

## INSTRUCTIONS FOR ASSISTING MINISTERS



*"There is a prayer for you here."*

### SCHEDULING INSTRUCTIONS FOR ALL WORSHIP ASSISTANTS

You will receive an email reminder during the week before you are scheduled to serve. If you are unable to serve on your assigned date, first try to trade places with someone who also serves in the same way you do. Look over the Worship Assistant schedule and see if there is someone with whom you can trade Sundays. If you succeed, please notify the church office of the change. If you are not able to find someone with whom to trade, call the church office (482-3847) to let us know, even if it is early Sunday morning and you only get the answering machine.

**Schedule conflicts:** As soon as you know you will have a schedule conflict, please call or email Karen Gramacki so she can schedule you on a day that is good for you in the coming month. When two or more members of the same family serve as worship assistants, Karen will usually arrange for them to serve on the same day and service.

1. Please arrive about 10 minutes before the start of the service.
2. Before the service, find a robe that fits (either in the closet in the Parish Life Center or in the Sacristy).
3. Check with the pastors for any special instructions for the service.
4. Meet in the Sacristy before the start of the service with the pastors and the Acolyte for prayer (unless you are in the choir).
5. Enter the Sanctuary through one of the Sacristy doors, stand at the back of the altar rail with the pastors for a moment of silence, and then sit in the chair closest to the sacristy on the west side of the chancel. The pastors sit in the middle two seats. The Acolyte sits in the chair closest to the flag.
6. During the last verse of the opening hymn, you will usually walk with the pastor to the altar. Stand to the left of the pastor.
7. Your responsibilities during the worship service usually include all of the "A" portions (as marked in the worship folder). Using Setting One of the ELW as an example, this includes:
  - The Kyrie (page 98)
  - The Prayers of Intercession (page 105)
  - The Offertory Prayer (page 107)
  - The Post Communion Prayer (page 114)
8. Some portions of the service are marked for singing. You are not expected to sing! If you are planning to speak the Kyrie and the organist gives notes for singing, ignore the notes and go ahead and speak the part. The organist will not play the sung responses for the congregation. If you would like to chant the liturgy, please make arrangements with the organist and/or choir director to practice the parts so you will be prepared and feel confident with the music. Samples of the service music are available on the church web site:  
[www.mountcross.com/podcasts.htm](http://www.mountcross.com/podcasts.htm)
9. Any time you have a part in the service, please move to the center, in front of the microphone and speak clearly and slowly.
10. After the Prayer of the Day you and the pastor are seated. During the Children's Message, walk into the Narthex and check the prayer notebook to see if any requests have been written. If the page has requests on it, you may take it out of the notebook and take it with you. If only names have been added to the page, insert these with the other names "Newly added to our prayers." If there is a larger prayer request, give it to the pastor and he will work it into the prayers at another place. NOTE: If you take this page out of the notebook, please return it after the

service so that other Assisting Ministers or the pastors can use the page at other services. At the end of the morning, the page is taken to the church office.

11. After the Hymn of the Day, the pastor will return to the altar for the Creed. You can remain at your place until after The Peace. During The Peace, greet one or two people and then move to the altar to be ready for the prayers.

12. You should receive an email with the prayers during the week before you are scheduled to assist. If one does not arrive by Thursday, call the church office on Friday. An extra copy is usually in the clipboard in the Narthex, under the attendance sheet. After the Peace you may begin the Prayers of Intercession. Speak slowly and clearly. When a pause for silence is indicated, count to ten before proceeding.

13. After the Prayers, the ushers will begin receiving the offering and the pastor will return to his seat. At this time you begin preparing the altar for communion:

- Remove the burse (looks like a little book with napkins inside) from the chalice and set aside;
- Remove extra purificators (napkins) from the burse and set on the corporal (table cloth);
- Remove the veil from the chalice and set aside;
- Remove the pall (cloth covered cardboard square) from the chalice and set aside;
- Remove the paten (plate) with host (large wafer) and set in center of corporal;
- Remove purificator from chalice and set with other purificators on corporal.
- If it is a Sunday we are using two chalices, bring the second chalice and the individual glasses of grape juice to the altar from the credence table (the table behind you, under the cross).
- If it is a Sunday we are using the trays of individual glasses, you (or the pastor) place the trays (not the base or lid) on the right side of the altar.
- On the first Sunday of the month, you or the pastor can bring two or three of the individual Communion sets from the back table to the altar and open them to be blessed.
- Return to your seat.

14. During the singing of the Offertory, you and the pastor will return to the altar. You will complete the preparation of the altar for the Communion service during the singing of the Offertory:

- Receive the cruet of wine from the Acolyte;
- Fill the chalice(s) to about one inch below the rim (use one of the purificators to catch any drops of wine from the lip of the cruet).
- Lead the congregation in the Offertory Prayer, as indicated in the worship folder.

15. After the Lord's Prayer and Invitation to Communion, you will join the Communion Assistant and the Acolyte to receive Communion. This will usually take place on the back side of the altar rail. Kneel with the Communion Assistant and the Acolyte to receive Communion. On Sundays when we are doing continuous stand-up Communion, you will commune standing.

16. After you have received Communion, the pastor will either stand at the altar or kneel at the rail and you will give him Communion. Take a piece of the host from the paten and give it to him with the words, "**The Body of Christ, given for you.**"\* Then take the chalice used for sipping (along with a purificator) and offer it to him with the words, "The blood of Christ, shed for you."

#### WHEN WE USE TWO CHALICES:

- You will take the chalice used as the common cup.
- After communing the pastor, keep the chalice you used and follow the pastor around the altar rail.
- Those wishing to drink from the common cup will eat their wafer immediately (take notice of children who are receiving the Sacrament!), so offer this chalice to those with empty hands.
- As you hand them the chalice, say: "**The blood of Christ, shed for you.**"\*
- Most people will take hold of the chalice to guide it as they drink, but it is best if you keep your hands on it for support. If they do not take hold of it, tip it as best you can, giving them a sip without pouring it down their front.
- After each person has received the wine, rotate the chalice slightly and wipe the inside and outside edge with the purificator.
- Also, on the altar there will sometimes be two or three individual glasses of grape juice on a special tray. Give these upon request.

#### INDIVIDUAL GLASSES AND ONE CHALICE:

- You will take the chalice used as common cup.
- After communing the pastor, keep the chalice you used.
- You will **follow** the Communion Assistant with the tray of individual glasses.
- You will recognize those wishing to drink from the common cup as they will not have a glass in their hands.

- Offer them the chalice, using the same directions above.
- NOTE: sometimes people not wishing to use individual glasses will want to use intinction. If they still have their wafer/bread, be prepared for this.

WHEN WE USE "WALK-BY" COMMUNION\*:

- After the Lord's Prayer, the pastor will commune you and the other assistants behind (or along side) the altar. Please remain standing.
- After the pastor has communed you, you will commune him at the altar.
- Keep your chalice. You, the pastors and the Communion Assistant will line up in front of the altar rail, with the Assisting Minister on one side of one of the pastors, and the Communion Assistant on the other side of the other pastor.
- As the people come up the center aisle, they will receive bread/wafer from the pastor or pastors, then move right or left to your "station".
- As they dip their bread/wafer, you say: **"The blood of Christ, shed for you."**\*

17. Sometimes there are people at worship who are not physically able to come to the rail for Communion. After all have been communed, the pastor may ask you to accompany him out to where these people are seated. This is especially true when we are using two chalices. After he gives the bread, you offer the wine in the same manner as described above.

18. After all have communed, replace all items in the reverse order:

- Chalice;
- covered by purificator; on top of this place...
- the paten; over this place...
- the pall; over this place...
- the veil; on top of this place...
- the burse; and inside of this place...
- any purificators still on the altar.
- Prepare for the Post-Communion prayer.

19. After the Post-Communion blessing, step to the center and pray the Post Communion prayer. After the prayer, you may return to your seat while the pastor gives a few announcements and the Benediction.

20. During the last verse of the closing hymn, you will usually proceed with the pastors to the front of the altar rail for a moment of silence, then down the aisle to the back of the church.

21. As soon as the hymn has ended, standing next to the baptismal font, you send out the congregation. The words are usually: "Go in peace. Serve the Lord." Check the worship folder for seasonal variations.

\* Please refrain from adding the name of the person to whom you are giving the bread or wine and simply say, **"The blood of Christ shed for you."** While it might seem a nice personal touch to you and the one receiving, it might seem odd to a person nearby (a visitor, perhaps) who is not similarly addressed. "One is truly worthy and well prepared who has faith in these words: *Given, and shed for you, for the remission of sins.*" [Luther's Small Catechism]