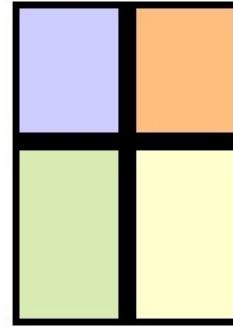


# Temporary Customary

## January 2019



SAINT AIDAN'S  
EPISCOPAL CHURCH

*...where people come together...*

January 16th, 2019

Hello All Liturgical Ministers (Acolyte, User, LEM, etc.),

As you know this is such an exciting time for our church! We have broken ground on our expansion and starting this Sunday (1.20.19) we will be reorganizing our worship space and procedures until we can occupy the new space. Because a temporary wall will be set near where the altar rail has been I have decided to drastically reorient our worship space during this time of transition. This redesign is only for the transition. Our new space and practices will be similar to our previous patterns.

I appreciate your service and dedication to our church and I hope that this time will be a season of discovery and renewal for us all. I also ask for your flexibility during this time. This document lays out a plan, and there is a good chance that we will need to make adjustments. Please feel free to share with me any thoughts or concerns you have as we live together in this arrangement. There is no doubt that improvements can and need to be made with your feedback.

This document is a Temporary Customary for Worship at St. Aidan's. A "Customary" is a document that explains the unique worship procedures or "customs" of worship in a church. This document is designed to articulate the differences between our previous practices and these temporary ones so if you have not served before you will need more training than this document will provide. I have included all of the relevant liturgical ministries in this document. Feel free to skim to the ones you participate in or read the whole thing if you would prefer to see the big picture.

Thank you for your help, support and ministry

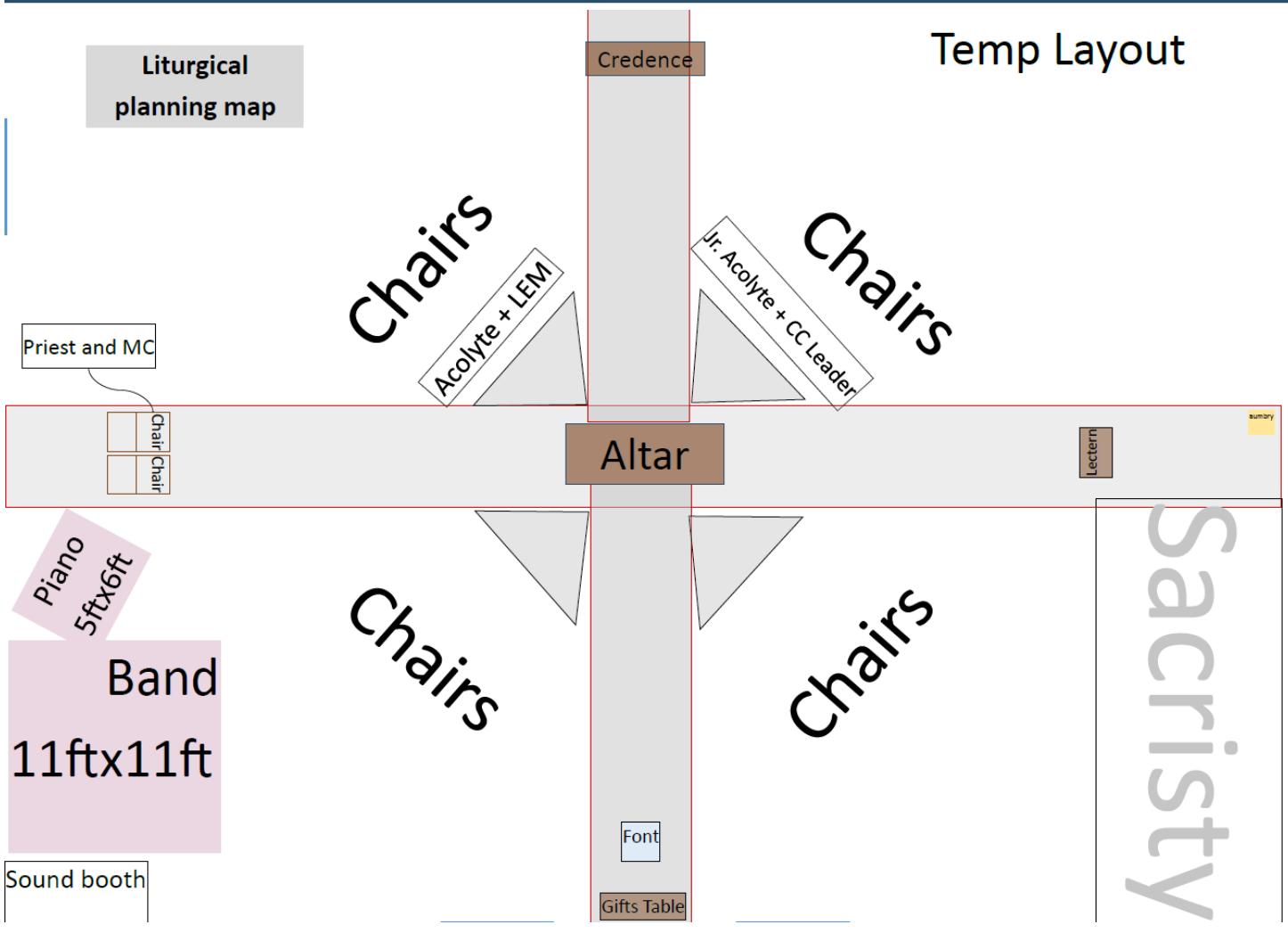
Blessings,

The Rev. Les Carpenter

Rector



# The Big Picture



The layout we are using is a layout for a full round. It actually has ancient roots and is used in many contemporary settings as well. This allows us to be closer and centered on the altar in this time of transition.

## Vestry

Please read the whole document, and make sure you know where a reference copy is on Sundays. Your tasks shouldn't change but you may need to be available for questions, confusion, and troubleshooting.

## Lectors/Readers

For you not much will be changing. Wherever you are seated walk forward down the middle (vertical) isle. Bow to the altar in reverence then proceed via the horizontal isle to the lectern. The lectern will have the readings on it but before the service you should make sure that the correct bulletin is placed there. Make

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sure it is not just the right date, but also the right service. Occasionally we have fewer readings at one service than the other. As always plan to arrive at the service at least 20 min early and check in with the Minister of Ceremonies (MC) for the 10:30 or if you are serving at 8 AM, the priest.

## Sound Booth and PowerPoint

For the sound booth, the mechanics won't change much but the band will be much closer. For the PowerPoint operator, take it easy! There are bulletins for all the services until we are in the new space. This would be a great time to see if the sound person could teach you more about the board etc. When we get to the new space we will have a different system but the fundamentals should be the same. If you already feel confident on the sound board feel free to join the rest of the congregation. Your skills will be needed again when we return to the new space though so keep an eye out.

## Music Team

Same job, different place. Please do continue to come up for communion in the beginning of the distribution. Don't be confused that the rest of the congregation will take communion at a very different time.

## Acolytes, Jr. Acolyte and Children's Chapel

**The vesting room is temporarily located in the children's chapel.** That is where you will meet to get vested and ready. You will still process from the back of the room. Note that your sitting place is different than in the past. You are sitting with the LEMs in the front row of the top left quadrant. Also see that the Priest and the MC are now seated further away. You are always a leader in worship but this new organization makes you all the more

**Crucifer:** The cross will go in its stand near the credence table. There may not be a stand for it in the entry way so the crucifer may have to get it right before service begins. Before the service make sure to light the altar candles and the torches (if present). **There will be no gospel procession during the transition** but remember it because we will return to that practice when we occupy the new space.

**Gospeler:** Process in per normal but place the Gospel Book (Evangelarium) Standing up on the left side of the Altar before you go to your seat. You don't need to participate in the Gospel procession but the priest will move the Gospel book to the lectern so remember that when it is time to process out so you know where to retrieve it.

**Ringing the Bells:** Whoever is responsible for ringing the bells should sit at the seat where they are placed.

**Assisting at the Altar:** This is no different except it is a longer walk. After delivering the bread and wine in the beginning of the offertory. First get any extra communion bread from the credence table and give it to the priest. Then return to the table and get the water, bowl and towel. The priest will want to have the

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water first then when he or she returns it to you be prepared to wash his or her hands. Return those things to the credence table when done.

**Jr. Acolyte:** Process in with the rest of the altar party and go to the seats in the back right quadrant with the children's chapel leader. Lead the procession out the same as normal.

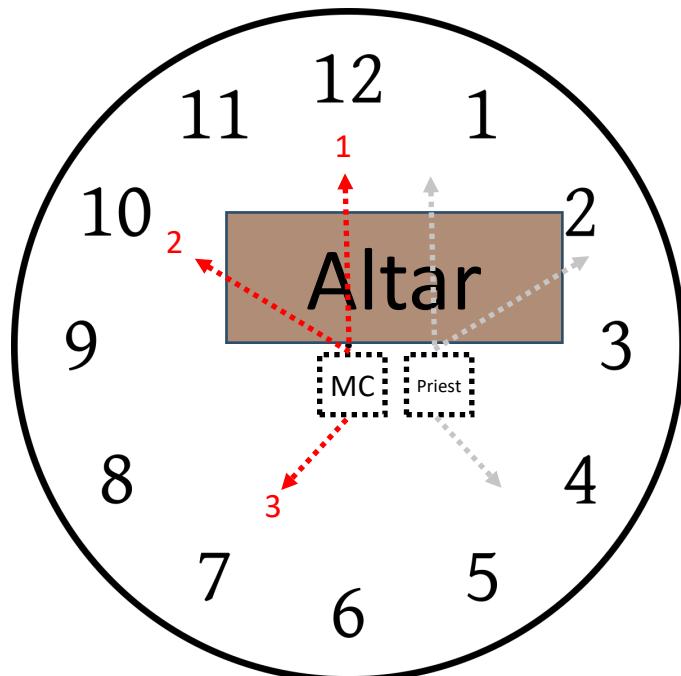
## Lay Eucharistic Ministers

Your role is essentially the same. You will sit with the acolytes in the top left quadrant. When it comes time for you to receive communion, first get the chalice and purification from the credence table and place it on the altar. This saves time after receiving you will administer communion according to the directions in the communion section below.

## Master of Ceremonies (MCs)

Please familiarize yourself with all of the roles you supervise. Note that that prayers of the people will be read from the lectern on the opposite side of the church. Please feel free to find a discrete location to stay following the prayers until the exchange of the peace.

Assisting on the altar is essentially the same for you with one exception. In our previous set up at the presentation of the gifts (the gifts of God for the people of God) you were instructed to hold up the chalice at three different points. If you imagine yourself in a clock those positions where: (12 o'clock) The Gifts of God (11 O'clock) take them in remembrance that Christ died for you, and (10 O'clock) feed on him in your heart by faith with thanksgiving. Now we are on the round so while the flow is the same the position of the chalice is different. So now: (12 O'clock) The Gifts of God (10 O'clock) take them in remembrance that Christ died for you, and (7 O'clock) feed on him in your heart by faith with thanksgiving. Note the Ambry or Tabernacle is now located near the lectern in case you need to retrieve more consecrated elements.



## Ushers

Your role is perhaps most vital in this as you will be encountering the most people who have not been trained in this plan. It is important that you stay warm, friendly, patient and generally supportive of this temporary configuration. Note: all the services now have black and white bulletins, and the color announcements

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should be tucked inside. We won't have access to the projector screens during the interim that is why we are going to bulletins, and overruns for color printing are 10 x more expensive so we are changing all the bulletins to black and white in the interim. When we occupy the new space we intend to go back to our previous arrangement: PowerPoint for 10:30 and color bulletins for 8.

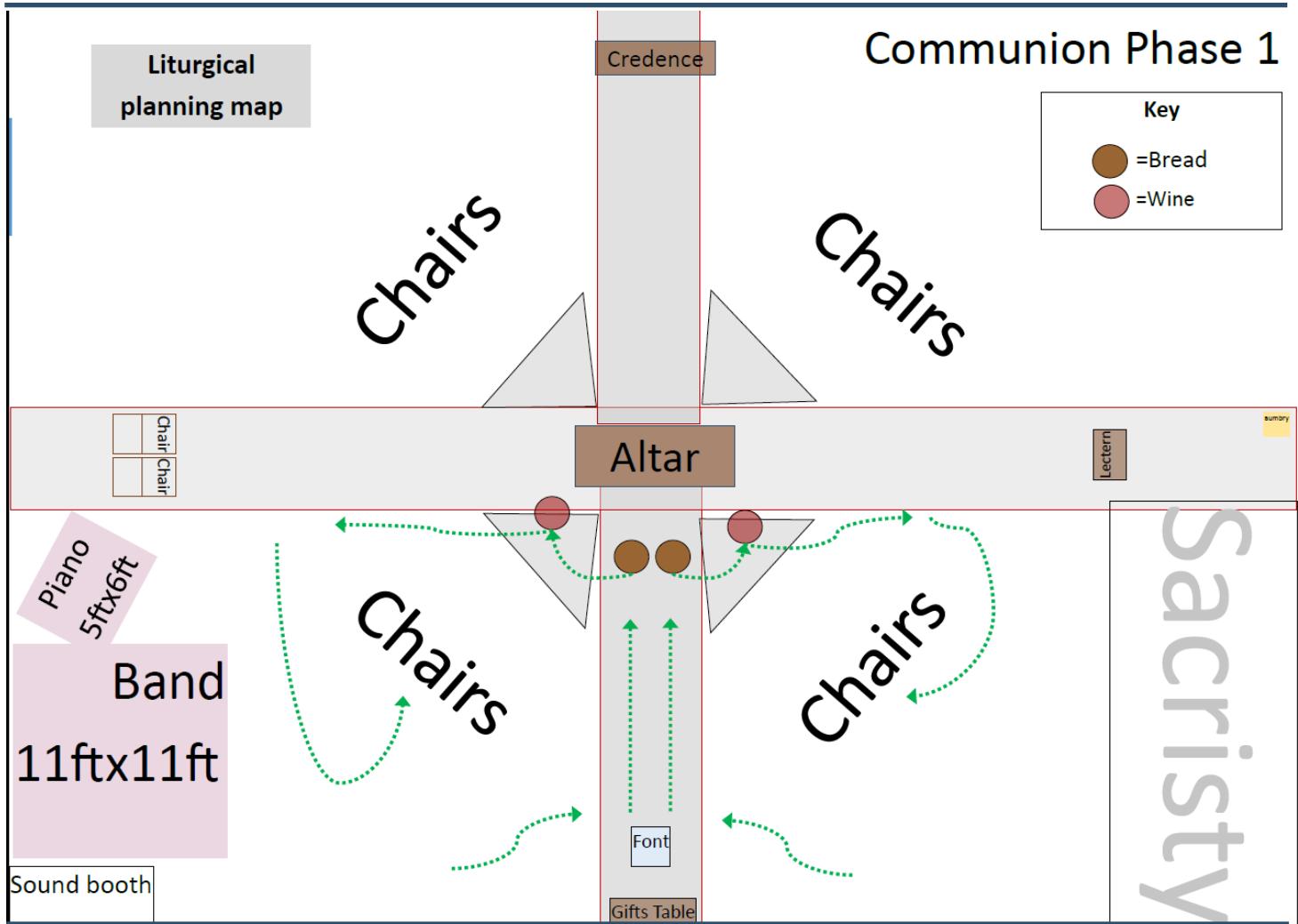
When possible please encourage those already comfortable with St. Aidan's to sit in the top two quadrants. People will naturally fill to as close to the entrance as possible. It is good for us to leave room for newcomers and latecomers.

**Offering:** I recommend one of two options for collecting the offering. Either (1) send one usher to collect from the top two quadrants with an offering box in each hand, and let the other usher do the same thing simultaneously, or (2) have the two ushers collect from the top two quadrants first then the bottom two. You want to do the bottom two last to set your self up for bringing the gifts forward.

As for the distribution of communion follow the directions below.

## Communion

Fitting kneeling into communion is unfortunately impractical for this reduced footprint. So we will be distributing in stations to people who are standing. We will distribute in two phases. Phase 1 will be the



bottom two quadrants of the church then phase 2 will be the top two. In each case the usher should direct people forward in **two** lines down the aisle. The line a person is in should correspond with the quadrant they are from. This is to facilitate their return to their seats. There should be two aisles even if there is only one person giving bread. This way people can break to the chalice in the direction of their seat. The person distributing bread should help direct people to the appropriate chalice and the LEM should help direct people to walk around the back to get back to their seat. This way the ushers can focus on getting folks lined up right.

**Note to 8 AM vestry:** This plan requires two Lay Eucharistic Ministers on the chalice. Most 8 AM services we have only one. We will need more people especially vestry to step into this ministry for the time being. The 2nd Chalice at 8 AM doesn't need to vest and can come forward as we are beginning to distribute. Please help us make sure that this ministry is stocked and moving appropriately in the interim.

**Note to LEMs:** You are accustomed to giving wine to people while they are kneeling things are a little different when you are standing on even ground. Usually we tell people to always hold onto the chalice that only works if you have a height advantage. You may need to hand the chalice over especially if the person you are giving it to is taller. Try to keep your hands as close to the cup as possible, and as a general rule you will need to rely on the person's guidance much more. If you are not standing above the person you cannot for example see when their lips actually touch the wine etc.

