

MC'S GUIDE FOR THE SUNDAY MORNING FAMILY EUCHARIST

This is intended to remind you of important duties, rather than a complete guide. Always show appropriate reverence to the aumbry, host and altars.

Recent Changes

- Purification now takes place at the high altar, rather than in the sacrament chapel

Preparation

- 1) Assist in setting everything up (if required).
- 2) Don your alb (the white robe).
- 3) Check for special arrangements with the clergy. Certain services such as parade services involve small changes to the proceedings.
- 4) Make sure the blue "collects", "order of service" and red "banns & marriages (notices)" books are by your seat on the altar platform.

Entrance Procession

Join in the servers' prayer with the choir and other servers (just say the "Amen" at the end if you forget the words). Join in the entrance procession. You should be just after the choir and before the acolytes. Go straight to your seat after bowing to the altar.

After the First Hymn

Hold the service book for the president, standing to one side if possible. Have the collects book to hand, open at the appropriate page. You can follow the service in the service book, so you will know when it is time to swap to the collects book. Return to your seat for the readings.

The Gospel Procession (Second Hymn)

Join the gospel procession after the acolytes. You do not need to take anything with you. When the crucifer stops, you need to move so that you are just in front of him or her and turn to face the front. The acolytes should be standing either side of you and slightly in front. Hold the gospel book for the priest. After the reading, the priest will take the book from you. Stand to one side to let the crucifer pass you, and follow the procession after the acolytes and sit down. The priest will put the gospel book on the altar. Sit, paying rapt attention to the sermon.

After the Sermon

Hold the altar book for the president as before. Return to your seat for the intercessions.

After the Intercessions

At "Merciful Father..." (the end of the intercessions), hold the altar book for the president as before. After the peace has been announced and people start shaking hands, perform the following:

- Move the small lectern on the nave altar to the left-hand (south) side of the altar, and turn it to face where the clergy will be standing during the preparation.
- Replace the gospel book on the small lectern with the service book.
- Place the gospel book on the large lectern at the front of the altar platform.
- Share the peace with people, and be ready to assist the clergy set up the altar
- Stand by the credence table, and hand the dressed chalice to the priest, followed by the other chalices.
- Pass the elements from the members of the offertory procession to the priest. Do not put anything on the altar unless asked to do so.

- Take the collection dishes from the sidespeople and turn towards the president for blessing. Pass the collections to the acolytes.
- Go to the credence table. Remove anything placed on the corner of the altar nearest you and place it on the credence table. The acolytes will normally perform this, but sometimes forget.
- Put the lavabo towel over your left sleeve. Take the bowl and water. Hold the bowl under the president's fingers and pour a little water over them. Bow to the president.
- Return the bowl, water and lavabo towel to the credence table. Return to your seat, bowing as you pass behind the altar.

Communion

Receive standing in front of your seat. Remain standing until the communion is well under way, and sit at the same time as the other servers.

After Communion

Collect the paten and corporal (if it hasn't already been taken) and follow everyone to the high altar. Place the paten on the corporal on the altar there. Place the folded corporal from the nave altar with the ciborium lids carried by the crucifer. Stand to the right-hand-side of the altar and genuflect when the clergy do. Return with the clergy and gather the order of service and collect books. Hold them for the president (collects book first) for the post-communion prayer etc. After this (at "please sit down for the notices"), get the banns book and pass it to the president. Sit down.

Blessing

After the notices, hold the service book for the president for the last time. Return to your seat for the last hymn.

Recessional Procession

Join in the procession after the choir and before the acolytes. Turn and bow to the nave altar with everyone else. When you reach the vestry, a brief prayer is said. The responses are "and also with you" and "thanks be to god". Now you can finally relax, and give yourself a pat on the back.

Clearing up

Please help to put everything away, as with everyone helping we can have everything tidied up easily in time to join everyone else for coffee.

The MC is responsible for ensuring that the sacristy and safes are not left unlocked and unattended. It needn't be you that does it - merely that you ensure that *somebody* does it. Hence if you are not the last out, please make sure that there is a clear understanding with whoever remains that they should lock up.

That's it. Well done, and thank you for your contribution!