

Duties of the Chalice Administrator

The ministry of the Chalice Administrator is a special ministry within the life of the church. It is what we call an “extraordinary ministry”. What this means is that you need to be licensed by the bishop and invited by your Rector in order to perform this ministry.

This is not a ministry that you just do. It is a ministry to which you have been called out from the community of faith to do. It is very important that you see yourself as a “*minister*”.

Know too, that you are appreciated. Your ministry is a great help to the priest and it is also a wonderful ministry of service in this community of faith.

What follows is a number of guidelines which should assist you in your ministering role. It is my hope that we will be updating these from time to time, as needed. Please keep this in a prominent place at your home for easy reference.

1. Before the Eucharist begins:
 - a. Make sure that the appointed lesson readers are present. Always be alert and prepared to read either lesson just in case the appointed reader forgets.
 - b. One of the C.A.’s will lead the Psalm at each service. To avoid confusion, always mark the Psalm in your Prayer Book prior to the service.
 - c. The Prayers of the People will normally be led by someone from the congregation. However, in the event that this leader forgets, you should always be prepared to step in and lead the Prayers when necessary.
 - d. The person reading the Psalm will sit on the left side of the tabernacle and the person leading the dismissal will sit to the right of the priest.
 - e. Make sure that the candles are lit, spotlights are on, and acolytes are ready and accounted for.
2. At the Entrance:
 - a. Process immediately in front of the Celebrant.
 - b. You will genuflect or bow along side of the Celebrant inside of the sanctuary just in front of the altar.
3. Where to sit and stand:
 - a. For the “*Liturgy of the Word*”: Please sit in the wooden chairs on each side of the tabernacle.
 - b. At the “*Offertory*”: Please stand in the Sanctuary (red carpet area) just a few feet behind and to each side of the Celebrant. Please receive the Sacrament standing in this same area.
 - c. If the Celebrant joins the choir for the Offertory hymn, one of the C.A.s will assist the Celebrant by setting the altar. If you have questions about setting the altar ask another C.A. or talk with the priest.

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4. The Exchange of Peace:
 - a. Go out into the congregation with the Celebrant to exchange the Peace.
5. Use the Words of Administration which are appropriate to the Rite which is being used:
 - a. For RITE I: “The blood of our Lord Jesus Christ which was shed for thee, preserve thy body and soul unto everlasting life. Drink this in remembrance that Christ’s blood was shed for thee and be thankful”.
 - b. For RITE II: “The blood of Christ, the Cup of Salvation”.
6. Wipe the chalice with the purificator (white linen) after **each** administration and rotate the chalice. Do not administer the wine to children (or adults) who have their arms crossed over their chests. If you have any doubt about whether someone wants to receive the Sacrament, ask them, or the child’s parent or even the child. Always stay at least two people behind the Priest which is administering the bread.
7. Some people will prefer to receive by intinction. In these cases, be prepared to dip the communion wafer into your chalice and administer it on the person’s tongue. In many cases, the person may prefer to do this by themselves. In such cases, just extend the chalice so they can easily dip the wafer into the chalice on their own.
8. Following the final blessing by the Celebrant, all will process out to the main doors; there one of the C.A.’s will give the dismissal in a loud and clear voice.
9. If there are no torch bearers the C.A. are responsible for extinguishing the altar candles. After reaching the doors following the processional out, together walk to the front of the altar and approach the altar. Bow and go to either side of the altar to the lecterns to get a taper. Return to the front of the altar and extinguish the candles going from the outside in. Wait till both C.A s have finished, take a step back and bow. Turn and leave the altar carrying the tapers with you.
10. Be at the church at least 20 minutes before the service begins.
11. **C.A.’s will be responsible for getting their own replacement when there is a scheduling conflict.** When this happens, please inform the church office and make sure the name of the newly scheduled person is written in on the schedules in the main hallway and in the sacristy.
12. C.A.’s are expected to attend church regularly and to exemplify Christian servant hood and leadership in the congregation.

Revised from a November 1993 document by Rev. Douglas Johnson
Ed Champa, Senior Warden
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