

Customary for Eucharistic Visitors *Episcopal Church of the Transfiguration*

Needing a Substitute

If you find, ahead of time, that you cannot serve on your assigned Sunday, please find a substitute/make a switch from the EV roster. When you know who will be subbing for you, please e-mail Deacon Ginny Kivel (gkivel@transfiguration.net) and Rebecca Gingles (rgingles@transfiguration.net) before 5:00 p.m. on Monday of the week you're serving. If it is Sunday morning, please call the team leader for that day to say you can't be there.

Quarterly schedule

An e-mail will be sent out by whoever is doing the quarterly schedule prior to making up the next schedule so you will have an opportunity to let him/her know of any upcoming scheduling conflicts for the next three months. This is especially important for those who wear several hats and might be scheduled to be a lector, MC, EM or acolyte.

Preparation

If you are scheduled to serve the coming weekend

- Begin praying for all members of the parish in pastoral care on the Monday before you serve
- Review the Lectionary readings appointed for Sunday

Team Leader

If you are assigned as Team Leader for the week, arrive by 8:30 am and check the EV Master Binder. Quickly scan the pastoral care notes to see if there are any special instructions. Using the Master List and the phone in the Clergy Vestry or the Altar Guild Sacristy, call those on the list to confirm visits for the morning. Assign visits, by geographical area, to the rest of the team.

Mark the Master list:

- Put a check by those wishing to receive communion. ✓
- Put a question mark by those you are unable to contact in person. ?
- Cross through folks who choose NOT to receive communion. X
- Last minute changes will be added only to the Master List and will need to be added to spreadsheet for the person assigned to visit that person.
- Ensure that the name of the assigned EV appears next to each person they will visit

Rest of the Team

Arrive by 8:40, and check in by signing your name at the bottom of the Master List. If you arrive later than 8:40, please enter the Sacristy through the exterior door and not through the door from the church.

Find out assigned parishioners from the Team leader. In the front pocket you'll find envelopes with status notes on individuals who receive pastoral care and your copy of the Excel spreadsheet. Open one of the envelopes assigned for the day and review the status notes. Do not leave these pastoral care notes open and on the counter, as they are confidential.

Mark those you are visiting on your Excel sheet.

During the 9:00 Service

EVs frequently sit in the North Transept during the service for ease of access. After you have received Communion, enter the Sacristy using the stairs behind the Altar and wait in the Sacristy hallway until communion is completed. Please stay out of the way of the Eucharistic Ministers.

Communion Kits are prepared by the Altar Guild, and are placed on the Altar by the Emcee before the end of the Communion.

During the Post-Communion Prayer, the EVs should move up the stairs to the right (south) side of the Altar, and line up facing the Altar. The Celebrant will lead the congregation in a short commissioning rite, during which the Deacon will distribute the kits to each EV. Hold the kit by its base and not by the handle on the lid.

After the Dismissal, turn and join the procession ahead of the clergy, behind the acolytes and EMs. Process in pairs. Process out into the Narthex, then proceed to the North Transept entry doors along with the EMS, Acolytes and Crucifer, and return to the Sacristy. Please do not re-enter the Sacristy until the closing hymn is finished.

After the Service

The Team Leader will call back individuals who could not be reached earlier. If not completed before the service, the Team Leader will then assign visits for each EV using the maps in the EV Binder to determine the locations of the visits for the day. Try to allocate the number of visits equally and in reasonable proximity to one another. Please note, individuals of one gender can only visit individuals of the same gender unless the communicant is in a group home or hospital or has a caretaker or family member present.

Once assignments are agreed upon, each EV should check his/her Communion Kit, which should contain:

- Pyx containing at least ten wafers
- Cruet containing wine
- Chalice (cup) for the wine
- Paten (plate) which covers the chalice and is the plate for the wafers
- Corporal which is the “tablecloth” on which the feast is prepared
- Two or more purificators which are the “napkins” for the feast

If any of the items are missing, please ask a member of the Altar Guild to provide them.

Collect sets of the bulletin and notices and any extra handouts for each communicant you will visit. Remember to take enough copies for every visit. If you do not have your own set of the Communion Service liturgy, please take three copies from inside the EV Binder along with the relevant maps for your assigned communicants.

There is a map in the “Maps” section of the notebook for each parishioner to be visited. Please take the map if you want to use it but be sure to return it to the notebook.

The service itself is at the end of this section.

During the Visit

If you serve a communicant from the Chalice, it is important to wash out the chalice before it is used again. After Communion, ask to use the kitchen sink or whatever sink is available. Run water into the chalice, drink the water, then wash out the Chalice with soap and water. Dry it thoroughly.

After the Visit

Return to the Sacristy with Communion Kit and unused materials. On the Master List in the EV Binder write down the number of persons present and communicated at each visit you made.

Go to the Clergy Sacristy and find the wall phone. On a card above the phone you will find a card with instructions for leaving a message for the clergy. Follow the instructions and leave a message briefly describing your visits for the day. Be sure to hit the # key at the end of the call so it will get sent. Let clergy know if communicants had any particular concerns or requests or their appearance or behavior differed from the information provided in the notes for the day.

After completing your call, return to the sacristy to clean your kit.

- The corporal and purificators should be rinsed in the piscina and hung out for further laundering by the Altar Guild.
- The remaining wine in the cruet may be poured into the piscina. Warm, hot water is then poured into the cruet, emptied into the piscina, and the cruet may then be washed and rinsed in the regular sink. A paper towel should then be threaded into the cruet to absorb any remaining water.
- Consume the remaining wafers. The pyx (top and bottom) and paten should then be rinsed over the piscina, then dry with a paper towel.
- Place all parts of your kit on a paper towel in front of the open kit to indicate it has been cleaned.

If you have comments or questions please speak with Deacon Liz and thanks for your service!

The Administration of Holy Communion by Eucharistic Visitors of Episcopal Church of the Transfiguration

The Eucharistic Visitor may be accompanied by others from the congregation. Family members and friends are invited to share this service and the Holy Communion. Please request respectful silence as the EV prepares the elements.

The Greeting

Minister The peace of the Lord be always with you.

People And also with you.

Minister Let us pray.

*The Minister prays the **Collect of the Day**, found the day's service bulletin.*

*The **Psalm** may be recited by the Minister or together with the People.*

*The **Gospel of the Day** is read and introduced with the words – “A reading from the Gospel of _____”.*

***Comments** on the scripture may be offered. This may be a description of the sermon from the 9:00 a.m. service, or some other reflection.*

***Suitable Prayers** should then be offered, including for the specific needs of the People. At the conclusion of the prayers, the Minister prays,*

Almighty Father, whose dear Son, on the night before he suffered, instituted the Sacrament of his Body and Blood: Mercifully grant that we may receive it thankfully in remembrance of Jesus Christ our Lord, who in these holy mysteries gives us a pledge of eternal life; and who lives and reigns for ever and ever. Amen.

*The **Confession of Sin** normally follows.*

Minister Let us confess our sins against God and our neighbor.

Most merciful God, we confess that we have sinned against you in thought, word, and deed, by what we have done, and by what we have left undone. We have not loved you with our whole heart; we have not loved our neighbors as ourselves. We are truly sorry and we humbly repent. For the sake of your Son Jesus Christ, have mercy on us and forgive us; that we may delight in your will, and walk in your ways, to the glory of your Name. Amen.

Minister The Almighty and merciful Lord grant us absolution and remission of all our sins, true repentance, amendment of life, and the grace and consolation of his Holy Spirit. **Amen.**

Let us pray in the words our Savior Christ has taught us, saying

Our Father, who art in heaven, hallowed be thy Name, thy kingdom come, they will be done, on earth as it is in heaven, give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory for ever and ever. Amen.

Administration of the Holy Communion

Minister The Gifts of God for the People of God. Take them in remembrance that Christ died for you, and feed on him in your hearts by faith, with thanksgiving.

The Sacrament is administered with the following or other words

The body of Christ, the bread of heaven. **Amen.**

The blood of Christ, the cup of salvation. **Amen.**

Following communion, the the Minister and People say together,

Gracious Father, we give you praise and thanks for this Holy Communion of the Body and Blood of your beloved Son Jesus Christ, the pledge of our redemption; and we pray that it may bring us forgiveness of our sins, strength in our weakness, and everlasting salvation; through Jesus Christ our Lord. Amen.

The Minister then prays,

O gracious God, whose Christ stretched out arms of love upon the hardwood of the cross to embrace all the peoples of the earth: We give you thanks for feeding {N.} with the Sacrament of the precious Body and Blood, which is the sign and instrument of our common life, and also for enriching our parish family by his/her sharing with us the food of our pilgrimage, the foretaste of that heavenly banquet of which we shall partake with all your saints; through Jesus Christ our Lord. **Amen.**

Minister Let us bless the Lord.

People Thanks be to God.