

Worship Servant Guide: Coffee Host

The Coffee Host's primary responsibility is to create a welcoming fellowship time after worship services.

SCHEDULING: The scheduling is done every 2 months. A copy of the schedule will be emailed to you. Please review the dates you are scheduled. If a date you are scheduled does not fit with your personal schedule, please trade with or have someone from the Servants of the Church directory take your place. Please notify the church office administrator of the change before your scheduled date.

Before Worship:

- You may bring a snack for coffee hour or you may use the cookies in the blue tin.
- Check that coffee hour supplies are available: coffee packs, filters, sugar, creamer, water bottles (in small refrigerator), cups, stirrers, tea bags, plates if needed for snack, donation basket.

During Worship:

- You may sit with your friends or family.
- Leave the worship service after you have had communion

During Coffee Service:

- Leave the worship service after you have had communion
- Make coffee (currently only making regular)
- Make hot water for tea
- Turn on warmers
- Move garbage can next to table
- Set out snacks, tea bags, cream, sugar, water bottles, donation basket
- Pour coffee into cups and set on table for people to pick up (leave space for cream & sugar)
- Pour hot water into cups next to tea bags
- Clean up coffee area, turn off warmers, rinse out coffee pots.
- Do NOT unplug Bunn coffee maker
- DO unplug tea water maker
- Place donations basket in the cupboard above the Keurig

THANK YOU FOR YOUR MINISTRY!

Worship Servant Guide: Communion Adminstrant

The Communion Adminstrant's primary responsibility is with the distribution of Holy Communion.

SCHEDULING: The scheduling is done every 2 months. A copy of the schedule will be emailed to you. Please review the dates you are scheduled. If a date you are scheduled does not fit with your personal schedule, please trade with or have someone from the Servants of the Church directory take your place. Please notify the church office administrator of the change before your scheduled date.

Before Worship:

- You may sit with your friends or family.

During Worship:

- Come forward at the end of the "Invitation to Communion".
- Enter the altar space by the lectern, so you can visibly use hand sanitizer (located behind the lectern) prior to distributing communion.
- The gifts of Bread and Wine will be on the Altar.
- When all the Worship Assistants have received Holy Communion from the pastor, you will give Holy Communion to the Pastor
 - o Bread – "the Body of Christ, given for you"
 - o Wine – "the Blood of Christ, shed for you"
- You will then distribute the wine to the congregation.
 - o with the words: "The Blood of Christ, shed for you"
 - o Leave some space after the pastor when distributing the elements (about 2 people).
 - o Follow the pastor to commune anyone in their seat who did not commune yet.
 - o After the entire congregation has received communion, return the tray with the wine to the Altar and place the lid on top. Reverence the altar and return to your seat.

THANK YOU FOR YOUR MINISTRY!

Worship Servant Guide: Greeters

Greeters help to prepare the worship space, welcome people as they arrive and help people throughout the service as needed. Often greeters are the first people that parishioners and guests encounter when they attend worship, so they are a vital part of people experiencing a sense of God's wide welcome and hospitality here at Trinity. Because of that, please make intentional effort to be warm, friendly, and inviting. Your ministry makes a difference, thank you!

SCHEDULING: The scheduling is done every 2 months. A copy of the schedule will be emailed to you. Please review the dates you are scheduled. If a date you are scheduled does not fit with your personal schedule, please trade with or have someone from the Servants of the Church directory take your place. Please notify the church office administrator of the change before your scheduled date.

Before Worship:

Please arrive at least 20 minutes before worship and grab a couple of bulletins to hand to first time guests.

- **GREETER** stands near the front doors of the lobby and welcomes people as they arrive. Particularly welcome guests, and assists them in the following ways:
 - Please say,
"Welcome to Trinity, my name is _____. Have you been here before?"
 - If yes: "Welcome back! Have you already filled out one of these connection cards too? Great, glad to meet you. Hope worship is meaningful...etc."
 - If no: give guests a bulletin and point out the "connection card". Ask them to fill out the card so we can thank them for worshiping with us. Ask them to put it in the offering plate or hand it back to you after service.
 - Let guest families with children know where the nursery is and that the narthex has speakers if needed, but that children are VERY welcome in worship.
 - Remain at the entrance door to greet any late-comers until 9:35am.

During Worship:

- Sit near the sanctuary doors to welcome in those who may be coming in late, make warm eye contact with them/smile, invite them into the space, and make sure they have a bulletin/worship materials. Also, keep an eye out for anyone who may need assistance during the service.
- Intentionally pass the peace with guests, anyone you don't recognize, and/or anyone whose name you can't remember or don't know.

After Worship:

- Check in with guests to see if they have any questions.

THANK YOU FOR YOUR MINISTRY!

Worship Servant Guide: Lay Assistant

The Lay Assistant's primary responsibility is to assist the Pastor in leading the worship service. If there is not a pastor in attendance, then the primary responsibility is to be the leader of the worship service.

Your ministry makes a difference, thank you!

SCHEDULING: The scheduling is done every 2 months. A copy of the schedule will be emailed to you. Please review the dates you are scheduled. If a date you are scheduled does not fit with your personal schedule, please trade with or have someone from the Servants of the Church directory take your place. Please notify the church office administrator of the change before your scheduled date.

Before Worship:

- Please arrive 15 minutes before worship.
- Pick up your "Lay Assist" binder on the wooden shelf outside the church office. Please look it over to be sure you have no questions. Review the prayer list names for pronunciations.
- If you are using the portable microphone, see a sound person to receive it and check that it is working. Otherwise, check the microphone at the lectern and altar.

During Worship:

- Sit in the first pew on the west side. Make sure that the altar candles have been lit. If they haven't, please light them.
- Come forward at the end prelude/gathering song.
- Lead the service as indicated in your binder.
- Indicate to the congregation to stand as comfortable and when to sit.
- These are the suggested locations to lead each portion of the service. You may lead from behind the lectern if you are uncomfortable with these suggestions. When walking up to the altar, stop and reverence the altar and cross.
 - Confession: in front of the altar
 - Creed and Prayers of the People: Behind the altar
 - Offering: stand in front of the altar to give the plates to the ushers. When the ushers return with the offering take the plates, turn, face the altar, bow and raise the offering up, place the plates back on the stand.
 - Offering Prayer or Thanksgiving: lectern
 - Post Communion Prayer: Behind the altar.
 - Dismissal: from your seat or at the back of the church
- If you are also the Communion Assistant, follow next page.

- Come forward at the end of the “Invitation to Communion”
- When all the Worship Assistants have received Holy Communion from the pastor, you will give Holy Communion to the Pastor
 - o Bread – “the Body of Christ, given for you”
 - o Wine – “the Blood of Christ, shed for you”
- You will then distribute the wine to the congregation.
 - o with the words: “The Blood of Christ, shed for you”
 - o Leave some space after the pastor when distributing the elements (about 2 people).
 - o Follow the pastor to commune anyone in their seat who did not commune yet.
 - o After the entire congregation has received communion, return the tray with the wine to the Altar and place the lid on top. Reverence the altar and return to your seat.
- Remember your final reading for Dismissal.

THANK YOU FOR YOUR MINISTRY!

Worship Servant Guide: Lector

The Lector's primary responsibility is to publicly read the Word of God before your brothers and sisters in Christ. It is important to read in the front of the congregation, so that all may see you and hear God's word.

Your ministry makes a difference, thank you!

SCHEDULING: The scheduling is done every 2 months. A copy of the schedule will be emailed to you. Please review the dates you are scheduled. If a date you are scheduled does not fit with your personal schedule, please trade with or have someone from the Servants of the Church directory take your place. Please notify the church office administrator of the change before your scheduled date.

Before Worship:

- You will receive the readings via email on Tuesday/Wednesday prior to the Sunday you read. Practice at home how you will read them. A pronunciation guide is at trinityvermilion.org
- Please arrive 10 minutes before worship.
- Pick up your lector reading on the wooden shelf outside the church office. Please look it over to be sure you have no questions.
- You should test the microphone at the lectern.

During Worship:

- At the appointed time in the bulletin, move to the lectern, walking around it from the left side.
- Read the first readings
- Introduce the psalm. If it is spoken, lead the psalm responsively (if the psalm is chanted, it will be led by a musician)
- Read the second reading
- Read the Gospel if there isn't a pastor delivering The Message.
- After completing the readings, leave the lectern (go to the right) and return to your seat.

THANK YOU FOR YOUR MINISTRY!

Worship Servant Guide: Message Reader

The Message Reader delivers a pre-written, ELCA-approved sermon when a pastor is not available to preach at worship.
Your ministry makes a difference, thank you!

SCHEDULING: The scheduling is done every 2 months. A copy of the schedule will be emailed to you. Please review the dates you are scheduled. If a date you are scheduled does not fit with your personal schedule, please trade with or have someone from the Servants of the Church directory take your place. Please notify the church office administrator of the change before your scheduled date.

Before Worship:

- You will receive a choice of pre-written sermons from the church office after you have been scheduled. Please contact the church office if you have not received your message within 2 weeks of your scheduled Sunday.
- Practice your message at home to be familiar.
- You are encouraged to bring your own life and observations into the message (but it is not necessary).
- Please arrive 15 minutes before worship.
- If you are using the portable microphone, see a sound person to receive it and check that it is working. Otherwise, test the microphone at the lectern.

During Worship:

- You may sit with your friends or family.
- Come forward at the appointed time in the bulletin. Come to the front of the altar and reverence the altar and cross. Proceed to the lectern.
- Deliver the message.
- Return to the front of the altar, reverence the altar and cross and return to your seat.

THANK YOU FOR YOUR MINISTRY!

Worship Servant Guide: Ushers

Ushers help to prepare the worship space, welcome people as they arrive and help people throughout the service as needed. They help to keep the flow to the service during times as taking up of the offering and helping people to the communion rail. Often ushers are the first people that parishioners and guests encounter when they attend worship, so they are a vital part of people experiencing a sense of God's wide welcome and hospitality here at Trinity.

Because of that, please make intentional effort to be warm, friendly, and inviting.

Your ministry makes a difference, thank you!

SCHEDULING: The scheduling is done every 2 months. A copy of the schedule will be emailed to you. Please review the dates you are scheduled. If a date you are scheduled does not fit with your personal schedule, please trade with or have someone from the Servants of the Church directory take your place. Please notify the church office administrator of the change before your scheduled date.

Before Worship:

- Please arrive at least 20 minutes before worship. Turn on all lights (hallways, bathrooms, sanctuary, etc.) if not already on. Turn on TV announcements.
- Light altar candles.
 - When you get to the top step in front of the Altar, stop place yourself in the center of the Altar and reverence (*bow your head slowly*) the Altar and Cross.
 - Light the right-hand candle first. Reverence the Altar and Cross again. Return to the sacristy in reverse of the way you came, down the steps and through the center of the communion rails.
 - If the paraments are white:
 - Light the tall Christ (Paschal) candle **after** the candles on the Altar.
 - Extinguish the tall Christ Candle **before** the candles on the Altar.
- **USHER** stands at the sanctuary entrance and greets people:
 - Hands out bulletins and any other worship materials for that day.
 - When you see someone you don't recognize, please say, "Welcome to Trinity, my name is __. Have you you been here before?"
 - If yes: "Welcome back! Have you already filled out one of these connection cards too? Great, glad to meet you. Hope worship is meaningful...etc."
 - If no: and the guest has not received a bulletin from the greeter, give them a bulletin and point out the "connection card". Ask them to fill out the card so we can thank them for worshipping with us. Ask them to put it in the offering plate or hand it back to you after service.

During Worship:

- Sit near the sanctuary doors to welcome in those who may be coming in late, make warm eye contact with them/smile, invite them into the space, and make sure they have a bulletin/worship materials. Also, keep an eye out for anyone who may need assistance during the service.
- Close the doors to the sanctuary when the Confession & Forgiveness begins.
- Count the number of participants in worship—including those who arrive late, the pastor, choir, praise band, organist. *Please do so discretely.*
- Intentionally pass the peace with guests, anyone you don't recognize, and/or anyone whose name you can't remember or don't know.

- Come forward to get the offering plates when the congregation begins to sing the offering song. The Worship Leader will bring the offering plates to the bottom step for the Ushers. Ushers will need to be sure and take offering from both the side and the part of the center sections they are on. Intentionally make eye contact with everyone in each pew to see if they have an offering to place in the plate.
- After both Ushers reach the back of the Sanctuary, they will then immediately come forward with the plates and give them to the Worship Leader. **DO NOT** wait on the offertory music to end.
- When the offering plates have been brought forward, if there is communion, pick up and put in place the center section of the altar railing.
- At communion, please wait until *after* the communion instructions have been given by the pastor and they say “you may be seated”, and then stand up to assist with communion.
- When the pastor is communing the assistants, begin ushering people forward to the rail, beginning with the west section of the sanctuary. Keep a continuous flow of people ready to come to the altar rail so that there are no gaps or waiting periods.
- Ushers receive communion with the last of the worshippers. Once you have communed, remove the center section of the altar rail and place it on the kneeling level to the left. Please notify the pastor if someone needs to commune from their seat.
- When the final song begins, open the sanctuary doors and secure them in the open position.
- Extinguish the altar candles. Left hand first. Extinguish the tall Christ Candle ***before*** the candles on the Altar.

After Worship:

- Submit worship attendance number to church office (written on piece of paper).
- Walk through the pews to replenish offering envelopes, pick up trash/bulletins left behind, tidy the area, etc.
- Turn off all lights and close the doors of the sanctuary. Turn off TV and fireplace.

THANK YOU FOR YOUR MINISTRY!