
Eklem, John	7:30, 9:00	452-0683	918 Bellevue Pl., Kokomo, IN, 46901
Blackledge, Kent	7:30, 9:00 & 11:11	455-2160	814 Maplewood Dr., Kokomo, IN, 46902
<i>mead</i> Kaufman, Diane	7:30, 9:00 & 11:11	457-7084 <i>8853</i>	1406 E. Cadillac Dr., Kokomo, IN, 46902
Kellett, Wendell	7:30, 9:00 & 11:11	883-5711	5116 W 500 S, Russiaville, IN, 46979
Mapes, Jack	7:30, 9:00 & 11:11	452-4460	3009 Tumbleweed Dr., Kokomo, IN, 46901
Miller, Doug	7:30, 9:00 & 11:11	452-6669	1509 W. Taylor St., Kokomo, IN, 46901
Webb, Phil	7:30, 9:00, & 11:11	453-3684	3815 Sugar Ln., Kokomo, IN, 46902

## New: Need to be trained ASAP

Gordon, Marla	9:00	452-9388	1805 N. Purdum St., Kokomo, IN, 46901
Inman, Peter	9:00	864-1563	1505 Tally Ho Ct., Kokomo, IN, 46902
Miller, Vickie	7:30, 9:00, & 11:11	452-6669	1509 W. Taylor St., Kokomo, IN, 46901
Wilson, Marianne	9:00	883-5315	11001 Crestview Blvd., Kokomo, IN, 46901

*Larry*  
Bailey, Larry

7:30

7156 W OONS, Kokomo, 46901