

## **The Lutheran Theological Seminary at Philadelphia Chapel Roles and their Duties 2015-2016**

### **Assisting Minister**

The Assisting Minister (AM) assists the Presiding Minister (PM). As the PM is always different, the duties of the AM will vary slightly from week to week, as well as from service to service. Keeping that in mind, some of the basics are:

**Wednesday (Eucharist)**: the main duty of the AM for this service is to write and lead the Prayers of Intercession (see sacristan for guidelines). There may be other prayers as well (for example, if we are using the ELW that day, you may read the prayer following the offering). Much will depend on the wishes of the presider, thus if you are the assisting minister for any given Wednesday, please come to the Chaplain's Table (12:30 p.m. in Chapel One ) normally on the Thursday 13 days *before* the Wednesday you are assisting. If this is not possible, then contact the presiding minister directly.

The other main duty of the AM at this service is setting the table for communion. The basics of this are as follows (see second page for definition of terms):

During the offertory, you stand at the altar and receive the bread and wine (will be brought to you from the small table by the font), as well as the corporal, missal stand, and one chalice (brought to you from the credence table near the rear door of the nave).

The corporal goes down first, in the center. The breadbasket, wine flagon, and chalice are placed on the corporal. Remove the stopper from the flagon (and leave it off), and the purificator from the chalice; pour the chalice about half full. Set the missal stand to the left or right of the corporal, depending on the preference of the PM. Following the Words of Institution, the remaining three chalices will be brought from the credence table; you or the PM will fill them. Other duties will depend on the individual PM (e.g. hand washing).

Communion distribution: the PM will be on one side of the altar with one breadbasket, and you will be on the other side with the other bread. Four other communion assistants will come forward; two will stand to the left and right of the PM and two to the left and right of the AM. You will distribute the bread by breaking off small parts of it and giving it to the communicant with the words "Body of Christ, given for you" or "Body of Christ, broken for you." The communicant will then step to the left or right to receive the wine. After the assembly, the choir (if they are singing that day) and musicians may receive communion. The AM and the other communion assistants will be communed by the PM either before or after the assembly.

**Thursdays (Service of the Word, Noon Worship, etc.)**: Typically the assisting minister on Thursdays leads the service, except for reading the Gospel and preaching. This includes preparing and leading the prayers of intercession, reading the first reading, and other parts of the liturgy.

**Vesting**: if the presiding minister wears an alb, the assisting minister will as well. We have albs in the closet in the choir room, arranged by size, or you may bring your own if you prefer.

**Other**: when you are assisting, please arrive for the service 20-30 minutes ahead of time (or as soon as your class schedule allows). Please see the sacristan well in advance if you have any questions whatsoever about your duties or how to do something. Above all, do not be anxious: we want assisting in chapel to be a positive learning experience for everyone.

**Evening Worship (Mondays and Tuesday)**: There is typically a single leader on Monday, when we will be using a rotation of services appropriate for evenings. Sometimes the service requires the leader to chant/sing, so check with the sacristans or Chaplain before signing up for the particular requirements. Tuesday evenings are student designed and led, so what you will do as leader is up to you!

### **Lector**

The lector will read the lessons for the day, generally from the Hebrew Scriptures and/or the Epistles (usually but not always, the Gospel lesson will be read by the PM). Sometimes, depending on the preference and abilities of the lector, he or she will sing or lead reading of the psalm. In most cases, the lesson(s) will be marked in the large NRSV bible on the ambo. A ribbon will mark the page, and colored tabs will mark the beginning and end of the pericope. The reader will begin by saying (for example) “A lesson from Isaiah” or “The Gospel According to Luke,” and conclude with (for example) “The Word of the Lord,” (or “The Gospel of the Lord”). Also in regular use: “Holy Wisdom, Holy Words” or “Word of God, Word of Life.” If you are not sure which is preferred, check with the PM.

For any speaking role, speak loudly, clearly, slowly, and double-check to make sure the microphone is on.

### **Ushers**

Generally two: one will stand at each main entrance, and give out the hymnal(s) and/or prayer book being used of that day, as well as the bulletin. After the worship, gather up and replace all books in the cart, and gather the used and unused bulletins. About these: Wednesday Eucharist bulletins are prepared for that service only and are to be recycled after the service (in the blue bin at each door); bulletins for Service of the Word, Noon Worship and Vespers are to be kept and re-used (give to sacristan once collected).

The usher who is at the front door of the chapel will also be responsible for ringing the chapel bell; see instructions posted there for details (at 10 minutes prior to start of service, at start of service, and during the Lord’s Prayer).

### **Other Chapel Roles**

Crucifer — leads opening and gospel procession with cross. See PM/sacristan for specifics

Thurifer — incense bearer.

### **Definitions**

Bobèche: a usually crystal collar on a candle used to catch drippings

Corporal (from Latin *corpus*, meaning body): a square white linen cloth upon which the communion elements are placed. It is placed on the altar first.

Chalice: the cup. One is placed on the corporal when the table is set, the remainder are brought forward later.

Missal stand: the heavy gold-colored bookstand.

Flagon: large glass flask with stopper that contains the wine or grape juice

Purificator: a square cloth, folded and draped over the chalice, then used to wipe the chalice after use.