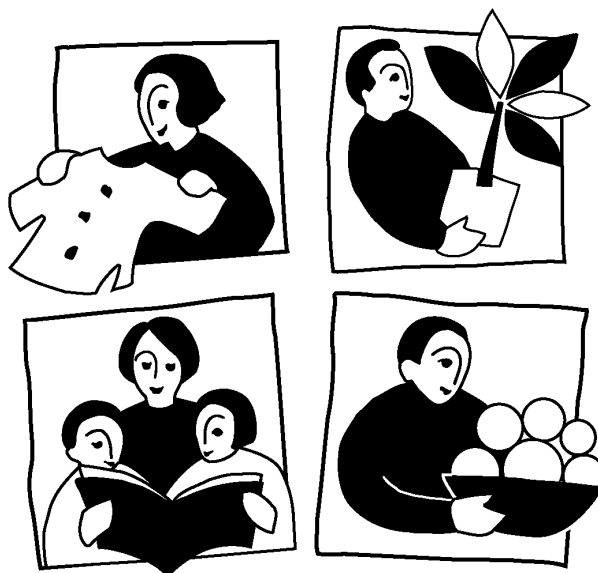


Called to  
Serve in  
Christ's  
Name



**Saint James Lutheran Church  
Worship Assistant Instructions**

## Acolyte

*The Acolytes serve as worship assistants.*

1. Before Worship:
  - a. Arrive fifteen minutes before worship begins and put on an alb and cincture from room S1. (Wear light-weight clothes under the alb, as it does get warm.)
  - b. Make sure worship materials (bulletin & hymnal) are at the acolyte's chair before the service begins.
  - c. Candles: have an adult light the taper on the Candle Lighter before the procession.
2. Process in with other worship leaders carrying lit candlelighter:
  - a. Pause reverently at altar. Light candle closest to the acolyte chair. Pause in front. Light candle closest to pulpit. Pause in front of altar.
  - b. Extinguish flame on lighter and place lighter on hook inside the door next to the acolyte's chair.
    - i. Note: remember to push taper out after extinguishing it so that wax doesn't harden in the lighter.
    - ii. Also, our altar candles are filled with liquid wax. Be patient when lighting. Candles must be kept upright if removed from the stands or the wax will spill.
3. Participate in the worship service. Stand and sit at appropriate times.
4. Sermon: may listen to sermon from seat in the front pews where Pastor Bill preaches.
5. At the Peace, share the Peace, then return to your chair.
6. Offering: Ushers will give the Offering plates to the pastor. As Pastor presents them to the altar, come to receive them from pastor and place them on the credence shelf.
7. Communion:
  - a. Help as needed – taking direction from other worship leaders.
  - b. If congregation will be communing at the altar rail, walk down and put kneelers (cushions) into place.
  - c. Commune with other worship leaders.
  - d. Wait patiently for last communicants, then move cushions over so that it is easier to walk.
  - e. Return to your chair. Can also help move communion ware from the altar to the Credence Shelf during the Post-Communion.
8. Following the Benediction:
  - a. while sending hymn is sung, extinguish the altar candles in the reverse order that you lit them – so Pulpit side first, the Epistle side (acolyte' chair)
  - b. Do not rush. Have candles extinguished soon enough for the worship leaders to exit graciously.
  - c. You will exit with the candle lighter lit, so light it from the candle before extinguishing the flames. Do not press down on the wicks. Instead, suffocate the flame. Carry the candle lighter out, following the cross.
9. Return items to their place: alb, cincture, candle lighter (back in closet by piano), cross, etc.

Note:

- Other worship assistants are available to help with last-minute instructions.
- Remember when extinguishing the taper on the candle lighter, to put it out, then push the taper out beyond the end of the lighter so that it can harden outside the tube.
- Our candles are wax-filled, so if you carry them in procession, keep them vertical at all times – when removing them from and replacing them in the stands especially.
- Cross is (almost) always first! The cross leads the way. It is a signal to all worshipers that Christ is about to enter their company in a very special way!
- If handling the cross and you need to set it down, prop it in a corner (instead of a flat wall) or ask a friend to hold it.
- Sorry, but we anticipate some changes based on the Sunday in the church year. Act reverently and let other worship leaders guide you!

*Thank you for serving as an Acolyte.*

## **Altar Guild**

*The Altar Guild helps care for the altar by cleaning up after a communion service.*

*Pastor Bernau likes to set up communion during his prayer time before worship. There are two ways that we regularly serve Holy Communion at Saint James.*

### Intinction & Wafers (aka dipping)

After worship:

1. Place the unused wafers in their container.
2. Pour the remaining wine and grape juice on the ground outside.
3. Rinse out and dry containers and replace in the cupboard.
4. Take home and launder any altar clothes that are soiled.
5. Make sure all candles are extinguished.
6. Empty water from the baptism font, dry and replace the bowl.

### Individual Cups & a Loaf of Bread

After worship:

1. Put the remaining bread into its sack and place on Linda's desk or take home.
2. Pour the remaining wine and grape juice in the plastic cups back into their respective bottles.
3. Discard the empty glasses in the containers at each side. Clean the trays with a damp cloth.
4. Refill the trays with new clean empty wine cups.
5. Wash and dry the chalice and plate and place in their bags in the cupboard.  
Wine remaining in the chalice after worship may be poured on the ground outside.
6. Take home and launder any altar cloths that are soiled.
7. Make sure all candles are extinguished.
8. Empty water from the baptism font, dry and replace the bowl.

Wine and juice are stored in the refrigerator.

Extra glasses are stored in boxes in the cupboard.

*Thank you for serving on Altar Guild.*

## **Assisting Ministers**

*Assisting Ministers are leaders who help the pastor lead worship.*

1. Arrive 15 minutes early and put on an Alb. Touch base with pastor about the service. Help the Acolytes get ready.
2. The AM often leads the Kyrie and the Psalm.  
  
(If you are not comfortable leading either the Kyrie or the Psalm, alternative arrangements can be made; but this needs to be done before worship begins.)
3. The AM leads the prayers of intercession from the pulpit. These will be on your chair before worship. Pastor concludes the prayers with the last petition.
4. The AM may help serve communion. At a minimum the assisting minister helps the deacon when he/she needs a new tray for communion.
5. The AM offers the post communion prayer. Step forward and stand within 18 inches of the altar mic.
6. After the sending hymn, as part of the recessional, the AM offers the final dismissal.

*Thank you for serving as an Assisting Minister.*

## **Deacon**

*The deacon is an assisting minister who helps serve communion.*

### Sunday Processionals

1. Arrive at church 15-20 minutes prior to the start of the worship service.
2. Put on an alb and confer with the Pastor.
3. Before the processional go to the front of the church and get the cross. You will carry the cross during the processional. When the opening hymn begins move to the back of the church and lift the cross high. Walk to the altar (during the second verse of the opening hymn) and place the cross on the stand. Take your place at your chair.

### Intinction and Wafers (aka dipping)

1. After the Lord's Prayer, go to the altar. Pastor will hand you the cups of wine and grape juice. Stand to pastor's left or right as instructed.
2. As each person dips their wafer into the cup, say, "The blood of Christ shed for you."
3. You will commune with pastor after the congregation has received communion.

### Individual Cups & a Loaf of Bread

1. Pastor will have the table set for communion.
2. You will serve wine/juice by offering the tray and saying, "The blood of Christ shed for you."
3. When one tray starts to empty, place it on the table and get another tray.
4. You will take communion at the altar after the congregation has received communion.

### Exit of the Worship Leaders

1. During the second verse of the closing hymn the deacon will take the cross from the stand and proceed down the aisle with the other worship leaders following. You will pause at the end of the aisle and turn and face the congregation until the end of the closing hymn. After the final sending proceed out the doors into the nave.
2. Place cross back on the stand on the altar.
3. Return the alb neatly to its place. Hang it up, button the buttons, and place the cincture on the rod.

*Thank you for serving as a Deacon.*

## **Greeter**

*Greeters are the face of Jesus and Saint James, who welcome people to worship.*

1. Arrive early (15-20 minutes), wear a nametag and greet everyone (including children).
  - a. Smile.
  - b. If possible, greet people by name. "Good morning/evening. We're glad you are here!"
  - c. Handshakes are typical, but some people are shy.
2. Also
  - a. If you don't know someone, "I don't believe I've met you yet. I'm *(your name)*."
  - b. Assist new people by showing them where to get a bulletin, hang their coats, get coffee, etc.
  - c. If it's appropriate (not awkward), introduce visitors to others, especially pastor or a staff member.
3. During worship
  - a. Pay attention to the needs of new people (bulletins, communion, etc.).
  - b. Reach out warmly during the sharing of the peace. "We're glad you are here."
  - c. We try to save the best seats (nearest the aisles) for our visitors.
4. After worship
  - a. If you were the designated Greeter for the day, please stand at the main entrance and thank people for worshipping with us. "Hope you will come again."
  - b. Introduce yourself to people you don't recognize. "Glad you are here. Thank you for coming."
  - c. Invite new people to join you for a cup of coffee during fellowship. Introduce guests to others

*Thank you for serving as a Greeter.*

## **Lector**

*The Lector's voice proclaims the Word of God to God's people.*

1. A copy of Sunday's lessons (as part of the weekly bulletin) will be posted on the Saint James webpage on the prior Wednesday.
2. Practice your reading and ask Pastor if you have questions.
3. Speak clearly and slowly to assure audience comprehension. The microphone is very sensitive so you do not need to speak loudly.
4. After the Children's Sermon, proceed to the lectern.
5. Introduce lessons with, "A reading from the book of..." (You don't need to mention chapter or verses.) Conclude lessons with, "The Word of the Lord." Congregation responds, "Thanks be to God."
6. Sit down on the chair near the lectern during the Psalm or Hymn sung between lessons.
7. When finished, you may take your seat in the congregation.

*Thank you for serving as a Lector.*



## Pew Patrol

*The Pew Patrol helps keep our worship space neat and tidy.*

You may do Pew Patrol duty on any day **following** the Sunday for which you are assigned. Unless you have a key to the building, you will want to do Pew Patrol sometime during regular office hours Monday-Thursday.

There is a shelf in the office workroom cabinet labeled "Pew Patrol." A pew patrol box contains extra pencils, scribble sheets, pew envelopes, and a plastic bag for trash. There are 3 things that need to be done each week.

1. Remove:
  - a. Garbage (old bulletins, used scribble sheets, etc.) from pews and pew racks. Use the plastic grocery bag to put trash in as you move from pew to pew.
2. Replenish
  - a. Scribble sheets and pew offering envelopes as necessary.
  - b. Check pencils in the pew racks: replace as necessary.
  - c. Please, don't put unsharpened pencils in the pew patrol box.
3. Restore Hymnals to their proper locations...
  - a. Two ELWs in each rack and on the front pews.
  - b. The acolytes, assisting minister, deacon and pastor's chairs all need an ELW.
4. Return pew patrol box to office workroom. Empty trash bag, sharpen pencils as needed, and let Linda know if supplies are needed for the pew patrol box.

*Thank you for serving on the Pew Patrol.*

## Social Hour Hosts

*Social Hour Hosts are members who provide food and serve for Fellowship time after Worship on Sundays.*

1. We try to schedule 2 families as hosts, but some families have requested to do it on their own. Social Hour Hosts provide the food (cookies, bars, cake, bread, rolls, bagels, fruit, whatever you wish). In general, about 10 dozen items or so, depending on time of year.
  - a. If interested, quote from Krispy Kreme: \$4 per dozen donuts
2. Make coffee.
  - a. Push the yellow on/off button on front of machine to turn on. "Ready to brew" light will come on. Water line is hooked to this machine. DO NOT try to put water in this machine.
    - i. Put one pre-measured coffee packet in the filter basket. Note: some are regular, some are decaf.
    - ii. Place empty glass coffee pot/carafe WITHOUT LID on burner. (Note: Choose either white or black handles for the regular and the other for decaf. Will make it easier to keep track of which pot is which when serving!!!)
  - b. Push green brew button.
  - c. It will brew fairly quickly. When finished, put lid on and move the coffee pot to another warmer (remember to turn the warmer on) and make another pot. Probably start out with one pot of decaf and 3 pots regular.
  - d. Coffee cools quickly once in cups so wait to pour coffee into cups until people start coming through the line.
3. Set the serving table in Ivuga Hall either before worship or right after communion.
  - a. Napkins and plates are in the cupboard on south wall (cupboards are labeled).
  - b. Serving platters are in cupboard on west wall.
  - c. Basket for free-will offering.
4. Serve the following from the kitchen counter:
  - a. Coffee, decaf and regular (sweeteners, creamer - flavored creamer in refrigerator, spoons for stirring.
  - b. Juice in refrigerator – colored plastic glasses in cupboard above sink. (Extra disposable cups along south wall.) Fill cups and put on counter for pick up. (Extra juice is available in corner cupboard below coffee pots)
5. Additionally:
  - a. Open doors to narthex. Have Keurig machine filled with water and plugged in for use, as well as some mugs, small amount of coffee in carafe, napkins, small tray treats, and sweeteners/creamer/spoons.
  - b. Walking around with a carafe of coffee for refills after everyone has been served is a nice touch.
6. Clean up
  - a. Load dishwasher and start (detergent is under sink)
  - b. Wipe down tables in Ivuga Hall, kitchen counter, and sink
  - c. Empty and wash coffee pots and make sure they are all turned off, but leave large coffee maker plugged in.
  - d. The Sunday teller will either come and get the money, or you should place in an envelope and put in safe (hallway by staff offices).
  - e. Take out garbage and replace with new bags.
  - f. Take home any used towels, wash and return.

*Thank you for serving as a Social Hour Host.*

# Sunday Tellers

## Prepare Offering for Monday Tellers

1. Arrange the offering envelopes, including Simply Giving, in numerical order.
2. Arrange the currency by denomination in ascending order. Place after the pledged envelopes.
3. Place any checks after the currency.
4. Place the pew envelopes after the checks.
5. Place the packet (pledged offerings, currency, checks, pew envelopes) in an envelope and drop into the safe in the North Hallway. Note: Check to make sure the envelope fell into the safe.

## Secure Church Building

### Sanctuary

1. During heating season, set ceiling fans at red mark on switch. Fans useful only when furnace is on.
2. Check thermostat and Set Run Program.
3. Turn sound system off, using the green main switch on the power strip mounted on the wall inside SE closet near piano.
4. Exterior doors-near the organ console and in SW corner-are locked and closed tightly
5. All windows are closed, latched and locked, using handles in back closet or on shelf in pulpit
6. Extinguish all candles, including the Paschal Candle
7. Turn off Sanctuary lights (room N of altar). Turn off light in storage room. Verify door to outside locked.
8. Turn off Sacristy lights (room S of altar) and open door for ventilation

### Ivuga Parish Hall

1. Check thermostat and Set Run Program (thermostats on North and East walls).
2. All lights off (classrooms, Ivuga, kitchen, etc.)
3. All windows are closed, latched and locked in fellowship area and all classrooms (N4-N1).
4. Open doors for classrooms N4-N1 for ventilation/heating/cooling.
5. Lock French doors to memorial garden. Instructions above handle.

### Hallway to South Fellowship Hall

1. Door to outside is locked
2. All lights off (classrooms, restrooms, hallway)
3. Stools are flushed and not running. Turn off faucets

### South Fellowship Hall

1. Check thermostat and Set Run Program.
2. All lights off
3. South door is latched and locked. West door latched and locked.
4. All windows are closed, latched and locked

### North Hallway off of Narthex

1. Make sure all windows are closed, latched and locked
2. Stools are flushed and not running. Turn off faucets
3. Space heater in women's restroom is turned off
4. All lights off (offices, youth room, restrooms, hallway)
5. Check and lock offices

### Narthex

1. Turn off north/south rows of lights (switch to the east). Leave the center row of lights on.
2. Lock front door

*Sunday Tellers are members of the Congregation Council.*

## **Usher**

*Ushers are leaders who help lead the worship service by guiding worshipers.*

1. Arrive 20-30 minutes early:
  - a. Obtain bulletins from church office, if they are not already on the table.
  - b. Verify offering plates are at the back of the church.
  - c. Walk through the sanctuary looking for problems.
2. As people arrive for worship:
  - a. Stand inside the sanctuary entrance to greet people and hand out bulletins.
  - b. Be attentive and helpful to visitors.
  - c. Offer “quiet sacks” from the hall tree in the narthex to parents with young children.
  - d. If the sanctuary is getting full, escort people to open seats.
  - e. Bring in chairs from the fellowship hall only if all regular seating is full.
3. During Worship: (i.e. when Pastor goes to the altar.)
  - a. Close doors of the sanctuary.
  - b. Sit in the back row.
  - c. Greet late arrivals with a bulletin and instructions on where they might sit.
  - d. During the lessons, count the attendees and record in the attendance notebook.
  - e. Be observant to problems during the service (temperature, fans, etc.)
  - f. At the midpoint of the service, do a walk through of the building looking for problems.
4. During the Offering
  - a. Obtain offering plates and walk to the front of the nave when the offering music begins. Face predominately to the front when passing the offering plates.
  - b. When the post-offering music starts, walk briskly to the front of the nave with the offering plates. After Pastor takes the plates, return to your seat.
5. During Communion
  - a. When Pastor is ready to start communion, begin ushering people forward beginning with the front pews. Ordinarily both sides come forward at the same time in two lines.
  - b. If a worshiper needs communion brought to them in their pew, get pastor’s attention after the last person has come forward.
  - c. The ushers are usually the last people to communion.
6. After the Dismissal
  - a. Reopen the sanctuary doors.
  - b. Put away extra chairs from the entryway.
  - c. Help worshipers to return their bulletins for reuse.
7. After Worship
  - a. Walk through the sanctuary looking for lost items and garbage.
  - b. Make sure all candles are out.
  - c. Tidy up the table with the bulletins and announcement sheets.

*Thank you for serving as an Usher.*