

Worship Participants Handbook



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Lay Assistant

The lay assistant is a ministry of the congregation. It says to the members of the congregation as well as to the world who watches that the work of the church is not just for paid professionals but for everyone. When you serve as a lay assistant you *represent* the whole people of God. At the same time, the lay assistant does not do his/her work for show or perfection but to be a visible representative of the congregations' glory to God.

Preparation: As you prepare for worship, begin early in the week to pray for God's help and guidance. Read the lessons for the day, *out loud*, several times so that you are familiar with the lessons and so that you can be the reader if the reader is absent. Think about what the lessons mean to you. Write the prayers of the church (or use the prepared prayers) and speak them aloud several times so that they feel comfortable. If you are writing the prayers, allow them to build so that you pray for Gloria Dei, our ministry and people, the community, the nation and the world. Each petition ends with, "Lord in your mercy". Please pray the petition for the people on the prayer list last as a signal to the pastor that your prayer is finished. The names in the prayer book can be read individually or you may lift the book and say, "Lord, you know what each one of us needs, please bless all these who are here named with whatever you know they most need." Let the Spirit lead you and remember that sincerity is more important than length or beauty.

Please arrive at least 15 minutes before worship. If you will sing parts of the liturgy and want to go over the music with the organist you may want to arrange this with her ahead of time and please be sure to arrive even earlier.

Before worship: When you arrive, find the pastor and ask if there are any special considerations for this particular worship. Robe up. You may wear a cincture (rope) or not. Be prepared to help the acolyte (s) and crucifer (if there is one) robe up. Secure a bulletin for yourself and each acolyte and crucifer. Plan to pray with and for the pastor before entering the worship space. If the ushers haven't lit the acolyte's wands please light them and send the acolytes down the aisle. (Acolytes can light the candles any time after the music begins. It is best if this is done about 5 minutes before worship.

During worship: Walk forward (to the left of the pastor), bow at the altar and take a seat behind the altar. Remain there during the announcements, confession, opening hymn, and sermon. Otherwise, when the pastor is at the altar, stand beside the pastor. Be ready to turn the page on the worship book.

You will lead any parts of the service that are marked with an 'A': generally the Kyrie, prayers, parts of the communion service.

After the reading of the lessons, prior to the reading of the gospel (during the Alleluia when it is being used) walk with the acolytes and crucifer and be seated in the congregation. After the sermon, collect the prayer book from the ushers and return to the altar. During the sharing of the peace, please try to cover some of the opposite side of the room from the pastor.

As the offering is being collected, “*set the table*”. To set the table, wash your hands, remove the cloth cover from the communion and place on the chairs, move the paten (bread plate) and chalice (cup) to the center of the altar, remove the lid from the cup trays. Turn pages at the pastor’s indication.

The pastor will tell you whether you are serving the bread or the wine. If you are serving bread you will be on one side. Break off a small piece of bread, hand it to the person and say, “The body of Christ, broken for you.” At the end of the table, when the last person has consumed the wine (you do not have to wait for them to deposit the cup) dismiss the table by saying, “Depart with peace.” If you are serving wine, dismiss the ‘half table’ once you have served wine to every one on that side of the table. Then, *notice which direction the pastor has served bread* and follow to that side of the table with wine.

After communion is finished, if there is no sacristan, serve the pastor both bread and chalice. “Unset the table”. Immediately following the communion the pastor blesses the congregation and then you read the closing prayer.

Leave with the pastor. When the last hymn is finished, dismiss the congregation saying, “Go in peace to love and serve the Lord” (Sometimes other dismissals will be used as noted in the bulletin). Remove your robe and please assist the acolytes in taking care of their robes as well.

Service Coordinator:

This participant checks that all volunteers are present or finds a replacement for anyone that isn’t. This takes the burden from Pastor or Rebecca who need to be preparing for worship and allows that our worship service runs smoothly.

Ushers

Preparation: Please pray about your role before hand.

Please arrive at least 20 minutes early. We will generally have two ushers at most 8:00 services, 4 at 9:00 and 11:00, and 1 at 5:30. Sometimes you will have to double as a greeter/visitor host. However, even if there are also greet/visitor hosts, *one of your chief jobs is to be a friendly face and a person with a kind word for members and visitors.* In addition, at big services there will also be two or more additional ‘offering ushers’ who will help collect the offering.

Before the service: greet every one and offer them a bulletin. There are also children’s bulletins and crayons where appropriate. Try to be helpful and friendly. If someone indicates that they are a visitor, alert the visitor host and the pastor (after the service). Stay in place at least until the reading of the lessons. Help late comers find a place to sit if the service is full.

During the service: Be alert if anyone needs assistance.

Attendance: During the reading of the lessons count the people sitting in the sanctuary, including all children. If you count while the children are in Children’s Church be sure to get a count from the Children’s Church leader (including the leaders). Count everyone in the nursery as well. All worship leaders, including the pastor, organist and chancel choir are included in the count. The worship attendance counting sheet has the count broken into sections. This is not mandatory but can be helpful.

Prayer book: the prayer book should be brought forward during the hymn after the sermon. If there is no hymn at that time (as at the 9:00 service), it should be brought up at the last song before the sermon.

Offering: Working in teams of two, the offering plates should be passed from row to row. *When you have finished your section, if another section is still collecting, start at the back of that section and help to collect that section.* As soon as the offering is collected, please put it into one of the large envelopes provided so that it can be taken to the safe after the service.

Ushering the Holy Communion: In large services, when we are at the rail, one usher should come forward immediately after the Lord’s Prayer and close the rail. The first table should be sent forward while the pastor is communing the servers. Each subsequent table should be lined up and ready to go before the table being served is dismissed. When we are doing continuous communion, both lines should be formed and ready to go while the communion is being served to the servers. Come forward for communion last. Notify the pastor if there are any members who need communion in their seats. After the last table is finished, open the rail.

At the end of the service: When the service is finished hold the basket for people to return their worship folders. If anyone asks, people are invited to keep the bulletin (the part with the announcements) and return the worship folder (the part with the liturgy) if they like. Worship folders and bulletins that are returned do not have to be sorted as they go.

At the 11:00 service only: after the sanctuary has cleared please clean up the *side sections* (the two center sections will be done after the 5:30 service since we use only those two sections for that service) including: pick up trash, extra bulletins, replace books, etc and collect the attendance sheets. Attendance sheets are to be given to the pastor. They can be left at the usher station with the attendance tally sheet or placed in her mail box.

At the end of the 5:30 service only: please clean up the *center sections* (please just also check the two side sections which were done after the 11:00 service to be sure that all is in order there) including: pick up trash, extra bulletins, replace books, etc and collect the attendance sheets. Attendance sheets are to be given to the pastor. They can be left at the usher station with the attendance tally sheet or placed in her mail box.

Offering Ushers

Preparation: Please pray about your role before hand.

As soon the offering is announced, help with passing the offering plates as noted above. Once completed, return to your seat.

Communion Assistants

Preparation: Please pray about your role before hand.

During the service: Please come forward near the end of the offering. Bring a bulletin with you so that you can follow the liturgy in place. As soon as we have prayed the Lord's Prayer the pastor will give you communion. If you do not wish to drink from the chalice please indicate so by taking a cup from the tray. Once you have received your blessing, please take a wine tray and go to your place.

If communion is at the rail, wait at the end of the rail on which ever side you and the other assistant agree. Follow within one or two persons of the bread server. As you give each person the wine say, "The blood of Christ, shed for you."

If communion is continuous, go immediately to your place. Please stand as far as practical from the bread server allowing walking space between the bread and the wine. When there are more than two stations for bread and wine the bread server will explain where you are to stand.

When you are finished with your communicants, return the tray to the altar. If the pastor has not yet communed you may be asked to serve her/him. Return to your seat.

Greeter/Visitor Host

Preparation: Please pray about your role before hand. You are the first ambassador for Christ that a person meets as they come to worship.

Before the service: Please arrive at least 20 minutes early. Please wear your name tag and encourage others to wear theirs. Position yourself near the door. Try to be sure that there is someone at each entrance to the sanctuary. Greet everyone that you can. Answer any questions that you can. Remember that most people make their decision whether or not to ever return to a church in their first 10 minutes in the building. That means that your greeting is more influential than it appears. You do not have to know whether or not a person is a member or a visitor just treat them all with genuine welcome. If you do not know someone simply say, “Good morning, my name is _____. Welcome. (of “We’re glad you are here” or something welcoming that feels comfortable to you)” If people are willing to share their name with you try to greet them again by name (you may write it down after they leave you if you like). If someone tells you that they are a visitor tell them that you would like to introduce them to the pastor (either before or after the service). Try to write down their name and find them later (or then if possible) and introduce them to the pastor.

During the service: If you know someone is a visitor try to sit near them and subtly help them along with the service. It often works well to sit in front of them and to hold the worship folder or the hymnal so that they can see what you are doing. When it comes time for communion you might whisper to them that they are welcome to have communion.

After the service: If you haven’t already introduced a visitor to the pastor, try to find them and say, “May I introduce you to the Pastor?” If they agree (don’t force it if they are in a hurry, seem reluctant, etc) walk with them to the pastor’s line and introduce them. If you have forgotten their name, don’t be embarrassed, most of us do that, simply say, “Forgive me, could you remind me of your name?” And proceed naturally.

Reader/Sacristan

Whenever possible the reader also serves as sacristan for communion.

Preparation: Please pray about your role before hand.

Reader: Prior to the service please read the lessons, *out loud*, several times. Think about their meaning and try to express the meaning of the text in the way that you read the text. Arrive early enough to ask the pastor for pronunciation on words that you do not know. *Remember to turn the mike on before you begin and off when you are finished. Speak into the mike. Don't rush but keep the reading moving as well. Please do not say "good morning".* That greeting is done only prior to the beginning of worship. If you would like to greet the congregation, please greet them with, "The Lord be with you."

Texts should be introduced as follows: The first (second) reading is from the book of _____. You may say the chapter and verses if you like but it is not necessary. After the reading please say, "Here ends the first (second) reading. The Psalm should be introduced as follows: Today's Psalm is ___ and will be read responsively. Please read the verses printed in bold. No ending is used with the Psalm. When there is only one reading, which ever reading it is on the back of the bulletin, it should be introduced as: The reading is from the book of _____. Return to your seat.

Sacristan (Communion Table Assistant): Come to the altar near the end of the offering. Bring a bulletin with you. As soon as we have prayed the Lord's Prayer the pastor will give you communion. If you do not wish to drink from the chalice please indicate so by taking a cup from the tray. You will oversee the altar as the communion is being served. Watch the wine servers carefully and bring them a full tray when they are running short in their tray. In between doing so you may consolidate trays. On rare occasions you may need to go to the sacristy to bring more wine or bread. If you are bringing bread please carry it in a fresh paper towel and hand it to the bread server. You will often give the pastor communion while the other servers finish their tables. Ask the pastor if we are covering the communion after completion. Some seasons we do not cover as a symbol that Jesus no longer has need of the grave clothes. Return to your seat when finished.

Cross Bearer (Crucifer)

Preparation: Please pray about your role before hand.

Please arrive at least 20 minutes before the service. Robe up. The lay assistant will help you. Once you are robed up, go to the sanctuary and get the processional cross, return to the usher station and wait there.

During the service: The pastor will signal when you are to start. You will lead the procession of the worship assistants, choir, etc. Walk naturally carrying the cross as high as is comfortable. Once you have reached the chancel (the part with steps behind the altar rail), step up to the top level and stop near the step, turn around, holding the cross up and wait until everyone is in place. Once the choir and the worship leaders are at their chairs, turn around, walk up to the altar, bow, and come around the altar. Place the cross in its holder.

After the reading of the lessons (during the singing of the Alleluia) follow the Lay Assistant to a pew for the sermon. After the sermon, return to your place behind the altar.

At the end of the service: The pastor will signal when you are to start. Pick up the cross, *along with the pastor and the lay assistant* carry it around to the front of the altar, turn and bow at the altar, turn around facing out. Walk slowly carrying the cross as high as is comfortable. The choir and worship assistants will follow you.

After the service: return the cross to its cradle behind the altar. Remove, put your robe on a hanger and replace it in the robe closet. Please do not leave your robe on the floor, chair, desk etc.

Acolytes

Preparation: Please pray about your role before hand.

Please arrive at least 20 minutes before the service. Robe up. The lay assistant will help you. Once you are robed up, wait at the usher station where the acolyte wands are stored. When it is time to light the candles either an usher or the lay assistant will light the acolyte wand for you. Be sure that you keep about an inch of wick out so that the flame doesn't die out. Also, when you walk with the wand lit be careful not to touch anything with the flame and do not walk too fast or the flame will go out.

In the service: Once your wand is lit, walk forward to the altar.

When there are two acolytes each one takes a side of the candles. When you arrive at the altar, bow, light the altar candles, walk around to your side and light the candelabras, from bottom to top (pointing to God). Place the wands in the holder behind the chairs. Be seated. The lay assistant has bulletins for you. Follow along with the service. After the reading of the lessons (during the singing of the Alleluia) follow the lay assistant to a pew for the sermon. After the sermon, return to your place behind the altar.

During the communion, carry the basket behind the wine server for people to place their empty cups.

At the end of the service the pastor and lay assistant will walk around the altar and bow. As soon as they have bowed, turn and pick up the wands and begin to extinguish the candles on your side by holding the bulb over the end of the candle until the flame goes out, this time from top to bottom (the opposite of the way you lit them, symbol that God is sending us out). Then come around to the front of the altar, extinguish the altar candle on your side, bow and walk out. If the pastor and lay assistant are waiting for the choir, wait behind them.

When there is one acolyte: Do everything described for two acolytes except on both sides. Do both altar candles first and then both sets of candelabras.

After the service: Hang up the acolyte wand. Remove your robe and put it on a hanger and replace it in the robe closet. Please do not leave your robe on the floor, chair, desk etc.

Children's Sermon Giver

Preparation: Please pray about your role before hand. As you prepare the Children's sermon, have love in your heart for the children.

Please arrive fifteen minutes early and find the hand held mike before the service.

The lessons will be sent to you ahead of time. There are also some children's sermons books available. Keep in mind that young children are concrete thinkers and do not understand analogies very well. In addition they generally have very short attention spans. Try to keep the length of the sermon to no longer than 3 minutes. Try not to use open ended questions. If a particular child dominates conversation ask them if you can talk with them about it later (try to follow up with them after the worship service). Be set on what you want to say and try to stick with it. In some way, help the children to know that they are welcome and loved by God and that God has good things in mind for them. Feel free to end with a short prayer.

During the service: Come forward when the children are called forward. You may be seated on the floor with them, in the front pew, or you may stand. Tell them whether you want them to be seated or to stand around you. Whenever possible, use the hand held mike.

At the completion of the sermon: thank the children for coming up and dismiss them either to return to their seats or to go to Children's Church.

Children's Church

The youth will be dismissed by the person leading the children's sermon. Please stand by the main doors leading out of the Sanctuary. The pastor or person giving children's sermon will announce you. Lead the children to room A. You should have a helper with you; let them get the caboose of your youth train!

Once in room A, have the youth sit at the tables or on the floor- whatever you are more comfortable with. Children's church can be run in a number of ways, find one that works for you. You will be emailed a copy of the children's church material earlier in the week. Feel free to use that or make up your own stuff. It is best if it follows the lessons from that Sunday. Here are some suggestions for making good use of the 20 minutes you have with the youth.

- Singing church related songs
- Asking each of them to tell something quick about themselves (what they did this weekend, what did they learn in school, what did they do in Sunday school)
- Ask them to turn their listening ears up and the talky mouths down. This works best if they are getting loud.
- Reading a good story. They love stories with pictures and movement. Sometimes it is best to have a story you know very well. You will be asked questions from the kids in the middle of the story or you will want to add your own points to the story.
- Check out www.sermons4kids.com for coloring pages and stories that relate to the days topics.
- Make a craft that tells the story from that day. They love doing hands on things.

Supplies:

In Room A there are several containers of crayons in the far left drawer. You can use these for coloring time. We also have a supply closet in the hallway used for Sunday school supplies, please use the tape, glue, paper and whatever else you need.

You may bring in a small treat for the youth, if you wish. Please make sure it is a peanut free snack. We have given out goldfish crackers, suckers, small pieces of candy, grapes, and chips. It is great if you can connect your snack to your lesson. They seem to enjoy that.

At the end of the sermon, an usher should come and get you. If after 20 minutes, no one has come to get you, have the helper check and see where the service is. Sometimes it will go longer if the choir is singing or there are temple talks. At the end of the sermon, during the sermon hymn, please escort the youth back into the Sanctuary.

Altar Care

Sometime before Sunday, an Altar Guild person will

1. Replace the vigil candle with a fresh vigil candle. Candles can be found in the cupboard. The candle is on a chain and can be lowered and raised. To lower, unhook the chain from the wall hook. When lowered a hook on the end of the chain will hold it in place. When complete, pull the chain so the candle raises and attach the chain hook to the wall hook. Make sure the chain hook at the end of the chain also remains on the wall hook.
2. Fill the altar and candelabra candles with oil. Oil can also be found in the cupboard. The altar candle holder and candelabra should be handled with gloves on which can be found in the far right top drawer. The gloves are not required to handle the candles and tops of the candles. Remove the candles from the holders. The tops of the candles unscrew and the wick and top remove. The oil container has a flip top with a small spout to fill the candles. Fill the candles to about 1" from the top. Insert the wick and screw on the top. If oil drips down the side of the candle, please clean with soapy water or paper towel. Reinstall the candles into each holder, put on the gloves and put the altar candles and candelabra's back in place.
3. In the sacristy is a church calendar indicating the color of the altar linens for each week. If necessary, change the altar linens. The linens can be found in the large wood cabinet in the corner. The cabinet pulls out as a large drawer. The altar, lectern and readers table all need changed.
4. Fill the 8 center openings of seven (7) trays with grape juice (grape juice in refrigerator or in cupboard furthest to right of the sink). Fill the remaining thirty two (32) openings with wine (found in cupboard also). Stack the seven trays for use the next day. When stacking, place a piece of wax paper (in drawer on left most counter) covering each tray, between each tray. This reduces the wine vapors from corroding the trays.

Preparing the Altar on Sunday

1. Place trays of wine on the altar in the location shown on the layout hanging on the cabinet doors (*Diag. 1 on page 16*) in the sacristy.
2. Fill the chalice with 4-5 tray cups of wine and set on the altar to the right front corner of the trays.
3. Place pieces of bread on one tray and place a napkin over it. Use two trays stacked for the 11:00 service. The napkins can be found in the far right drawer. Place the tray next to and on the left of the wine chalice.
4. Place a large covering over the wine, chalice and bread. The covering is hanging on a rod sticking out the top of the cupboard to the left of the counter space. Can't miss em. Some are larger than others.
5. Place the correct service book on the bookstand on the altar, either Marty Hougan (Thin Red binder) or new service/hymnal (Large Red book).
6. Place two (2) baskets out on stools for the 8:00 service & four (4) baskets on stools for the 9:00 AM services per the layout on the cupboard doors (*Diag. 2 on page 17*). Place two (2) baskets under the acolyte's chairs for the 11:00 service. Stools and baskets are in sacristy.

7. Fill a bowl $\frac{3}{4}$ full with warm soapy water and place it on a plate on the altar with two washcloths. The bowl, plate and washcloths can be found in the cupboard above the counter.
8. If you are the Altar Guild person for the month, please arrange with Jim Bianchi or another altar person as to the services you desire to set up the altar. Presently I have Rhonda & Dan Zuziak setting up the 9:00 AM service. I will try to find an 8:00 AM person.

Altar Quantities

8:00 Service

5 Trays of wine/juice on Altar. Normally 4 full trays left over.

2 Pieces of Bread on Altar.

2 Tray of wine/juice in Sacristy.

9:00 Outdoor Service

4 Trays of wine/juice on Altar in Winter, 5 Trays in Summer outdoor service.

6 Pieces of Bread on Altar.

1 Tray of wine/juice in Sacristy.

11:00 Service

4+ Trays of wine/juice on Altar, whatever is left over from the other two services. Please arrange for someone to keep an eye out if need more.

6 Pieces of Bread on Altar.

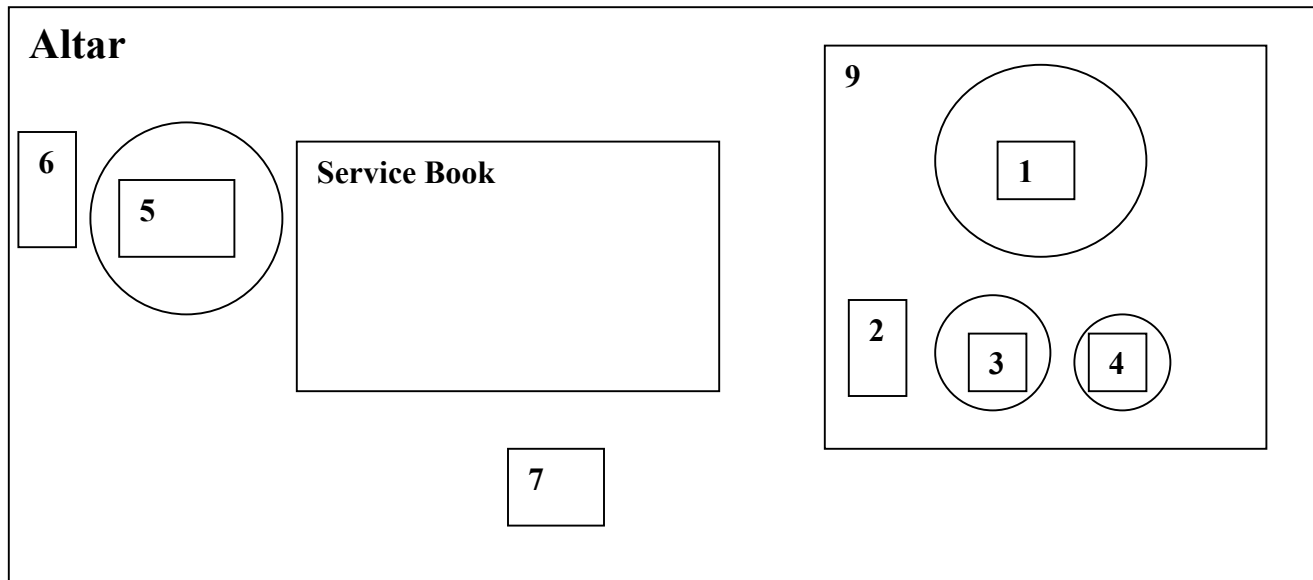
1 Tray of empty glasses in Sacristy.

5:30 Service

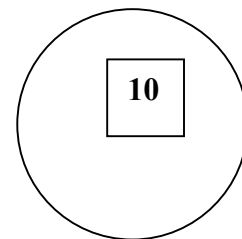
1.5 Trays of wine/juice on Altar.

1 Piece of Bread on Altar.

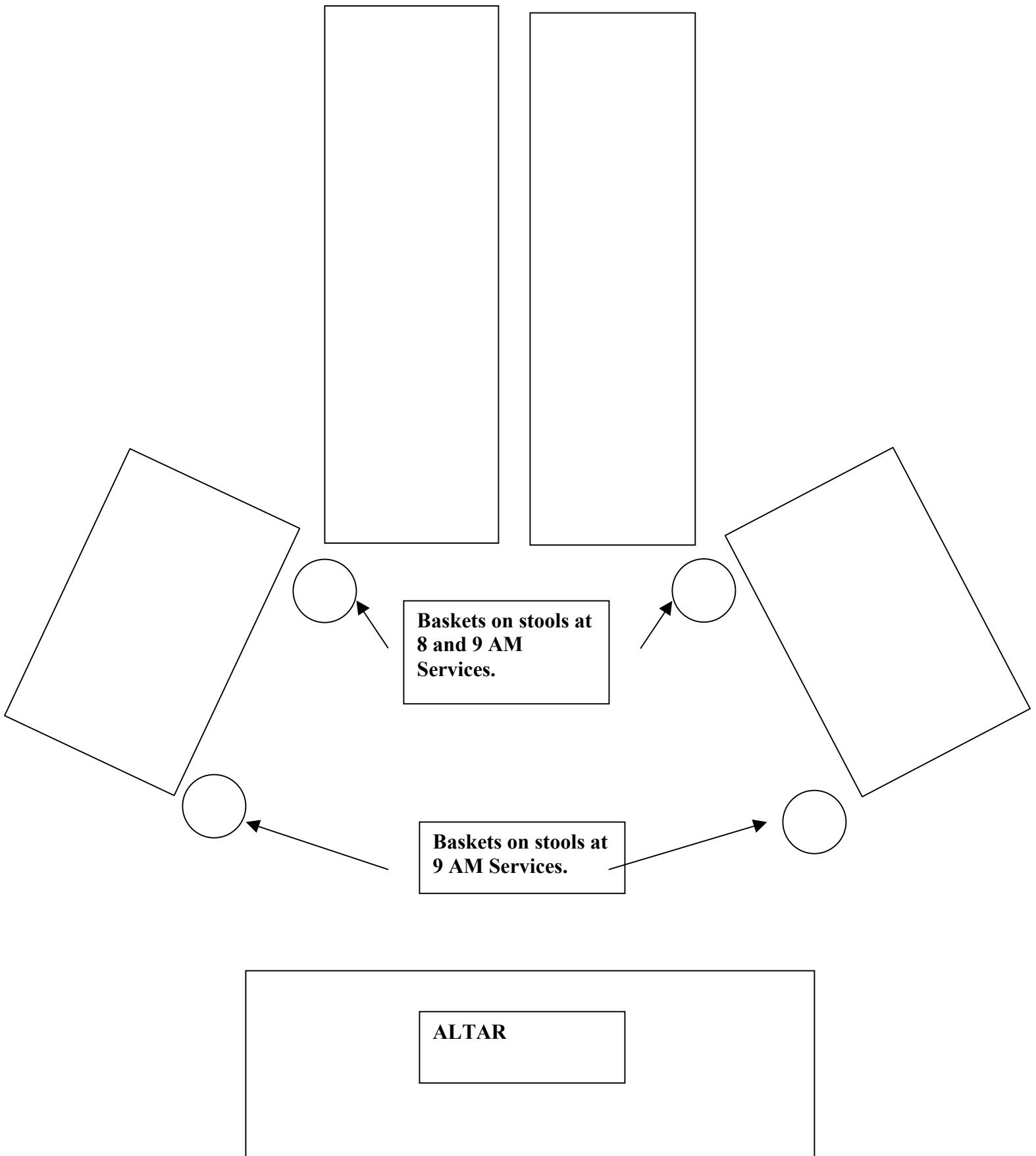
Diag. 1



- 1- Trays of Wine/Juice.
- 2- Napkin.
- 3- Bread Tray(s).
- 4- Wine Chalice.
- 5- Wash Bowl.
- 6- Towels (2).
- 7- Flat Microphone.
- 8- Veil to cover Tray, bread and wine chalice (not shown).
- 9- Bottom Linen.
- 10- Cup Basket(s)-place under acolyte chair.



Diag. 2



NOTES

