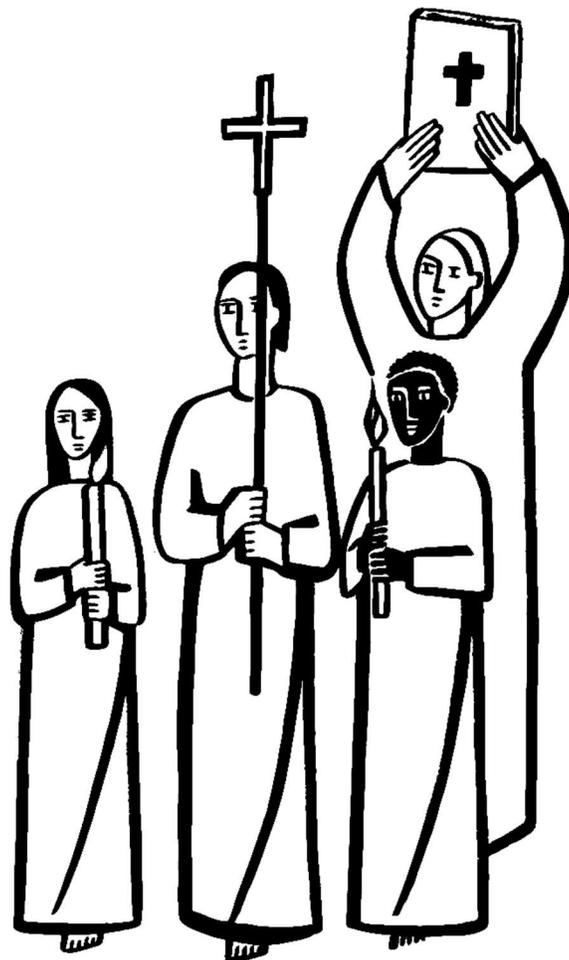


# Worship Server Instructions

*Revised: April 2022*



## Grace Lutheran Church

521 Providence Road  
Chesapeake, VA 23325  
757-420-4704

[www.GraceLutheranChesapeake.org](http://www.GraceLutheranChesapeake.org)

### **Our Mission Statement:**

We are a community of believers in Christ called to be servants to all people.

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Thank you in advance for your service.

If something comes up and you cannot serve, please find your own substitute, and inform and pastor of the arrangement.



**Worship Server Sign-up is now ONLINE! Scan the QR code above.**

# Greeter

- Please arrive at least 30 minutes before worship begins.
- Unlock both sides of the double glass doors.
- Have everyone sanitize their hands upon entry.
- Record the name of each attendee.
  - If this is the their first time visiting, have them fill out a visitor information form.
- Ask general health questions:
  - Are you feeling well today?
    - If the answer is “NO,” invite the whole household/pod to go home and join us on Zoom.
  - Have you tested positive for COVID or been exposed in the last 5 days?
    - If the answer is “YES,” invite the whole household/pod to go home and join us on Zoom.
  - Do you agree to abide by all posted and verbalized instructions from church leadership?
    - If the answer is “NO,” invite the whole household/pod to go home and join us on Zoom.
- When hand sanitizing and check-in is complete, invite the household/pod to proceed to the sanctuary.
- Please remain at the Greeter Station until at least 15 minutes after worship begins. When you are ready to head to your seat. Please deliver the attendance clipboard to the Ushers, who will check in any who comes in later.

# Usher

- Please arrive at least 30 minutes before worship begins.
- Retrieve the communion kits from the middle freezer in the kitchen if they aren't already on the cart.
- When attendees approach the Sanctuary doors, please hand them:
  - the needed number of bulletins (regular or large print)
  - *Communion kits (wine/grape juice/gluten free)—ONLY if they prefer to stay in their pews during Communion distribution.*
- Please remain at the back pew throughout worship to welcome late comers.
- The Greeter will hand you the attendance clipboard when they proceed to their seats (15 minutes after worship begins).
- If worshippers enter after that time, please record their names and ask health questions in addition to distributing bulletins (*and Communion kits if needed*).
- After worship
  - straighten up the pews—putting hymnals, pencils, & envelopes back in racks, and gathering used bulletins for recycling.
  - (*after early worship only*) retrieve bulletins for late worship and place them on the cart.
  - (*after late worship only*) place any extra Communion kits in the middle freezer in the kitchen.

# Acolyte

## **Before Worship:**

- Arrive at least 15 minutes before worship is scheduled to begin.
- Late Worship—Put on your alb and cincture in the vestry. When selecting an alb, try to find one that hangs 1-2 inches above the top of your feet. You do not want it to be too short or too long—so that it looks good, but you do not trip.
- Get the candle lighter from the vestry and wait at the back of the sanctuary for worship to begin.

## **Processional:**

- Once the Prelude begins, move reverently (not too quickly and not too slowly) down the center aisle.
- Before you step up on the chancel, reverence (bow to) the altar.
- Light the candles on either side of the altar. Also, light the Paschal candle during the 50 days of Easter, and for baptisms and funerals.
- Then proceed to the vestry, extinguish the flame, and put the candle lighter away.
- Take your spot next to the pastor and join in the singing.

## **Baptism:**

- If there is a baptism, you will pour the water (*high, loud, long, and splashy*) into the font when pastor signals to you.

## **Communion Distribution:**

- During the Lamb of God, walk behind the altar and pick up an empty tray.
- Follow behind the Assisting Minister to collect the empty glasses.
- After the congregation has communed, walk behind the altar to receive communion.

## **Recessional:**

- When it is time to recess, the presiding minister and assisting minister will begin the procession (usually during the second-to-last stanza of the hymn).
  - As the presiding minister and assisting minister are reverencing the altar and recessing, move to the candles, light the candle lighter from the first candle, and then extinguish the candles.
  - Reverence the altar and then recess to the back of the sanctuary with the candle lighter lit.
  - After the dismissal, extinguish the flame.

## **After worship:**

- Return the candle lighter to the vestry.
- Late Worship—Carefully take off your robe and cincture and hang them nicely in the vestry.
  - If they are dirty or have wax on them, then fold them nicely and put them on Pastor's desk.

# Assisting Minister

## In Person:

- Please arrive at least 15 minutes before worship begins.
- Late Worship—Put on your alb and cincture in the vestry. When selecting an alb, try to find one that hangs 1-2 inches above the top of your feet. You do not want it to be too short or too long—so that it looks good, but you do not trip.
  - If the robes are dirty or have wax on them, please fold them nicely and leave them on Pastor's desk to be cleaned.)
- Light the acolyte's candle at the beginning of the Prelude. If there is no acolyte, use the candle lighter to light both candles on the altar before or during the Prelude.
- Late Worship—Lead (*or ask someone else to lead*) the Kyrie and/or Hymn of Praise, (*if applicable*).
- During the Hymn of the Day, proceed to the center of the front aisle to lead the Creed & Prayers of Intercession.
- After extending the Peace, proceed behind the altar to pray the Offertory Prayer aloud.
- After the Invitation to Communion, pick up a tray of full glasses from the altar.
- Help distribute communion by handing a glass to each person saying, "The blood of Christ, shed for you."
- When the congregation has communed, follow pastor into the congregation to commune anyone who is not able to come forward.
- Then, place the tray on altar and line up with communion assistant or acolyte behind altar to receive communion.
- After receiving, commune Pastor, saying "The body/blood of Christ given/shed for you"
- Late Worship—Pray the Post-Communion Prayer aloud.
- Process out with Pastor during the Sending Hymn.
- Proclaim Dismissal.

# Lector

- Practice readings prior to Sunday and ask Pastor for pronunciation clarifications. (Readings can be found at: <http://www.elca.org/en/Our-Work/Congregations-and-Synods/Worship/Lectionary>)
- In Person—Come to pulpit for the first reading, Psalm (late worship *only*), and second reading.
  - Please read out of the Lectionary Book (instead of from a piece of paper) if possible. *Shuffling sheets of paper is distracting and suggests the word of God is disposable.*
- On Zoom—unmute yourself and wait for the Tech Host to spotlight you, then proceed with the first reading, Psalm (late worship *only*), and second reading.
- Do not worry about making eye contact with the congregation when reading. *You are proclaiming the word of God, not giving a speech.*
- If you mess up—do NOT get flustered or apologize (*which simply brings more attention to yourself*), simply make the correction and keep going.
- Please introduce each reading simply: “A reading from book name.” Do NOT announce the pew Bible page number, chapter, or verses.
- Please conclude the first reading with “The word of the Lord” and the second reading with “Word of God. Word of life.”
- After the second reading:
  - In Person—return to seat.
  - On Zoom—mute yourself.

## **Communion Assistant**

*(if acolyte is not helping or a fourth person is needed)*

- After the Invitation to Communion, pick up an empty tray from the altar.
- Follow behind the Assisting Minister to collect the empty glasses.
- During certain seasons of the church year, you will be asked to distribute wine from the intinction cup (dipping) saying “the blood of Christ shed for you.”
- After the congregation has communed, walk behind the altar to receive communion.
- After all have communed, you may return to your seat.