

# ST. MARGARET'S IN-THE-PINES

ANGLICAN CHURCH

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4130 Lawrence Avenue East, Scarborough, ON M1E 2R8

Telephone: (416) 284-4121, Fax: (416) 284-5633

stmargaret@bellnet.ca

www.stmargarets-in-the-pines.ca



# A GUIDE FOR SERVERS 2012

## PARISH PURPOSE

Our mission is to be a united and renewed Christian community  
where each member is respected  
and all are encouraged to lovingly share their gifts,  
both with one another and with the larger world in which we serve.  
The community centres itself on Biblical teaching, prayer and the ministry of healing.  
It stresses lay involvement, the family and open communication.

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## **BEING A SERVER AT ST. MARGARET'S**

Thank you for volunteering to be a Server at St. Margaret's. Your ministry is very important in helping all of the people in our church who come to worship God.

Group training sessions will be held approximately twice a year, however, if you have any questions or feel you need a refresher course before the next scheduled training session, please feel free to speak to me. I would be happy to meet with you.

This book would never be able to replace hands-on practice but it will make a wonderful resource to help clarify something you may have forgotten. It is, however, important to keep in mind that sometimes things change and this book may quickly become out-of-date. If you have any doubts about the information in this book, please contact me.

If you cannot be here for a Sunday you are scheduled, please call one of the other servers to arrange to trade Sundays and let me know.

Thank you, once again, for joining the serving ministry team. Don't forget that I am here if you need any assistance at all.

A good resource (other than this book 😊) is the book Servers and Services: Instructions for Serving Anglican Liturgies by Greig S. Dunn. I have a copy of this book. If you'd like to take a look at it, just let me know.

We want to make the experience of serving an enjoyable and a meaningful one for you. If you have questions about any aspect of serving, please speak with me.

Many Blessings,

Father Jim

## **A SERVER'S PRAYER**

God of grace and glory,  
I thank you for the gift of this day,  
and for the privilege of worshipping you.  
Help me to be a good server,  
to lead your people to worship you in spirit and in truth,  
that I with them might rejoice always in your love.  
I ask this in the name of Jesus Christ, your Son, our Lord.  
Amen.

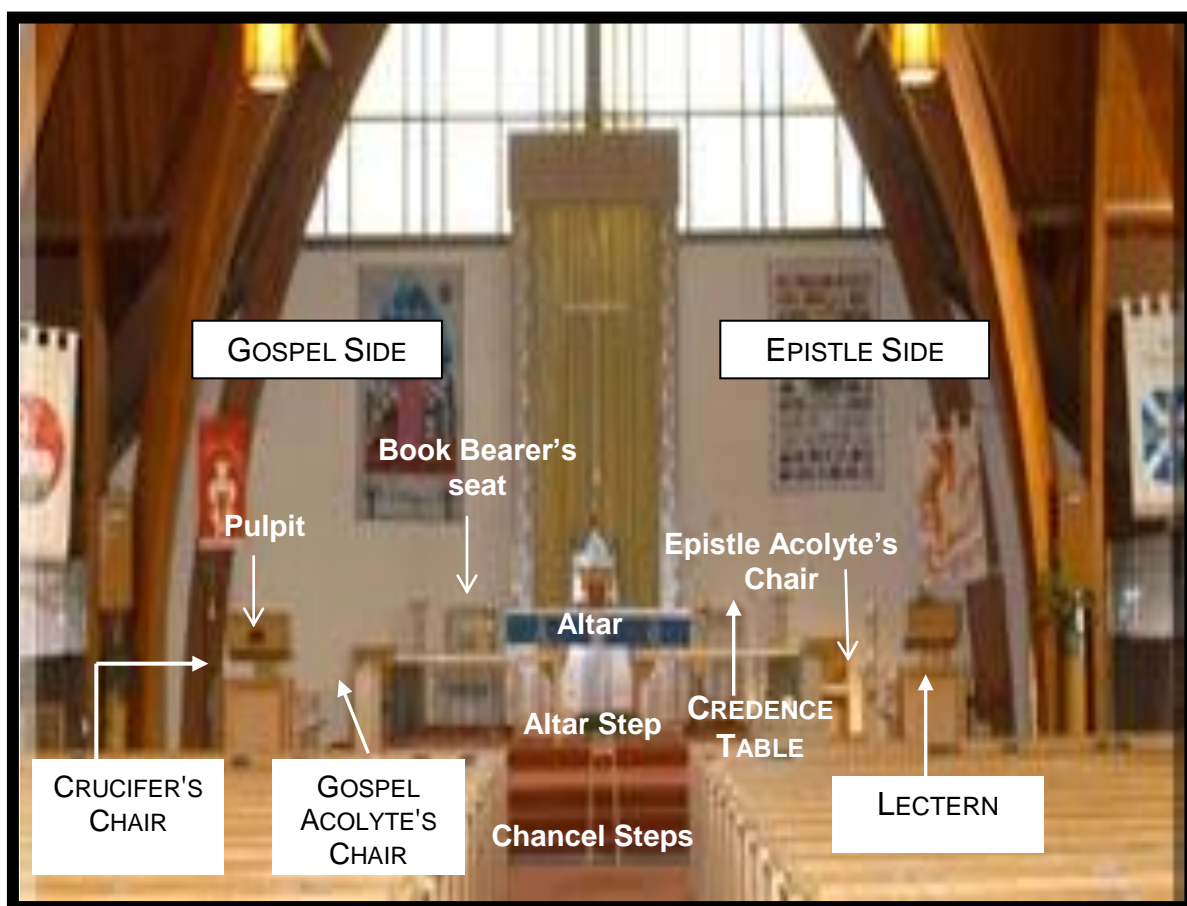
## **SPECIAL SERVICES**

There are many special services during the church year when there might be changes or additions to your normal duties during the service. Back to Church Sunday, Black Heritage Sunday, Palm Sunday, the first Sunday in Lent, Maundy Thursday, Good Friday, Easter Vigil and Easter Sunday are some of these. The clergy and/or Head Server will help you to practice these and will let you know ahead of time when you need to be at church early to practice.

## THE WORSHIP SPACE

The focal points of our worship are:

1. The *font* which reminds us of our baptism when we were made members of the Church family and washed clean from our sin.
2. The *lectern* and/or pulpit from which God's word is read and preached. "Word" refers to the Bible as the written word of God and also to Jesus who is God's living word.
3. The *altar* which is where the Eucharist is celebrated.



Narthex:	Entrance area
Nave:	where the congregation sits
Chancel:	choir area
Sanctuary:	altar area
Sacristy:	room beside where the choir sits. The place where the communion vessels are maintained and stored.
Gospel Side:	facing the altar, the left side of the church is called the gospel side. The candle on the left side of the altar is called the gospel candle.
Epistle Side:	facing the altar, the right side of the church is called the epistle side. The candle on the right side of the altar is called the epistle candle.

### LITURGICAL COLOURS

Each of the seasons of the Christian year is marked by a specific colour:

White:	Festivals of our Lord, e.g. Christmas, Epiphany, Maundy Thursday, Easter, Ascension and Transfiguration. Also for All Saints' Day, Trinity Sunday and some saints days
Red:	Pentecost, martyred saints, Palm Sunday, (Maundy Thursday)
Purple:	Lent
Green:	During the weeks following Epiphany and Pentecost (Normal time)
Blue:	Advent

### **WHAT IS A SERVER?**

- ◆ A server is a servant of God who assists in serving the family meal, i.e. the Eucharist.
- ◆ A server serves the people of God by representing all members of the congregation gathered together to share in the Eucharist.
- ◆ A server serves the Priest by assisting at the altar.
- ◆ It is a special honour to be called to serve at the altar and there are certain responsibilities attached to this honour. A server is a Christian whose sincerity, humility and dependability fit him or her to serve at the altar of God.

### **WHAT DO SERVERS DO?**

The main duties of the server consist of assisting the clergy at the Holy Eucharist and other services of worship. They should perform their duties with reverence, skill and concerned commitment, and be an example for others in the congregation. They will be faithful in their attendance at worship.

Details of the servers' duties are found on pages 5 to 8 of this manual.

### **SERVER MINISTRY POSITIONS:**

While there are other people who assist in our worship services, the positions that are a part of this "Server Ministry" group are:

- |                   |   |
|-------------------|---|
| Crucifer:         | Carries the Cross at specified times in the worship service.                          |
| Acolytes:         | Carries the candles (pavement candles/torches). The word "acolyte" means "assistant". |
| Book Bearer:      | The person who carries the Gospel Book at specified times in the worship service.     |
| Communion Server: | Assists the clergy with the preparation of the altar at the time of the Eucharist.    |

**WHEN YOU'RE THE CRUCIFER:**

1. Arrive at the church by 9:45 a.m. Put your robe and belt on.
2. At 9:50 a.m. take the cross to the back of the church to meet the choir and the clergy. Please be careful about low doorways!
3. Enter the church when Fr. Jim tells you to do so and stop at the third pew from the back to wait for the beginning of the first verse of the hymn. When the congregation begins to sing, lead the choir and ministers into the Sanctuary by walking up the middle aisle. When you get to the front, walk up the chancel steps and briefly pause **before the altar step**, then turn left and walk down the steps to the left of the altar and place the cross in its holder, making sure to secure it. Take a seat in the chair nearest to the cross.
4. Please pay attention to what is going on. Don't giggle, fidget or move around. You are here to worship God and God deserves the best service you can give. You also don't want to be a distraction to others who are worshipping that morning.
5. Before the Gospel, sing the hymn or listen to the anthem. It is important to watch the Clergy. When the clergy nods to you, take the cross, move to the centre in front of **the chancel steps** and face the altar. Wait for the Other acolytes to pick up their candles and begin walking towards you. Once the acolytes have started walking towards you (if there are no acolytes, wait for the clergy to pick-up the Gospel book and acknowledge the altar. Once the clergyperson begins to turn around), you turn as well and then proceed down the aisle. Walk to the warden's wands, stop and turn to face the clergy. When she/he raises the book at the end of the Gospel (and says/sings, "The Gospel of Christ"), raise the cross at the same time. The clergy (and book bearer) will move to the side. You lead the group back to the altar. Walk to just in front of the **altar step**, briefly pause, then take the cross to its holder and return to your seat.
6. Kneel during the confession and absolution.
7. At Communion time, walk slowly to the altar and stand facing the clergy. You can sit after everyone at the chancel has received. Please don't stare at people during communion and if there is a hymn please sing.
8. During the last hymn, watch the Priest. When he/she nods, you get the cross. Walk up the side stairs with the cross and stand just in the centre of the chancel area (in front of the **altar step**) far enough away from the altar step so that the acolytes can stand behind you. Continue to face the altar until the acolytes begin to step down the altar step. Turn and face the congregation. Wait for the choir to get closer (if you can't see the choir, glance at the Priest and he/she will nod). You then proceed down the aisle leading the choir and ministers out of the sanctuary.
9. Please stop just inside the door (centred), turn and face the congregation and wait for the dismissal & response ("Go in peace to love and serve the Lord"... "Thanks be to God").
10. When the postlude (music after the service) begins, proceed up the side aisle and take the cross back to its place. Hang up your robe and belt in the closet.

CRUCIFER'S NOTES:

- Please hold the cross so that it is straight up and down and if possible above the heads of the congregation members.
- You are carrying a symbol of Christ and therefore you do not reverence the altar by bowing. A slight pause is all that is required.
- You always go first. The acolytes, servers and ministers ALWAYS follow the Cross.

**WHEN YOU ARE THE BOOK BEARER:**

1. Arrive at the church by 9:45 a.m. Put your robe and belt on.
2. At 9:50 a.m. take the Gospel Book to the back of the church to meet the choir and the clergy.
3. During the Processional Hymn you follow behind the choir and the communion server, in front of the clergy. When you get to the front, walk up the chancel steps and up the altar step (do not bow), place the Gospel Book on the centre of the altar. Then go to your seat behind the altar on the left.
4. Please pay attention to what is going on. Don't giggle, fidget or move around. You are here to worship God and God deserves the best service you can give. You also don't want to be a distraction to others who are worshipping that morning.
  5. Before the Gospel, sing the hymn. Once the Crucifer moves, and the acolytes get their candles, walk to the front of the altar and pick up the Gospel Book and follow the cross and acolytes down the centre aisle.
  6. Walk just behind the acolytes to half way down the aisle (almost at wardens' wands). Stop in front of the acolytes and turn around to face the altar, lowering the book to chest level. The Priest will take the book, open it and place it in your hands. Stand as still as you can so that the book doesn't shake. At the end of the Gospel, the Priest will raise the book and say, "The Gospel of Christ". The congregation will answer "Praise to you, Lord Jesus Christ". The Priest will close the book and hand it back to you. You then stand off to the side (the organ side of the aisle), the Priest will stand across from you. The Crucifer and acolytes will walk toward the front. You follow them and the Priest will follow you. Briefly pause at the base of the altar step and then step up the altar step, walk around the left of the altar and return to your seat (with the book).
  7. Kneel or sit during the confession and absolution.
  8. At Communion time, approach the altar with the lay administrators (chalice bearers) to receive communion. You can sit after everyone at the chancel has received. Please don't stare at people during communion and if there is a hymn please sing.
  9. During the last hymn, watch the Crucifer. When he/she and the acolytes move, you then follow the acolytes with the Gospel Book in hand. Walk to the middle of the altar, step down the altar step, turn and reverence the altar with a slight pause. Then turn around and follow the choir and communion server down the aisle.
  10. Please stop at the back of the church facing forward and wait for the dismissal ("Go in peace to love and serve the Lord"... "Thanks be to God").
12. When the postlude (music after the service) begins, take the Gospel Book back to its place on the altar. Hang up your robe and belt in the closet.

BOOK BEARER'S NOTES:

- Please hold the Gospel Book elevated during the Processional Hymn and during the part of the Gospel hymn before the Gospel. After the Gospel and during the Recessional hymn, the book can be carried at chest level.
- You are carrying a symbol and therefore you do not reverence the altar by bowing. A slight pause is all that is required.
- When holding the Gospel book while the Gospel is being read, it is helpful to lock your arms into your body for added support. The Gospel Book can get heavy if the Gospel is long!

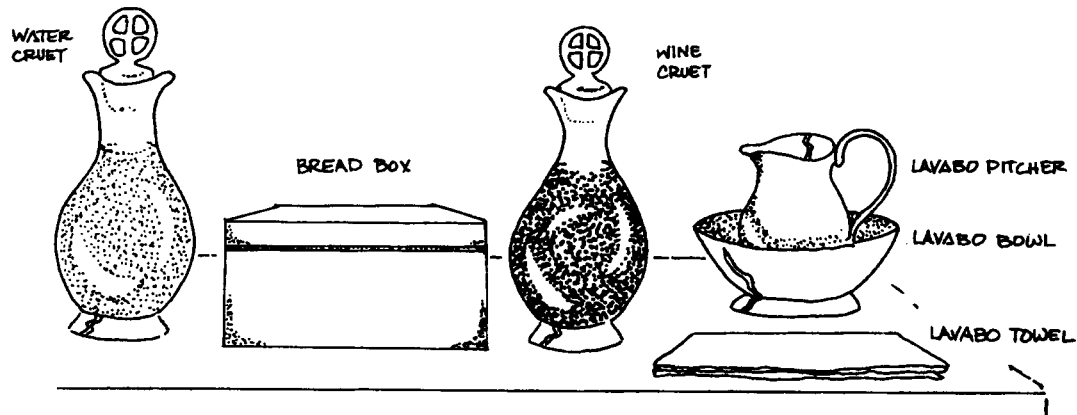
### WHEN YOU'RE THE COMMUNION SERVER

1. Be at the church by 9:45 a.m. Put your robe, belt and cross on.
2. At 9:50 a.m. light the candles on the altar. Make sure to light the "Gospel" candle last (the one closest to the choir pews). Also there may be times when you will need to light the paschal candle\* or advent wreath candle(s). You will be told in advance about these times.
3. Meet the choir and the other ministers at the back of the church at 9:55 a.m.
4. During the processional hymn, follow the crucifer and acolytes. When you reach the front of the church, move to the front of the altar, bow and take your seat (the chair on the righthand side of the chancel beside the Priest).
5. Please pay attention to what is going on. Don't giggle, fidget or move around. You are here to worship God and God deserves the best service you can give. You also don't want to be a distraction to others who are worshipping that morning.
6. Before the Gospel, sing the hymn or listen to the anthem. If there is no Book Bearer, you will need to carry the Gospel Book and hold it for the Priest. Once the Crucifer has begun to move, you acknowledge the altar by bowing, and then pick up the Gospel Book that is lying on the altar. Turn around and follow the Crucifer down the aisle. Walk almost to the warden's wands and stand between the Crucifer and the Priest, facing the Priest. If there are acolytes, they should be standing on either side of the aisle, on either side of you. Hold the book at the level that the Priest wants it. At the end of the Gospel, the Priest will elevate the book, the people will respond "Praise to you, Lord Jesus Christ" and the Priest will close the book and hand it back to you. You need to step to the side (organ side) and let the Crucifer and candles pass by. You then follow them to the front. When you are returning to the front, hold the Gospel book at chest level with the cross facing forward and place it on the altar before returning to your seat.
7. Kneel during the confession and absolution.
8. When the offertory hymn begins, move to the credence table. Have the hand sanitizer bottle in your hand and squirt a bit into the clergys' hands. The Priest or Sub-Deacon will begin to set the table. You need to go stand at the top of the chancel steps and receive the wine and bread from the greeters (they bring it from the back of the church). If extra bread is needed, give the Priest the breadbox from the credence table. Remove the stoppers from the cruets. Hold the wine in your right hand and the water in your left hand and take them to the altar. Hand the Priest the wine, then put the water in your right hand. Take the wine in your left hand and hand the Priest the water. Take the wine in your right hand, and the water in your left hand. Put the cruets back on the credence table and replace the stoppers. The Priest may want to put water in all the wine and may hold on to the cruet that has water in it and return it to you a few minutes later.
9. You then need to take the lavabo towel and place it on your left arm. Take the lavabo in your left hand and the water in your right hand. Pour some water over

- the fingers of the Priest who will then take the towel, dry their hands and then place the towel back over your left arm. He/she will bow when they are done.
10. Stand at the altar with the clergy during the Eucharistic prayer.
  11. After receiving communion with the clergy at the altar, pass the extra chalice and ciborium (if there is one) to the Priest. Take the bread and wine out of the aumbry and take them over to the altar.
  12. During communion, please stand behind the altar and be ready to give the clergy/lay ministers extra bread or wine as needed.
  13. Once communion has been administered, be ready to take the leftover blessed bread and wine from the Priest when communion is over. Place these in the aumbry.
  14. During the last hymn, watch the Crucifer. When the Crucifer starts to move, the acolytes should also move. You do not leave with the Crucifer and acolytes but leave just before the clergy (after the choir). You will walk down the aisle after the last choir member. Don't worry about being right behind the last choir member...there can be a little space. If there is no Book Bearer, please take the Gospel Book with you and hold it at chest height.
  15. Stand at the back of the church in the centre of the aisle, in front of the Crucifer and acolytes but behind the Priest who will give the dismissal.
  16. When the postlude (music after the service) begins, return to the front of the sanctuary, place the Gospel Book on the altar if you have it and extinguish any candles that may still be lit (don't forget the paschal candle). Go and hang up your robe in the servers' room.

**NAMES OF THE COMMUNION VESSELS**

- Chalice: the cup in which wine is administered
- Paten: the plate on which bread or wafers are placed to be consecrated and administered
- Ciborium: cup-like container to hold communion wafers
- Bread Box: holds communion wafers
- Cruets: small pitchers that hold the wine and water
- Lavabo Basin and Pitcher: used to rinse hands after the table has been set and before the Eucharistic prayer. It is always the celebrant who has this done for him/her.
- Ewer: the large pitcher that holds water for baptism



## FESTIVALS

For special services, including Back to Church Sunday, Thanksgiving, Christmas Eve, Black History Service, Palm Sunday, Easter and Pentecost, the Server may carry a St. Margaret's banner.

1. Take the banner to the back of the church when you go. The banner follows the choir but goes ahead of the clergy (except for some services with processions; the Clergy or Head Server will direct you).
2. When you reach the front of the sanctuary, pause and then take the banner to its stand. **WATCH OUT FOR A FONT OR CANDLES AT THE TOP OF THE STAIRS.** Ensure the banner is securely in its holder and is facing the congregation and take your seat.
3. Your duties during the gospel and communion are the same as above.
4. At the closing hymn, when the Crucifer and acolytes move, you go to the banner stand. Remove it from its stand and wait to the side for the choir to go by then follow them to the back of the church. (Note: On Palm Sunday, the banner is not a part of the recessional, since the celebration of the palm procession is over and we have now heard the story of Jesus' death).
5. Once the organ starts to play the postlude following the end of the service, return the banner to its stand, go to the servers' room and hang up your robe.

## NOTES:

1. The Paschal candle is lit at Baptisms and between Easter and Pentecost.

**WHEN YOU ARE THE GOSPEL ACOLYTE**

1. Be at the church by 9:45 a.m. Put your robe, belt and cross on.
2. Take the candle and meet the choir and the other ministers at the back of the church at 9:55 a.m.
3. During the processional hymn, walk just behind the Crucifer on his/her left-hand side. When you reach the front of the church, just in front of the **altar** stair, briefly pause with the other Acolyte (do not bow), step up the altar step and walk to the left side of the altar and place the candle in its holder. Then take your seat (the chair on the left-hand side of the chancel nearest the Crucifer).
4. Please pay attention to what is going on. Don't giggle, fidget or move around. You are here to worship God and God deserves the best service you can give. You also don't want to be a distraction to others who are worshipping that morning.
5. Before the Gospel, sing the hymn or listen to the anthem. Once the Crucifer moves, pick up your candle, walk together towards the front of the altar, step down the altar stair and then proceed down the aisle following the Crucifer.
6. Walk just behind the Crucifer to half way down the aisle (almost at wardens' wands). Turn and face inward, standing as close to the pew as you can (because the Server is going to have to stand between you and the Epistle Acolyte) and nearer the Priest than the Crucifer. At the end of the Gospel, the Priest and Server will stand to the side so that the Crucifer followed by you and the other acolyte can lead them to the front. Briefly pause at the base of the altar steps and then step up the altar step, walk around the left of the altar and place the candle back in its holder.
7. Kneel or sit during the confession and absolution.
8. At Communion time, approach the altar with the lay administrators (chalice bearers) to receive communion. You can sit after everyone at the chancel has received. Please don't stare at people during communion and if there is a hymn please sing.
9. During the last hymn, watch the Crucifer. When he/she begins to move, you get the candle. Be sure to watch the Epistle Acolyte so you are in sync with each other. Walk to the middle of the altar, step down the altar step and follow the Crucifer down the aisle.
10. Please stop just outside the door, in front of the Crucifer, facing forward and wait for the dismissal ("Go in peace to love and serve the Lord"..."Thanks be to God").
12. When the postlude (music after the service) begins, take the candle back to its place down the side aisle. Hang up your robe and belt in the closet.

NOTES:

- You are carrying a symbol (light) and therefore you do not reverence the altar by bowing. A slight pause is all that is required.
- You also don't want to singe your eyebrows or hair 😊.

### WHEN YOU ARE THE EPISTLE ACOLYTE

1. Be at the church by 9:45 a.m. Put your robe, belt and cross on.
2. Take the candle and meet the choir and the other ministers at the back of the church at 9:55 a.m.
3. During the processional hymn, walk just behind the Crucifer on his/her righthand side. When you reach the front of the church, just in front of the **altar** stair, briefly pause with the other Acolyte (do not bow), step up the altar step and walk to the right side of the altar and place the candle in its holder. Then take your seat (the chair on the righthand side of the chancel).
4. Please pay attention to what is going on. Don't giggle, fidget or move around. You are here to worship God and God deserves the best service you can give. You also don't want to be a distraction to others who are worshipping that morning.
5. Before the Gospel, sing the hymn or listen to the anthem. Once the Crucifer moves, pick up your candle, walk together towards the front of the altar, step down the altar stair and then proceed down the aisle following the Crucifer.
6. Walk just behind the Crucifer to half way down the aisle (almost at wardens' wands). Turn and face inward, standing as close to the pew as you can (because the Server is going to have to stand between you and the Gospel Acolyte) and nearer the Priest than the Crucifer. At the end of the Gospel, the Priest and Server will stand to the side so that the Crucifer followed by you and the other acolyte can lead them to the front. Briefly pause at the base of the altar steps and then step up the altar step, walk around to the right of the altar and place the candle back in its holder.
7. Kneel or sit during the confession and absolution.
8. At Communion time, approach the altar with the lay administrators (chalice bearers) to receive communion. You can sit after everyone at the chancel has received. Please don't stare at people during communion and if there is a hymn please sing.
9. During the last hymn, watch the Crucifer. When he/she begins to move, you get the candle. Be sure to watch the Gospel Acolyte so you are in sync with each other. Walk to the middle of the altar, step down the altar step and follow the Crucifer down the aisle.
10. Please stop just outside the door, in front of the Crucifer, facing forward and wait for the dismissal ("Go in peace to love and serve the Lord"... "Thanks be to God").
12. When the postlude (music after the service) begins, take the candle back to its place down the side aisle. Hang up your robe and belt in the closet.

### NOTES:

1. If you forget to snuff the candles at the beginning of the hymn, please leave them until after the service because the chancel party cannot wait.
2. If there are only three servers available at the service, you may have to be prepared to fill the Communion Server role as well. If you are unfamiliar with this

position, you may want to switch with the Gospel Acolyte or Crucifer (assuming they have been trained on communion serving). If you do end up filling the role of Communion Server (without having been trained), just take direction from the Priest or the person setting the altar. He/she will guide you through what you need to do.

3. You are carrying a symbol (light) and therefore you do not reverence the altar by bowing. A slight pause is all that is required.
4. You also don't want to singe your eyebrows or hair 😊.

**GLOSSARY**

ABLUTIONS	The cleaning of the vessels used during communion. This is done by the Priest.
AISLE	A passage between rows of pews
ALB	The white or off-white robe worn by servers and priests for Eucharist
ALTAR	The Holy Table, the Communion Table
AUMBRY	A wall safe or cupboard that holds blessed bread and wine, as well as ashes and holy oils
BURSE	A flat pocket-like container, covered with the colour for the liturgical season
CHALICE	The cup used during communion
CHASUBLE	The cape sometimes worn by the presiding priest, in the liturgical colour for the season
CINCTURE	The rope belt
CLERGY	Ordained people, priests, bishops and deacons
COLLECT	The opening prayer, offered by the presiding priest, which collects all the themes for the day into one prayer
CRUET	A glass vessel that contains the wine and water for use in Eucharist
DEACON	The assistant minister whose liturgical roles are to read the gospel, set the altar for Eucharist and dismiss the people
EUCCHARIST	From the Greek word for "thanksgiving", this is another word for communion
FONT	The basin on a pedestal at which baptisms are celebrated
GOSPEL	A reading from the life of Jesus
LECTERN	The stand from which Bible readings and prayers take place; also called an ambo
LITURGICAL COLOUR	The colour of the Church Year or seasons
LITURGY	From the Greek word for "work of the people", means any public worship
NARTHEX	The section of the church between the entrance and the main seating section, called the nave
PASCHAL CANDLE	"Paschal" is another word for Easter. The paschal candle is new every Easter, and is blessed at the Easter Vigil. It is lit during the Easter Season, for baptisms and for funerals
PATEN	The plate on which the bread is placed
PROCESSION	Any formal movement of a group of people from one place to another; at St. Margaret's, besides the procession at the beginning and end of the service, we also have processions around the church for special services; these are led by the crucifer
PULPIT	The place where a sermon is preached
PURIFICATOR	The napkin-like cloth used to wipe the chalice during communion
SACRISTY	The room that stores liturgical items used in a church

## GLOSSARY

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SERVER	Those who assist the presiding priest during the celebration of the Eucharist; also called acolytes
STOLE	The coloured scarf-like thing worn by priests around the neck
SUB-DEACON	The person who assists the priest by turning pages, acts as a chalice bearer and reads and leads the prayers if necessary