

# *How do I do that?*

## Instructions for Worship Helpers of All Types

### **Acolytes**

- Arrive 15 minutes before worship.
- Ask Pastor if you should wear a robe.
- Get candle lighter from the sound booth.
- 5 minutes before worship, light the candles. (The sound booth operator can help you get started.)
- During worship...
  - Sit with pastor and the assisting minister.
  - Give the offering baskets to the ushers and get the offering baskets when the offering is done.
  - Help with communion by collecting empty cups.
  - During the last hymn put out the candles. Pastor or the Assisting Minister will tell you when.
  - After you have put out the candles, return the candle lighter to the sound booth.

### **Greeter**

- Arrive 15 minutes before worship.
- Make sure both doors are keyed open, unless it's too windy in which case you may want to keep one door locked. (The key is on the side of the bulletin board.)
- Greet people as they arrive with a smile and a handshake. Don't worry if you don't know who is and isn't a member. If you don't know them, they probably don't know you either.

### **Sound**

- Arrive 15 minutes before worship.
- Turn on sound system and check the batteries in Pastor's mic.
- If you don't know how to run the sound system, we will find someone to train you.

### **Assisting Minister/Reader**

- Arrive 15 minutes before worship.
- Check out your folder, which is labeled 'Assisting Minister' inside the cover.
- Check out the readings. If you're not sure of the readings, ask Pastor.
- Help serve communion.
- You get the last word... "Go in peace..."

### **Fellowship Servers**

- Arrive 15 minutes before worship.
- Brew coffee... mostly caffeinated, but also some decaf.
- Set up coffee, cups, napkins and treats in both windows.
- As fellowship is winding down, clean up the kitchen and wipe the round tables as necessary.

**Continued on reverse side.**

## **Usher & Communion**

2 families are assigned because during communion we need a total of 4 to 5 people: 2 to usher and 2-3 to serve communion. There are always extra people who will help, but we have to ask them.

- Arrive 15 minutes before worship.
- **Before Worship:**
  - Turn on the lights in the sanctuary (including the spotlights, with the slider as low as possible).
  - Set up communion. Instructions are posted in the narthex (behind the altar). Wine and trays will likely be found in the refrigerator in the kitchen. There is also wine in the lower cupboard to the left of the sink. Please fill 4 trays. We have bread makers, but if the bread doesn't show up, there are wafers in the cupboard.
- **Ushering during worship** requires 2 people.
  - Pass the sign-in pads during the children's sermon.
  - Pass the offering baskets during the offering. You will get the baskets from the acolyte and return them to the acolyte.
  - Help people come forward for communion... We usher people forward from both sides (left and right) simultaneously and each section starting moving from the front row to the back row. Ushers come forward last.
  - During the children's sermon, count the total number of people in attendance (including the children) and write this number down with a date.
- **During Communion:**
  - It takes 5-6 people to serve communion depending on how many bread lines we use. The Assisting Minister & Acolyte both help, which means we need 2 or 3 more people to help.
  - When you serve wine, you should say, "The blood of Christ, shed for you."
  - If you serve bread, you should say, "The body of Christ, given for you."
- **After Worship:**
  - Clean the communion trays.
  - During the summer, unused wine should be put back in the bottle. During the school year, unused wine should be left in the trays, covered and refrigerated.
  - Leftover bread should be set out with the fellowship treats and consumed.
  - The contents of the offering baskets should be brought to the office and put into a zippered bank bag, which can be found on Tammy's desk. The bank bag should be placed on Pastor's desk chair.

## **Bread**

- Arrive 15 minutes before worship with the bread.
- We have a recipe, which can be found in the GLC cookbook (page 47) or by calling Tammy.
- 2 Loaves is almost always plenty, with the exception being Christmas & Easter.