



**RUBRICS FOR UTILIZING AN ORDER FOR THE ADMINISTRATION  
OF COMMUNION UNDER SPECIAL CIRCUMSTANCES  
THE EPISCOPAL DIOCESE OF THE CENTRAL GULF COAST**

**November 2023**

**I. GENERAL**

This document is meant to serve as a rubric for churches in the Diocese of the Central Gulf Coast that seek to utilize An Order for the Administration of Communion Under Special Circumstances [OAC]. This rubric is to be used in conjunction with the Rationale found as [Appendix A] and the actual liturgy approved for use in this diocese, found as [Appendix B]. Before utilizing this liturgy, the lay and clergy leadership shall read, mark, and inwardly digest all three documents, submit a plan to the bishop for approval that describes the following details of how this particular liturgy will be used:

**II. PLAN FOR USE [to be submitted to the Bishop's Office for Approval]**

Electronic form provided here:

[ADMINISTRATION OF COMMUNION UNDER SPECIAL CIRCUMSTANCES](#)

1. Describe the way the OAC shall be used. Is this a one-time occurrence? Or is it for use when local clergy are on vacation or unable to serve? Or is it to be employed as an ongoing facet of the congregation's regular Sunday worship?

Illumination: If the last option, this liturgy is never intended to be used as the sole liturgy for every Sunday. Nor shall it be used for a majority of Sundays per month. It shall be used in conjunction with Morning Prayer, and The Holy Eucharist celebrated by a priest. If the service is intended for ongoing use, annual approval by the Bishop shall be requested.

2. The name and contact information of the licensed Lay Worship Leader who will officiate at the service.

Illumination: Only those who have completed the diocesan Lay Worship Leader's class and are licensed by the Bishop may serve as the Officiant at this service.

3. Those using OAC shall submit the name of the Celebrant and location from where the consecrated elements to be used were first consecrated.

Illumination: The elements shall be consecrated by an ordained priest during a public celebration of The Holy Eucharist at a church in the Diocese of the Central Gulf Coast.

### **III. OBTAINING AND SECURING THE CONSECRATED ELEMENTS**

The Lay Worship Leader shall attend the service when the elements are consecrated. Once consecrated, the elements shall be transported and stored with the care and reverence due their sacramental state. They shall be kept in vessels appropriate for carrying sacred elements. Many congregations have small portable communion sets that may be employed. The elements shall be transported to the church where they will be distributed in a timely manner. In no way shall elements be left in a car or kept in a place other than the church. Once at the church, the elements shall be stored in the aumbry or tabernacle. A candle shall be lit to signify the presence of consecrated elements in the church. If there is no aumbry or tabernacle, the elements shall be kept on the retable or credence table near the altar. They shall be covered with simple white linen cloth. A candle may be lit and set near the elements if the atmosphere is safe and conducive to a reverent designation such as this.

### **III. TIMING FOR THE ADMINISTRATION OF CONSECRATED ELEMENTS**

The intent of this liturgy is for the consecrated elements to be administered during a public service with minimal time between the consecration and distribution, and a maximum of seven calendar days between the two.

### **IV. RECORDS**

All worship services in an Episcopal Church are recorded in the “Register of Church Services,” a red book usually kept in the sacristy of the church, or a nearby office. When this service is used, it shall be recorded into the register by the Lay Worship Leader. Under the column of the title of service, it shall be recorded as “Communion Under Special Circumstances”.

### **V. ACKNOWLEDGMENT AT THE CONSECRATING CHURCH**

To foster our unity in ministry as a diocese, a public [written and oral] notice shall be made at the church where the elements are consecrated with these words or similar words indicating our unity and hospitality: “As a part of today’s service we send forth consecrated bread and wine to be administered at [name of church and location]. We who are many, are one body, because we all share one bread, one cup.” The oral notice shall be made prior to the beginning of the Eucharistic Prayer.