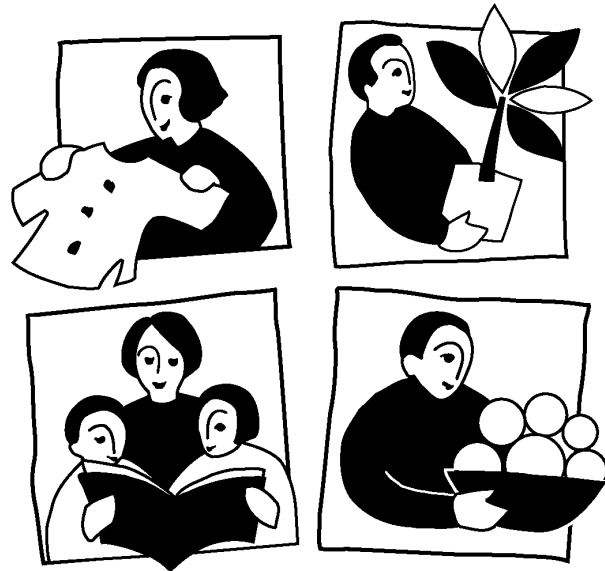


Summer 2022
Saint James Lutheran Church
Worship Assistant Instructions

Called to
Serve in
Christ's
Name



Thank you for serving...
We can't do it without you!

Altar Guild

The Altar Guild helps care for the altar by cleaning up after a communion service.

Intinction (aka dipping)

Before worship:

1. Fill 2 Chalices with 2 inches of grape juice each.
2. If you don't find a loaf of bread in the refrigerator, you can microwave a loaf from the freezer in classroom #7. About 1 minute.
3. Wrap a loaf of bread in a white cloth and place in a basket.
4. Set the cups and bread on the altar. (1 cup center, 1 cup on the side.)

After worship:

1. Place the remaining bread in a zip lock bag and put in the kitchen refrigerator.
2. Dispose of leftover grape juice.
3. Rinse out and dry containers and replace in the cupboard.
4. Take home and launder any altar cloths that are soiled.
5. Altar cloths should be hand washed and ironed.
6. Make sure all candles are extinguished.
7. If needed, empty water from the baptism font on the ground, dry and replace the bowl.
8. On Saturdays make sure there is a loaf of bread in the refrigerator for Sunday morning. Frozen bread is in the stand-up freezer in classroom #7.

Greeter

Greeters are the face of Jesus and Saint James, who welcome people to worship.

1. Arrive 15 minutes and greet everyone (including children).
 - a. Smile.
 - b. For example... "Good morning/evening. We're glad you are here!"
 - c. Handshakes are typical, but some people are shy, while others want a hug.
 - d. If you don't know someone, "I don't believe I've met you yet. My name is (*your name*)."
 - e. Assist new people by showing them where to get a bulletin, hang coats, get coffee, etc.
 - f. If it's appropriate, introduce visitors to others, especially pastor or a staff member.
2. During worship
 - a. Reach out warmly during the sharing of the peace. "We're glad you are here."
3. After worship
 - a. If you were the designated Greeter for the day, please stand at the main entrance and thank people for worshipping with us. "Hope you will come again."
 - b. Introduce yourself to people you don't recognize. "Glad you are here. Thank you for coming."
 - c. Invite new people to join you for a cup of coffee during fellowship. Introduce guests to others.

Lector

The Lector's voice proclaims the Word of God to God's people.

1. A copy of the readings will be emailed to you the week before you're scheduled.
2. Practice your reading and ask a pastor or staff member if you have questions.
3. Speak clearly and slowly. The pulpit mic is sensitive so you do not need to speak loudly.
4. After the Children's Sermon, proceed to the lectern.
5. Introduce lessons with, "A reading from the book of..." (You don't need to mention chapter or verses.) Conclude lessons with, "The Word of the Lord." Congregation responds, "Thanks be to God."
6. You will lead the psalm as a responsive reading.
7. When finished, you may take your seat in the congregation.
8. If you are willing, ask the pastor/presider if they would like you to lead the creed, the prayers of intercession and/or help serve communion.

Fellowship Hosts

Social Hour Hosts provide food and serve for Fellowship time after Worship on Sundays.

1. Fellowship Hosts provide the food (cookies, bars, cake, bread, rolls, bagels, fruit, whatever you wish). In general, about 10 dozen items.
 - a. If interested, quote from Krispy Kreme: \$4 per dozen donuts
2. Make coffee as needed. Ask a staff member if you are unfamiliar with our coffee maker. 3-4 big pots of Regular Coffee and 1 smaller pot (orange spout) of decaf coffee.
3. Set the serving table in Fellowship Space either before worship or right after communion.
 - a. Napkins and plates are in the cupboard on south wall.
 - b. Serving platters are in cupboard on south wall.
 - c. Basket for free-will offering.
4. Clean up
 - a. Load dishwasher and start (detergent is under sink)
 - b. Wipe down tables in the Fellowship Space, kitchen counter, and sink
 - c. Empty and rinse coffee pots.
 - d. The Sunday teller will either come and get the money, or you should place it in an envelope and put in safe (hallway by staff offices).
 - e. Take out garbage and replace with new bags as needed. New bags should be in the bottom of the garbage cans, i.e. under the full bag. More bags can be found in the utility closet.
 - f. Take home any used towels, wash and return.

Usher

Ushers are leaders who help lead the worship service by guiding worshipers.

1. Arrive 20 minutes early:
 - a. Obtain bulletins from church office, if they are not already on the table.
 - b. Verify offering plates are at the back of the church.
 - c. Walk through the sanctuary looking for problems.
 - d. Turn on the power strip in the sound system closet.
2. As people arrive for worship:
 - a. Stand inside the sanctuary entrance to greet people and make sure they grabbed a bulletin.
 - b. Be attentive and helpful to visitors.
 - c. Offer “quiet sacks” from the hall tree in the Fellowship Space to parents with young children.
 - d. If the sanctuary is getting full, escort people to open seats.
 - e. Bring in chairs from the fellowship hall only if all regular seating is full.
3. During Worship: (i.e. when Pastor goes to the altar.)
 - a. Close doors of the sanctuary.
 - b. Sit in the back row.
 - c. Greet late arrivals with a bulletin and instructions on where they might sit.
 - d. During the offering, count the attendees and record in the attendance notebook, which is in the sound system closet.
 - e. Be observant to problems during the service (temperature, fans, etc.)
4. During the Offering
 - a. Obtain offering plates and walk to the front of the sanctuary when the offering music begins.
Face predominately to the front when passing the offering plates.
 - b. After the offering is collected. place plates on the credence table in the NW corner of the sanctuary.
5. During Communion
 - a. When Pastor is ready to start communion, begin ushering people forward beginning with the front pews. Ordinarily both sides come forward at the same time in two lines.
 - b. If a worshiper needs communion brought to them in their pew, get pastor’s attention after the last person has come forward.
 - c. The ushers are usually the last people to commune.
6. After the Dismissal
 - a. Reopen the sanctuary doors.
 - b. Put away extra chairs from the entryway.
 - c. Help worshipers to return their bulletins for reuse.
7. After Worship
 - a. Walk through the sanctuary looking for lost items and garbage.
 - b. Make sure all candles are out.
 - c. Tidy up the table with the bulletins and announcement sheets.
 - d. Turn off the power strip in the sound system closet.

Facebook Live Operator

This ministry makes it possible for our homebound members to participate in worship.

1. ?????
2. ?????