

Before: Arrival 9:45 or sooner

Vest in white cassock and cincture
Check that the wine, water, hand sanitizer is in place; wine right; water left.
Light the altar candles and torches: right (epistle) side first, left (gospel) side second. (if the Paschal Candle is out – Eastertide, baptisms – it is lit first.)
Prayer with priest.

During

Process from the back, preceding the priest, wait before the first step for the priest to stand to your left, reverence the altar <u>with</u> the priest, move to your pre-determined seat. Remain standing.
After the collect of the day, remain standing until the priest is at his/her seat; sit simultaneously with the priest.
During the Offertory: the priest will bring the chalice stack to the altar; the LEM will remove the stoppers and bring the wine and water cruets to the priest, (wine -right hand; water -left hand) and wait until the priest will receive them. Stand at the end of the altar, let the priest come to you. Offer the wine first (transfer water to right hand / receive empty wine cruet in left hand; transfer wine cruet to right hand / receive water cruet in left hand.) Return cruets to their place; replace the stoppers, bring the hand sanitizer to the priest for the ablution; dispense a small amount onto the priest's hand; return the hand sanitizer to its place. Stand by the Sanctus bells, facing the altar. If the priest bows after returning the water cruet, or the hand sanitizer, return the bow.
At the elevation of the host, and the chalice, and at the great AMEN, ring the Sanctus bells three times – not too loudly.
When the priest goes to give communion to the congregation, return to your seat. Remain alert. If the priest runs out of wafers, be ready to retrieve the ciborium from the aumbry; return the empty ciborium to the credence table. (Check out the key lock on the aumbry beforehand – it sticks and can be hard to open.)
After communion has been given, return to the altar with the priest; receive the chalice stack from the priest and return it to the credence table. Place left over consecrated wafers in the ciborium in the aumbry. Return to your seat, remain standing.
After the dismissal, when the priest moves, meet the priest before the altar, reverence the altar with the priest. Turn and depart, preceding the priest (and guest preacher – if there is one). At the postlude, retrieve the taper and snuff the candles: left (gospel) side first, right (epistle) side second. (If the Paschal candle is lit, it is snuffed last).