

## INSTRUCTIONS FOR ASSISTING MINISTER

1. The schedule for all worship assistants appears each month on the church's web page (<http://www.mountcross.com/worship-assistant.html>). You should also receive an email reminder during the week before you are supposed to serve.

**If you are unable to serve on your assigned date, first try to trade places with someone.**

Use the schedule on the website to do this. If you succeed, please notify the church office of the change. If you can't 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.

2. Please arrive 10 minutes before the start of the service.

3. Before the service, find a robe that fits, either in the choir closet in the Parish Life Center or in the Sacristy.

4. **Check in with the pastor so they will know you are 'on duty.'** You will receive any special instructions for the service. Note any changes that have occurred in the prayer concerns list. NOTE: Please use the Sunday worship folder for prayer concerns and not the page that was mailed to you. The Sunday worship folder has the latest information.

5. Meet in the Sacristy before the start of the service with the pastor and the Acolyte for prayer (unless you are in the choir).

6. Enter the Sanctuary through one of the Sacristy doors, stand at the back or pulpit side of the altar rail with the pastor for a moment of silence, and then sit in front row, closest to the pulpit.

7. 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.

8. The parts of the service you will normally read are usually marked in red italics in the hymnal as "assisting minister." Using Setting One of the ELW as an example, this includes:

- The Kyrie (page 98)
- Prayers of Intercession (page 105)
- The Offering Prayer (page 107)
- The Prayer after Communion (page 114)
- The Sending (page 114)

These parts change slightly in the other settings of Holy Communion that we use. The worship folder for each Sunday will have all of your parts listed clearly. Some assisting minister portions of the service are marked for singing. You are not expected to sing! If you are planning to speak the liturgy and the organist gives notes for singing, ignore the notes and go ahead and speak the part. 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. Check with the pastor to see if recordings of the liturgy are available. Any time you have a part in the service, please move to the center, in front of the microphone and speak clearly and slowly.

9. After the Prayer of the Day you and the pastor are seated. During the Children's message, please 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 it can be used at other services and the church secretary can have the names after services are over.

10. During the last verse of the Hymn of the Day, the pastor will return to the altar for the Creed and the Peace. After sharing the Peace, join the pastor at the altar for the prayers. You should receive an email with this prayer about a week before you are scheduled to assist. If one does not arrive by Thursday, call the church office on Friday. After the Peace, and everyone is seated, you may begin the Prayers. Speak slowly and clearly. When a pause for silence is indicated, count to 10 before proceeding.

11. After the Prayer of the Church, the receiving of the offering will begin and you will begin the preparation of the altar for the communion service during the receiving of the offering:

- Remove the burse (looks like a little book with napkins inside) from the chalice and set aside;
- Remove extra 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;
- 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, place the trays (not the base or lid) on the right side of the altar. Sometimes the pastor will do this.
- If there is time, you may briefly return to your seat.

12. 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 (the pastor will usually take the ciborium of wafers from the acolyte);
- Fill the chalice(s): Common Cup - to about one inch below the rim. Intinction Chalice(s) - pour about  $\frac{3}{4}$ " of wine. Use one of the napkins 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.

13. After the Lord's Prayer and invitation to Communion, you will join the Communion Assistant and the Acolyte to receive Communion. Kneel or stand with the Communion Assistant and the Acolyte on the back or pulpit side of the altar rail to receive Communion. On Sundays when we are doing continuous stand-up Communion, you will commune standing.

14. If you wish to use common cup, immediately eat your wafer/bread. If you wish to use intinction, please hold your wafer where the pastor can see it.

15. After you have received Communion, you will commune the pastor - usually standing behind the altar. Take a piece of the host from the paten and give it to the pastor with the words, "***The Body of Christ, given for you.***" Then take the chalice used for sipping (along with a napkin) and offer it to the pastor with the words, "***The blood of Christ, shed for you.***"

#### 16. WHEN WE ARE USING 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!). To those with empty hands offer the chalice.
- 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 napkin.
- As you start each new circuit of the altar rail, make sure you have enough wine in the chalice. If needed, return to the altar and fill the chalice from the cruet.
- Also, on the altar there will sometimes be two or three individual glasses of grape juice on a special tray. Give these upon request.

#### 17. WHEN WE USE 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 who will first offer 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.

#### 18. WHEN WE USE "STAND-UP CONTINUOUS COMMUNION":

- After the Lord's Prayer, the pastor will commune you. Remain standing.
- After the pastor has communed you, he will take a place at the altar or the rail and be communed by you in the same manner.
- Keep your chalice. You, the pastor and the Communion Assistant will line up in front of the altar rail, with the Assisting Minister on one side of the pastor, and the Communion Assistant on the other side.
- As the people come up the center aisle, they will receive bread/wafer from the pastor, then move right or left to your "station".
- As they dip their bread/wafer, you say: "***The blood of Christ, shed for you.***"
- Occasionally, when there is a very full service, the pastor might ask you to give bread instead of wine. When people come to you, simply say, "***The body of Christ given for you.***" If a child or adult comes forward who only wants to receive a blessing, you may mark their forehead with the sign of the cross and simply say, "***The Lord bless you,***" or another appropriate blessing.

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

Chalice;

- 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 napkins still on the altar.
- Prepare for the Post-Communion prayer.

20. After the Post-Communion blessing by the pastor, step to the center and pray the Post Communion prayer.

21. After the Benediction, you may return to your seat or stand at the altar as the pastor gives a few announcements.

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

23. As soon as the hymn has ended, standing next to the baptismal font, you send out the congregation. The words are usually: ***“Rooted in God’s grace, we joyfully witness and serve.”*** Check the worship folder for variations.

24. Thank you for your help in this important part of our worship service!

{Updated 10/2/2017}