

Worship Assistants Summary

Thank you for doing worship together! In an attempt to keep the Sanctuary a quiet place for prayer or meditation before worship, we will be keeping the entrance doors closed as soon as anyone arrives for worship.

Acolyte

- Lights the candles during the prelude.
 - Bow towards the cross when approaching the Altar, light candles on both sides of the altar.
 - Light the Christ candle if: it is the Easter Season, there is a baptism, there is a funeral.
 - Bow towards the cross as you leave the altar and put the lighter on the hook behind the assistant's chairs.
- Assist with the offering by retrieving the offering plates and distributing them to the Ushers. Then, once offering is complete, carrying the offering forward to the Assisting minister.
- Once the choir starts to process down the aisle, the Acolyte retrieves the candle lighter/snuffer and lights it from one of the candles, then extinguishes the candles. Process down the aisle and put the lighter/snuffer away in the tech/usher room.

Crucifer

- Carries the cross and leads the processional at start of worship.
 - Stand facing the congregation at the base of the chancel area while everyone processes in.
 - Once Pastor and the Assisting Minister bow towards the cross and ascend to the chancel area, put the cross in it's holder on the brick wall.
- Carries the cross and leads the recessional at the close of worship.
 - Retrieve the cross once the sending hymn begins.
 - Stand at the center aisle even with the first pews.
 - Once the choir files in behind (*or the Pastor and worship assistant if there is no choir*), lead the recessional out
 - stand with Pastor and Assisting Minister with the cross at the entrance doors for the dismissal.

Greeter

- Stationed at the entrance doors, welcomes all who enter for worship.
- Answer questions and give directions as needed
- Introduces guests to Pastors, staff, other congregants as needed.

Communion Assistant

- Come to the altar after the invitation
- Retrieve a tray of prefilled cups and take a spot at the altar rail on either side of the aisle.
- Offers the tray and the words "the blood of Christ, shed for you" to each person communing.
- If communion at the pew is needed and you are serving on the same side as Pastor, assist by distributing wine/juice. Follow Pastor's lead
- Once everyone is served communion, put the tray in the communion wall niche and gather behind the pulpit to be communed along with the other servers.

Usher

- Early ushers turn on lights, sound system, unlock doors, start the monitor at the welcome desk for announcements.
- Early Service, Sanctuary doors should be closed 10 minutes prior to worship start time OR as soon as anyone arrives to provide a quiet space for prayer or meditation. Open doors as worshippers arrive. Please close doors after everyone has left the Sanctuary to prepare for the late worship service.
- Hand out bulletins/other items
- Record names or encourage worshippers to record names on attendance list. If someone seems unfamiliar, assist and attempt to gather contact information so a welcome letter/email can be sent.
- About 10 minutes after service begins, please do a head count and record attendance on a slip of paper, noting the date and service time, and leave in the Office Secretary's mail slot along with the attendance sign in sheets. Attendance slips are located in the cube organizer with other usher materials.
- Collect the offering. If only 2 ushers are scheduled, please ask 2 other members to assist with offering.
- Bring communion elements forward. (*In the tech room/ushers closet or on the cube organizer*). Please check that bread is out of the plastic bag.
- Dismiss pews for communion
- Provides a handheld microphone to the Assisting Minister at the entrance doors for the dismissal. Please check the batteries prior to the start of worship. Please also have the microphone ready for anyone who makes an announcement and doesn't use the pulpit.
- Late service ushers turn out lights, sound system, and monitor, and lock both sets of entrance doors
- Fills in as acolyte or crucifer as needed

Lector

- Reads the day's lesson from the pulpit (*Readings are sent out on Fridays, please read through prior to Sunday*)

Assisting Minister

- Collects prayer cards from congregation **before** prelude begins
- Once prelude begins, be at the entrance doors waiting to process with Pastor at the gathering hymn. Wait for Pastor to get to the entrance before processing.
- Reads prayers and leads other parts of worship as noted in bulletin
- Reads the day's lesson if there is not a Lector
- Assists with setting the table for the meal and distributes plates for the offering
- Receives the offering from the acolyte (*or usher*), gives thanks by lifting it towards the cross and returns to them for placing in the offering niche.
- Receives the communion gifts from the ushers, presents in thanksgiving towards the cross and gives to the Pastor
- Distributes bread at communion.
 - Assists with communing Music Director at the organ/piano via a prefilled cup
 - Once everyone has been communed, put the bread back on the altar and gather with other assistants to be communed.
 - After assistants are communed, retrieve the gluten free wafers and place back on the altar.
- Recesses with Pastor during the sending hymn.

- Gives the dismissal from the entrance doors standing near the cross and Pastor. *(Please use the handheld microphone provided by the usher.)*

Altar Guild

- Changes altar paraments as needed and sets the altar for worship
 - Check the bulletin or Sacristy calendar for baptisms or any other special circumstances
- Sets up the altar for communion prior to worship. *Currently using prefilled cups for wine and juice.*
 - Wafers are used on Home Communion Blessing services *(usually on the first of the month)*.
- Serves on the altar during communion to provide additional elements as needed.
- After communion, stands at the niche to receive trays from the servers *(the assisting minister will "clean up" the altar)*
- At the conclusion of worship, cleans up and resets for next service if necessary.
- Cleans and maintains the items adorning the altar as needed.
- Communicates supply needs to the Altar Guild Leader *(currently Lynn French)*

Teach Team

- Runs the livestream
- Adjust sound system as needed
- Assist with other AV needs in the Sanctuary or Celebration Hall
- A handheld microphone will be needed at the end of each worship service for the dismissal, located in the cube organizer for easy access.

01/2023