

**Beloved Community of  
Episcopal Church of the Intercession  
and Redeemer Lutheran**

**Server  
8:00 Service**

***Thank you for volunteering to be an Server for our Worship Services.  
Listed below are the responsibilities for this position.***

**30 minutes before the start of the service:**

1. Mark the Lectionary Book and place it on the lectern. Make sure that the Psalm and the Prayers of the People are also on the lectern.
2. Check the credence table<sup>i</sup> to make certain that it has all the elements on it (see picture in sacristy) and the oblations table<sup>ii</sup> to make sure the bread and the wine are there.
3. Mark the Gospel Book and place it on the altar.
4. Check the schedule for lector and intercessor. If you have not seen the person(s), or s/he has not reported to you, by fifteen minutes prior to the service, try to locate the person(s). Be prepared to find a substitute if needed. One person may do both.
5. 10 minutes before the service, make sure the candles are lit and put on your alb (white robe).
6. Pray with Pastor/Mother Jane in the sacristy<sup>iii</sup>.
7. Get the processional cross and head to the back of the church.

**During the Service:**

**\*\*Processional order: you with the cross, the deacon if present, then the pastor**

1. Once the singing begins, begin to process up to altar. Once up front, turn and put the cross in place and take your seat in front row.
2. At the Gospel, move down the center (or chosen aisle) about halfway. Stop and turn and hold out hands to receive the Gospel Book, which you will hold as it is read. Once the Gospel is finished, hand the book to the pastor who will move to the side so you can process back up and then take your seat.
3. After the Peace, join the pastor at the altar.
  - a. Put the Gospel Book on credence table, lower shelf.
  - b. Go to a spot in front of the altar to receive the bread and the wine from the usher. Place the bread and the wine on the altar.
  - c. The pastor will put bread on the paten and give you the bread basket to put on credence table (lower shelf)

- d. Next, get the water cruet (with the top already off) and hand it to the pastor who will put some in the wine and hand it back to you. While the pastor is putting water in the wine, get the lavabo (washing) bowl and put small “towel” over your arm.
  - e. Take the water back from the pastor in your hand that is not holding the bowl. The pastor will come and hold his/her hands over the bowl; pour a small amount of water over his/her hands. Pastor will dry his/her hands with the towel and return the towel over your arm. When done, put bowl, towel and water on credence table.
  - f. As the Eucharistic Prayer begins, stand on the pastor’s right side.
  - g. At Communion, you will have the “common cup” for folks to receive the wine. You and the pastor will receive last.
4. When done, put the purificator over the top of the chalice and place it back on the credence table.
  5. Assist the pastor with clearing the altar and putting things back on the credence table.
  6. At the closing hymn, you will get the cross at the start of the second verse and start to process out. Order is: you with the cross, the deacon if present, then the pastor.

**After the Service: (Wait until after the Dismissal)**

1. Put the remaining elements (leftover bread and wine) back into the sacristy; clear the rest of the credence table. **With the pastor and the altar guild (and anyone else who received communion), consume the elements or pour them into the ground.**
2. Return the Lectionary Book and the Gospel Book to the sacristy bookshelf.
3. Enter Attendance count in the Register of Church Services and sign as the Server.
4. Make sure the candles are out, and THANK YOU!

If you are unable to attend the service for which you are scheduled, please contact the office. Patricia will find a replacement for you.

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<sup>i</sup> Credence table is the small table by the altar that should be set with: bowl and towel (to wash hands), intinction chalice with purificator, small silver container (ciborium) to hold extra bread wafers, clear bowl for stoppers and spoon and extra purificator, extra wine cruet, water cruet.

<sup>ii</sup> Oblations table is the marble table by the entry doors that also holds the bulletins.

<sup>iii</sup> Sacristy is the room where communion items are kept in the northeast corner of the sanctuary.