

Guidelines for Worship Servers

Ushers

Please arrive 15-30 minutes before the start of service to do the following:

- ✓ Check to ensure the front doors are unlocked for those people that park in the front of the church. When the weather permits, prop the doors wide open to invite people in.
- ✓ Check that all the appropriate lights are on in the sanctuary.
- ✓ Check that you have the correct bulletins ready to hand out. Bulletins from earlier services need to be placed in the recycling bin or in the basket for the 8:30am service.
- ✓ Set aside 2-3 large print bulletins in case more copies need to be made or someone that needs larger print arrives a few minutes late.

As people arrive:

- Greet them warmly. If you haven't met them before, offer your name and ask them theirs. If they say they are visiting, encourage them to sign the guestbook.
- Offer them the correct bulletin and ask if they need any assistance in being seated.

During the worship:

- Please do your best to make any late arrivals feel welcomed and comfortable.
- Count the number of people actually present and make note on the sign-in sheet.
- Immediately following the announcements, begin passing the offering plates from the front of the sanctuary to the back.
- After the collection, wait in the back until the congregation rises to sing the offertory. When you see the acolyte come forward to take the plates, you walk toward the altar to meet them. If there isn't an acolyte, keep the plates in the back on the table with the bulletins.
- During the singing of "Lamb of God," begin spraying hands with hand sanitizer in the front on the pulpit side. People can start lining up to receive even while pastor and assistants are getting prepared.
- As people leave, help them deposit bulletins to be recycled, but gently encourage them to take the announcement sheet home with them in order to continue praying for those on the prayer list.

After worship:

- ✓ Close the front door. It locks automatically. *Do not turn the dead bolt.*
- ✓ Do a walk-through of the sanctuary picking up any stray bulletins. Make note of any special cleaning or repairing that needs done and email Deb, so she can organize someone to do so.
- ✓ Collect the monies collected in the offering plate and deposit in the safe in the office.
- ✓ Once the altar guild is finished and most people have exited the sanctuary, turn off the lights on the electrical panel.

Reader

- During the Hymn of Praise make your way to the pulpit. If passing in front of the altar take a moment to pause and bow. It is important to already be at the pulpit before pastor begins the prayer of the day.
- Announce and read the first reading (usually from the OT)
- For the Psalm, sometimes it will be read responsively, sometimes there is a chanted refrain with you reading as Caroline quietly plays in the background, sometimes we do something else. Please review the bulletin in advance (it is sent out on Friday) to note what the plan is for your assigned Sunday. If you have any questions, don't hesitate to check with pastor or Caroline.
- Announce and read the second reading (usually an epistle).
- Make your way back to your seat during the gospel acclamation – bowing again if you pass the altar.
- *If the assisting minister is in the choir*, please come up to the altar during the singing of “Lamb of God” to assist with communion. Please apply the hand sanitizer on the altar to your hands and then receive communion from pastor. Once all the communion assistants have received, the person with the grape juice will lead the way down to the floor level. Pastor is in the center. The person holding the chalice with wine is next to her on the pulpit side. The person holding the chalice with grape juice is next. Once everyone on the pulpit side has received, both chalice bearers move to the piano side.

Assisting Minister

- During the last verse of the Hymn of the Day, make your way to the pulpit pausing to bow, if passing in front of the altar.
- Invite the congregation to confess our faith according to the words of the Apostle's or Nicene Creed (according to whichever is in the bulletin for that week).
- Read the creed aloud. Don't go overly fast, but also don't worry about the speed of the congregation either. They will take their cues from you.
- Read the prayers of intercession as provided by pastor.
- Make your way back to your seat during the sharing of the peace.
- *If you are not in the choir*, please come to the altar during the singing of “Lamb of God” to assist with communion. Please apply the hand sanitizer on the altar to your hands and then receive communion from pastor. Once all the communion assistants have received, the person with the grape juice will lead the way down to the floor level. Pastor is in the center. The person holding the chalice with wine is next to her on the pulpit side. The person holding the chalice with grape juice is next. Once everyone on the pulpit side has received, both chalice bearers move to the piano side.