



WORSHIP ASSISTANT MANUAL

SECTION I: Ushers:

Before Service Begins:

- Strive for excellence in all we do. Be courteous, friendly, helpful and polite.
- Arrive at least 20 minutes before the start of service.
- Be sure to wear appropriate attire.
- If snowing, arrive with extra time to help shovel and salt the entry ways.
- Communicate with the scheduled Elder (or Communion Assistant) for the service.
 - Between the Elder and the Usher, it should be confirmed that all other worship assistants are present and aware of their responsibility. These include, Readers, Greeters, Communion Assistants, Acolytes, etc.. (check bulletin). Inform Pastor of any uncovered responsibilities.
 - If serving as a substitute, be sure to announce yourself to the other Usher and Elder.
- Turn on all lights.
- Open blinds on all windows.
- Open sanctuary doors.
- Turn on floor fans (if needed).
- Turn on ceiling fans (if needed). (Ceiling fans should be on 24/7 during the heating season.)
- Open windows (if needed).
- Check hearing aides on visitor center are neat and in working order.
- Check sanctuary for litter and make sure pews are in order.
 - Check record of fellowships (Red Books) are in each pew and stocked.
 - Ensure Hymnals and Bibles are presented in an orderly manner in each pew.
 - Ensure pews are stocked with envelopes and sharpened pencils.
- As people enter the sanctuary hand out bulletins and offer special assistance to elderly family groups for special occasions, etc...
- If needed, help worshipers find open seats and or gather more worship bulletins if running low.
- If needed, set up folding chairs in the back and side aisles.

NOTE: If you are scheduled and unable to attend please try to find a substitute by referring to the names (and phone numbers) on the Usher Schedule. If unable to find a substitute, please contact the Lead Usher.

During Service:

- Remain in the back of the sanctuary so as to be able to help seat late arrivers, manage the doors quietly and keep an eye on the narthex.
- Be attentive during the worship service for unexpected situations or emergencies. Deal with these as quickly and quietly as possible.
- Take a head count during each worship.
 - This count should include all people in the church (including Kramptiz Hall, the choir loft and the kitchen).
 - Be sure to not count children that have dismissed for Children's break, etc., twice.
- Offering:
 - Both Ushers come forward and receive the plates from the Acolyte or Pastor.
 - After collection one Usher returns both plates to the Acolyte or Pastor, (without reverencing).
- Communion: (Seated)
 - Both ushers go to the front pew as Pastor and or Elders receive Communion.
 - Direct nominally 8 people to the communion table at one time
 - Alternating sides of church and sides of table.
 - Ask people that may appear to be unable to receive at the table if they would like to receive communion in their pew.
 - Receive communion with the last group going to the table.
 - Inform and direct Pastor to any communicants that wish to receive in the pew.
- Communion: (Standing)
 - Both ushers go to the front pew as Pastor and or Elders receive Communion.
 - Wait for the Pastor and communion assistants to bring the communion from the altar to the sanctuary floor.
 - Communion the east side of the congregation first, starting closest to the altar and working backwards row by row.
 - Allow people to line up in the center aisle as far as their pew is from the altar.
 - Ask people that may appear to be unable to receive at the table if they would like to receive communion in their pew.
 - When the east side of the congregation is done, wait for the Pastor and communion assistants to move to the west side of the church.
 - Communion the west side of the congregation, starting closest to the altar and working backwards row by row.
 - Receive communion with the last group going to the table.
 - Inform and direct Pastor to any communicants that wish to receive in the pew.
- As the worship ends help Pastor with doors and at the end of first service collect unwanted bulletins as people depart so that they can be reused in the second service.

After Service Ends:

- Re-load the Bulletins with sermon notes, announcements, etc...
- Do a visual sweep of the sanctuary and narthex. Collect lose papers, lost or forgotten items, etc..
- Do a lose plate offering count
 - Both ushers go to the Altar Pit and count lose plate offering.

- Do not open any envelopes (marked or not).
- Complete one copy of the “Blue Sheet” record of worship after each service. Both ushers sign for the service they served at.
- After second (or last) service, both copies of the completed record are placed in the money bag.
- After first service the offering is put in the safe in the vestry but the safe door is left unlocked. (The safe door should be closed to appear as if it is locked, but do not lock the safe after the first service. The safe should be locked after the second service offering is counted.)
- Let the Financial Secretary know if the blank “Blue Sheets” are getting low.
- The Financial Secretary will normally collect the money bag at the end of the second service, but if they are not present, place the money bag in the safe and lock it.
- As the worship ends help Pastor with doors and at the end of first service collect unwanted bulletins as people depart so that they can be reused in the second service.
- After last service:
 - Turn off all lights, in all areas, including: all bathrooms, Krampitz hall, the kitchen and the light under military plaque. (The eternal lamp on the altar is not extinguished.) Verify that all candles lit for service have been extinguished.
 - Turn off all floor fans and turn off ceiling fans if not in the heating season.
 - Close all windows and doors (internal and exiting).
 - Ensure pews and pew bibles and hymnals are organized in an orderly manner.

Lead Usher: (Role and responsibility)

- Draft and coordinate the monthly schedule of ushers, including holidays and special worship services.
- Ensure all services have adequate Usher coverage.
- Post this schedule in the narthex and ensure every usher and the church secretary has a copy.
- Contact and remind Ushers before the month they are scheduled to serve.
- Help coordinate an annual appreciation and training dinner for ushers.

SECTION II: Elders:

- Each service should be covered with one currently serving Elder and one Communion Assistant.
 - The First Service Elder should arrive at church at least 30 minutes before service.
 - The Elder should unlock the Church, if required.
 - Communicate with the Ushers to ensure that they are established for the service.
 - Check the bulletin to see who is also serving during worship.
 - Communicate with the other worship assistants to ensure that they are ready and able to perform in the upcoming service.
 - If not able, contact Pastor before finding an alternate.
- Approach the altar to receive communion after Pastor instructs the congregation to “be seated for communion”.
- Reverencing is done before entering the top level of the altar or immediately after stepping back off this level.
- First service:
 - The Elder should commune Pastor (both elements) after receiving communion.

- The elder should offer the post communion prayer for Pastor.
- Pastor leads the sacrament with the offering of the Body of Christ.
- Followed by the Communion Assistant with the tray of plastic cups.
 - The Communion Assistant should ensure that there are at least 2 grape juice cups on the tray being offered.
 - The Communion Assistant should present the tray in a stable and respectful manner.
 - Some communicants will need help due to poor vision or unstable hands.
 - The words of the institution are said as the tray is being presented
- The Elder follows behind the Communion Assistant:
 - The words of the institution are said as the Elder presents the common cup.
 - The Elder should also bring the “purificator cloth” (napkin) to keep the lip of the cup clean after each use.
 - The purificator cloth is kept at the base of the cup, away from the communicant.
 - Rotate the cup after each use.
 - Add wine from the flagon, as required, between table services.
 - Use the purificator (spoon) to strain out any floating debris in the cup as soon as it is detected. (e.g. it is acceptable to leave communicants at the table to do this before returning to offer them the chalice.)
- Communion: (Standing)
 - The order of communion is the same as the ‘seated’ communion.
 - The east side of the church is communed before the west side.
 - There should be a small table set up near the center aisle and the altar to hold communion cup trays that are not in use. If this is the case, the communion assistant should bring all the trays when first leaving the altar. (If there is room, the flagon should be brought down and placed on this table too.)
- If there are communicants in the pew, check with the Pastor so see if the tray or chalice should be brought to the pew. The appropriate assistant follows Pastor.
- The Elder organizes and covers the elements at the end of the sacrament.
- The cover is brought over the elements from back to front so as to keep them visible to the congregation as long as possible.
- If the consecrated host is dropped it should be picked up and kept discretely in hand until it can be placed back on the altar in a location that will be covered at the end of the sacrament.
- Reverence the altar after stepping down at the end of the sacrament only. (Do not reverence when bringing the sacrament to a communicant in the pews.)
- After the end of Second Service:
 - The Second Service Elder remains in the building to lock up, or ensure that other members with a key are still in the building and will be responsible for locking up.

SECTION III: Communion Assistants :

- Each service should be covered with one currently serving Elder and one Communion Assistant.
 - The Communion Assistant should arrive at church at least 15 minutes before service.
 - First communicate with the Ushers to ensure that they are established or the service.
 - Check the bulletin to see who is also serving during worship.
 - Communicate with the other worship assistants to ensure that they are ready and able to perform in the upcoming service.

- If not able, contact Pastor before finding an alternate.
- Approach the altar to receive communion after Pastor instructs the congregation to “be seated for communion”.
- Reverencing is done before entering the top level of the altar or immediately after stepping back off this level.
- Pastor leads the sacrament with the offering of the Body of Christ.
- Followed by the Communion Assistant with the tray of plastic cups.
 - The Communion Assistant should ensure that there are at least 2 grape juice cups on the tray being offered.
 - The Communion Assistant should present the tray in a stable and respectful manner.
 - Some communicants will need help due to poor vision or unstable hands.
 - The words of the institution are said as the tray is being presented
- The Elder follows behind the Communion Assistant:
 - The words of the institution are said as the Elder presents the common cup.
 - The Elder should also bring the “purificator cloth” (napkin) to keep the lip of the cup clean after each use.
 - The purificator cloth is kept at the base of the cup, away from the communicant.
 - Rotate the cup after each use.
 - Add wine from the flagon, as required, between table services.
 - Use the purificator (spoon) to strain out any floating debris in the cup as soon as it is detected. (e.g. it is acceptable to leave communicants at the table to do this before returning to offer them the chalice.)
- Communion: (Standing)
 - The order of communion is the same as the ‘seated’ communion.
 - The east side of the church is communed before the west side.
 - There should be a small table set up near the center aisle and the altar to hold communion cup trays that are not in use. If this is the case, the communion assistant should bring all the trays when first leaving the altar. (If there is room, the flagon should be brought down and placed on this table too.)
- If there are communicants in the pew, check with the Pastor so see if the tray or chalice should be brought to the pew. The appropriate assistant follows Pastor.
- The Elder organizes and covers the elements at the end of the sacrament.
- The cover is brought over the elements from back to front so as to keep them visible to the congregation as long as possible.
- If the consecrated host is dropped it should be picked up and kept discretely in hand until it can be placed back on the altar in a location that will be covered at the end of the sacrament.
- Reverence the altar after stepping down at the end of the sacrament only. (Do not reverence when bringing the sacrament to a communicant in the pews.)

SECTION IV: Acolyte:

- Arrive at church at least 10 minutes before worship.
- Check the bulletin and announce yourself to the Usher and or Elder. (Keep the bulletin with you when you go to the altar.)
 - Go to the vestibule and don the alb.
 - The alb should be fully zippered and snapped.

- The alb should be selected to be the longest size that does NOT touch the floor.
- The belt should be secure with a simple half knot.
- The belt should be a length that minimizes the length of hanging.
- Doubling the belt back on itself is a good way to reduce the length, if required.
- You should be wearing nice footwear, as this is the only part of your clothing that can be seen if the alb is properly worn.
- Wait in the vestry for Pastor.
- When ready, Pastor will light the wick on the candle snuffer and direct the Acolyte(s) to proceed to light the Eucharistic candles (a.k.a. communion lamps or altar candles).
- In all services the altar lamps are lit. The right side candle should be lit before the left side.
- If Pastor has instructed that additional candles are to be lit, they should be lit after the altar lamps are lit.
 - General rule: light candles from closest to the cross (center of church) then work outwards.
 - Extinguish candles furthest from the cross (center of church) and work inwards.
- Except during communion, whenever passing in front of the cross, you should reverence.
 - Whenever turn your back to the altar you should turn inwards, towards the center aisle. (For example, if you are on the right side of the altar you should turn counterclockwise, but if you are on the left side of the altar you should turn clockwise.
- Pastor will also instruct the Acolyte(s) to light additional candles for special occasions.
- Reverence before entering the Altar (the last step).
- Light the candles as directed by Pastor.
- Extinguish the wick on the snuffer by gently blowing it out.
- Place the snuffer in the appropriate snuffer holder(s) before taking your seat.
- Follow along with the congregation during worship. (for example, stand when they stand, sit when they sit, reply when they reply, etc..)
- Feel free to sit in the front pew if videos or other demonstrations are being performed outside your field of view.
- During communion join the first communion seating to receive the blessing.
- After receiving the blessing, retrieve the basket for collecting the empty plastic cups.
- Follow behind the Elder with the Chalice and let the communicant drop their empty plastic cups in the basket.
- At the end of communion, place this basket back by your seat (where you found it) and return to your seat.
- At the end of service:
- Retrieve the snuffer and extinguish candles when there are approximately two verses left in the closing hymn.
- Immediately after extinguishing the candles, step down from the Altar, reverence and return to the narthex.
- Undress in the vestry and ensure the Albs and belts are hanging in a neat and orderly manner.

SECTION V: Readers:

- Arrive at church at least 20 minutes before worship.
- Check the bulletin and announce yourself to the Usher and or Elder.
- Prepare the reading and verify pronunciation of difficult or unusual words.

- It may be helpful to make notes or marks indicating pauses or stresses on your copy of the appointed reading.
- The reading should be prefaced by:
 - Announcing the church calendar date
 - Announcing the Book, chapter and verse of the reading.
 - For example: “The old testament reading for the first Sunday after Pentecost is from Isaiah Chapter 5, verses 1 thru 8.”
 - If the reading is responsive, also announce this and where the responsive reading may be found.
- The end of each reading should be concluded with “This is the word of the Lord”.
- No reverence is required either going up to or leaving the lectern.

SECTION VI: Greeters:

- Arrive at church at least 10 minutes before worship.
- Check the bulletin and announce yourself to the Usher and or Elder.
- Join the Ushers at the entrance to the sanctuary as people start to assemble for worship.
- Be alert for first time visitors (not always easy to do). Ask: “Are you visiting with us today?”
- Smile and offer handshakes to all that pass by.
- Be sure any known visitors are welcomed and directed to the welcome center.
 - Invite them to receive a gift bag.
 - Ask them to sign the Welcome Book.
- Feel free to leave the greeting position and join the visitor if the visitor seems open to conversation or has questions.
 - If possible, discreetly inform Pastor of any known visitors before worship.
 - Visitors should never be made self conscious or uncomfortable.
 - Many visitors will just prefer to remain inconspicuous and that wish should be respected.
- If possible reconnect with any visitors after worship but don’t force a conversation if the visitor is trying to leave.
- Please find a replacement if you are unable to serve at your assigned service.

As always, the Pastor, church leadership and the congregation thanks all of you who participate in helping our worship be meaningful and pleasing in God’s sight.

May God bless you in His service.