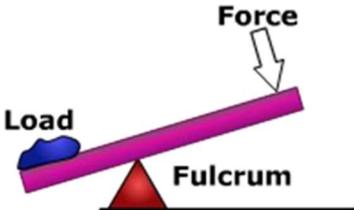


## Lay Ministers Meeting

### Agenda

1. Robes
    - Everyone should have his or her own robe and launder it regularly.
    - Put your name on a nametag and hang it on the hanger.
    - Identify robes for people who are no longer serving and reassign.
    - If there is no robe, have Margaret order you one.
  2. Dress code
    - Wear dark shoes when serving.
    - Do not wear brightly colored clothing under your robe.
    - Long pants are preferable.
  3. How to serve from the common cup
    - Present the common cup to the receiver holding the bowl of the cup as though your hands are a fulcrum.
    - Allow the receiver to tip the cup to receive the desired amount of wine.
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4. How to close the altar – that is when finishing Holy Communion, we cover certain things up. Each pastor will do this differently. Simply follow the pastor's lead.
  5. When to Bow – discuss the areas of the chancel and sanctuary.
    - There are three areas in the church.
    - The Nave is where the people sit.
    - The chancel is where the lectern and pulpit are.
    - The Sanctuary is just the area around the altar (we often use synecdoche to call the whole area the sanctuary but technically it is only the area right around the altar.
    - Bow to the altar when entering the chancel. Stop and bow again when stepping up into the sanctuary. When leaving the chancel and sanctuary area, bow once at the base of the chancel steps.
  6. Wiping the common cup
    - Wipe the cup after each use.
    - Turn the cup after each wipe.
    - At the conclusion of a setting wipe the entire rim.
  7. Baptismal water – sign of the cross
    - I encourage all members to touch the water in the baptismal font and make the sign of the cross before receiving Holy Communion

8. Be prepared to read either one or both of the lessons
  - We never know who might be absent
  
9. What to do if there is only one lay minister
  - Read both lessons
  - At Holy Communion follow the pastor with the individual cup.
  - While he moves on to the next table, come back around with the common cup.
  
10. When serving the elderly, be cautious.
  - Some have tremors. Be slow and patient when serving the cup.
  - Some have difficulty getting the little cups out of the tray. Be prepared to take one out and hand it to them.
  
11. When the last of the congregants have come forward you may be asked to go into the congregation.
  - Pastor will tell you whether he needs common cup, individual or both.
  - Follow him out and stay with him until he heads back (there may be multiple people who need to be served).