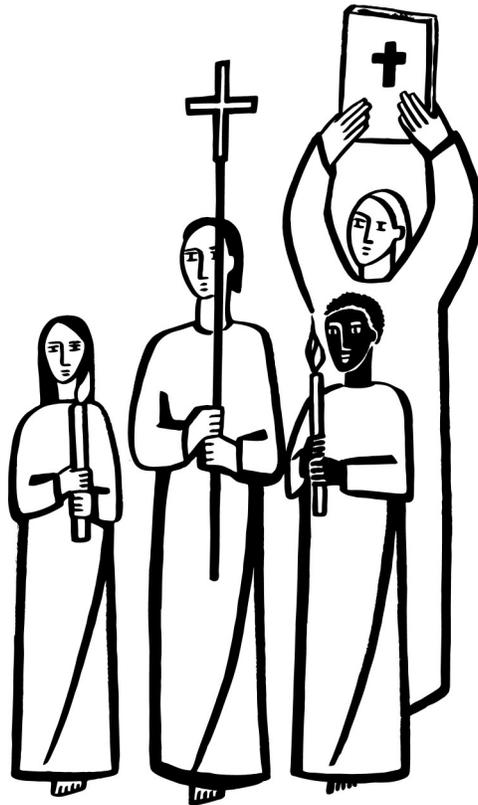


## **Grace Lutheran Church**

521 Providence Road, Chesapeake, VA 23325

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



## **WORSHIP SERVER INSTRUCTIONS**

Revised: January 2020

Grace Lutheran Church is 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.**

When serving in worship, please make sure your hair is combed and your hands are clean.

Wear clothing and shoes that are appropriate for church, and please do not chew gum.

During the service, you are worshipping, so please participate in the whole service with the congregation.

Remember you are worship leaders during this time, so please pay attention to what is going on around you and be ready to fulfill your role in service. Refrain from conversation with others until after the service.

You are to be a good example for the congregation!

## ACOLYTE

### **Before the Service:**

- Arrive at least 15 minutes before the service starts
- Late Service—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 the service 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 the service:**

- Return the candle lighter to the vestry.
- 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

- Please arrive at least 15 minutes before the service starts.
- Late Service: Put on your alb and cincture in the pulpit-side sacristy. (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 Service—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:
  - Early Service—meet Pastor behind the altar
  - Late Service—give the ushers the offering plates. When the offering has been collected, receive the plates from the ushers, turn to the altar, lift the plates, and then place them on the corner of the altar. Then, pray the Offertory Prayer aloud.
- During Lamb of God, 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 Service—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: [www.elca.org/en/Our-Work/Congregations-and-Synods/Worship/Lectionary](http://www.elca.org/en/Our-Work/Congregations-and-Synods/Worship/Lectionary))
- Come to pulpit for the first reading, Psalm (*late service 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.*
- 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.”
- You may return to seat after the second reading.

## COMMUNION ASSISTANT

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

- During Lamb of God, 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.

## **GREETERS**

- Arrive at church at least 30 minutes before the service is scheduled to begin.
- Check to see that bulletins are ready. If not, retrieve them from the office.
- Stand by the double glass doors to greet people and hand them a bulletin as they enter.
- Invite guests to sign Guest Book & invite kids to visit the kids' corner.
- Close Narthex doors when worship begins.
- Early Service—sit on the back pew right inside the sanctuary doors so that you can easily greet late comers and give them a bulletin. During sermon, count attendance and record on clipboard. If there are first time visitors, retrieve a Love Loaf from the freezer nearest the kitchen sink. At the end of announcements, remind the pastor to welcome them as you present them with a Love Loaf and a cross.

## **USHERS (LATE SERVICE ONLY)**

- Be sure to count those present (including those in the Nursery) and record the attendance on the clipboard hanging on the wall right inside the sanctuary doors.
- After the peace, collect the offering and bring the plates forward to the Assisting Minister.
- For communion, bring those in wheelchairs up first and return them to their pews, then direct congregation to the altar, row by row, in order to keep the communion rail full. Ushers should commune last at the rail. At that time, inform the pastor if there is anyone who needs communion brought to them in the pews.
- At the beginning of the Sending Hymn/Song, open the Narthex doors.
- After service, straighten up the pews—putting hymnals, pencils, & envelopes back in racks, and gathering used bulletins for recycling.