

YORK CHAPEL
1987 - 1988

INSTRUCTIONS FOR PRESIDING MINISTERS (LITURGISTS)

1. Remember to arrive no later than 9:50 a.m. (for a 10:00 service) so that you can put on an alb and a cincture. All the leaders of worship should enter York Chapel and be seated a couple of minutes before 10:00 a.m. Whether or not persons are still arriving, chapel services must begin promptly at 10:00 a.m.
2. As presiding minister or liturgist, one of your primary functions is to set the mood for worship. While there are liturgical seasons which lend themselves to a more somber note, for the most part worship is meant to be joyous and celebrative. Communicate your own joy by being at ease, smiling, looking confidently into the faces of the worshippers, speaking confidently, etc.
3. Familiarize yourself with the order of worship so that you feel comfortable with it. Remember to speak confidently, firmly, distinctly and with some volume; do not mumble or speak softly.
4. The congregation should always stand for the call to worship; you may need to gesture to signify this, or give a verbal signal. Other elements of a worship service during which the congregation should stand include the doxology, the affirmation of faith, the Gloria Patri, the opening and closing hymns, the Great Thanksgiving (communion days), and the benediction. Standing is optional for other worship elements.
5. You may be asked or expected to prepare a prayer of thanksgiving, or prayer of thanksgiving and intercession, or a pastoral prayer. Because Tuesday and Wednesday services are restricted to 30 minutes and Thursday services to 40 minutes, this prayer must be limited to 2-3 minutes. Experience guides us to recommend that when you use biddings (i.e., inviting congregational participation), the congregation should only be invited to mention specific names of persons who know physical, spiritual, or emotional distress. Members of the congregation need not conclude their naming by any phrase such as "Lord, in your mercy."
6. On Thursdays the prayer of intercession is to include the individual names of religious bodies active in a particular region of the world as noted in the prayer cycle of the World Council of Churches. The appropriate weekly list can be obtained from Raegan May or Paula.
7. The policy of York Chapel is to utilize inclusive language in terms of human beings and to foster a variety of names or images of God that represent both the masculine and feminine "sides" of God. Strictly avoid using any male pronoun form for God.
8. IMPORTANT - watch the time of the service. If the service seems to be running long (and it is 10:25 or after), you should indicate to the congregation that only the first and last verses of the closing hymn will be sung.

INSTRUCTIONS FOR READERS

1. Remember to arrive no later than 9:50 a.m. (for a 10:00 service) so that you can put on an alb and a cincture. All the leaders of worship should enter York Chapel and be seated a couple of minutes before 10:00 a.m. Whether or not persons are still arriving, chapel services must begin promptly at 10:00 a.m.

2. Your primary function is to read the appointed lectionary texts (usually two, but sometimes just one or sometimes three). When possible, please consult several different translations or versions, including the Inclusive Language Lectionary. You may decide not to read from the Inclusive Language Lectionary, but if not, still be sensitive to the need for inclusive language in regard to references to humans and incorporate this inclusiveness into your reading. We recommend not using the King James Version, since the English of this version is archaic to modern ears.
3. Some religious traditions stand for the gospel reading. If this practice is your tradition or you like it, please indicate to the congregation to stand. It is not required, however, to stand for the gospel lesson.
4. When reading, speak firmly and distinctly, and louder than a normal speaking voice (project!). You do not want to shout, but you do want to be clearly heard and understood by the members of the congregation. Try to be familiar enough with the lessons so that you can look up periodically into the faces of congregational members as you read. Feel free to hold your Bible at a comfortable reading level (it does not need to remain on the lectern), but do not bury your head in the Bible because your words will be muffled.

INSTRUCTIONS FOR COMMUNION ASSISTANTS

1. Remember to arrive no later than 9:50 a.m. (for a 10:00 service) in the sacristy (or closet) of York Chapel. It is at this time that you will be assigned either the distribution of bread or cup and your serving station. Unless otherwise indicated, you do not need to wear a robe and you may take your seat any place in the congregation.
2. After the conclusion of the Great Thanksgiving, the Lord's Prayer, and the breaking of the bread, you should come forward to take a place behind the celebrant. After you have received communion, you will be given your element by the celebrant (you may need to whisper either "bread" or "cup" to the celebrant); after all persons have received their elements, then take your serving position.
3. Persons distributing the bread may say, "The body of Christ given/broken for you." Persons distributing the cup may say, "The blood of Christ given/shed for you." If you know the person's name, feel free to include it with the words of distribution. Position yourself for the distribution so that persons reach the bread first and then the cup. Persons holding the bread should cradle it in the napkin so that crumbs do not unnecessarily fall to the floor. Persons sharing the cup should hold the napkin under the cup and extended toward the communicant, so that the grape juice/wine does not drip on the floor; these persons should also wipe the chalice with the napkin after a communicant drinks from it.
4. After all persons in your section have taken communion, the persons distributing the bread should check the floor in your area to see if any bread crumbs have fallen; if so, please pick them up. Then, take your elements back to the table and place them on the table (or hand them to the celebrant if he/she is there) and take your seats once again.

Thanks to all persons who assist with worship services this academic year.

THE WORSHIP COMMITTEE
Paula E. Gilbert, Minister
to York Chapel