

Emanuel's Lutheran Church & Day School

Assisting Minister Instructions for Worship Services

Following is a basic checklist of Assisting Minister responsibilities during worship services in the Sanctuary. You are asked to review them each time you assist in worship.

GENERAL CONSIDERATIONS:

- The Assisting Minister's role is to lead worship and to assist the Presiding Minister (Lead Pastor, Associate Pastor or Guest Pastor) in aspects of the service as designated:
 - P: Presiding Minister or Preaching Minister; AM: Assisting Minister
- Assisting Ministers demonstrate the Lutheran understanding of the "priesthood of all believers" and through their leadership, augment the quality and spirit of worship.

BEFORE THE WORSHIP SERVICE:

1. Arrive 30-40 minutes before the service begins.
2. Check to make sure the sound system is on in the sound room, which includes the two switches in the left corner of the wall, just beneath the window and shelf, as you look toward the sanctuary
 - a. Two red lights ought to illuminate when the system is "on"
3. Confirm that the AM microphone has good battery strength. Two or more bars of battery "life" ought to be present on the small screen on the front of the black pack. If not, replacement 9-volt batteries can be found in a large plastic box in the Church Office refrigerator.
4. It is always good to test your microphone each time it is used to make sure the system is working without interference.
5. Put on the alb (robe) and cincture (rope) located in the closet in the sacristy. Additional sizes of albs, and cinctures, are available in the flower room acolyte closet if you need them.
6. The Pastor(s) will normally brief the Assisting Minister on any duties expected other than normal as shown below 10-15 minutes before the worship service. If there is a guest Pastor, determine what he/she expects from the Assisting Minister during the service if it varies from the norm. Be prepared, if required, to lead all portions of the worship except the Holy Communion liturgy and the sermon. A plastic tub in the Sacristy is filled with writing utensils, highlighters, and other office supplies to make quick work of any last-minute changes or notes.
7. Communion is served at every service unless noted. During the COVID times, Communion is served from the pews by individual cups and wafers. Individuals items are located on the altar for those leading worship. Additional information is below.

DURING THE WORSHIP SERVICE:

1. Assist the acolyte, if necessary, in lighting the candle lighter (torch). Be prepared to perform duties of the Acolyte or Crucifer at any time.
2. During a Processional Sunday: After the Confession and Forgiveness is offered from the entrance to the Narthex, the Assisting Minister will walk just in front of the Pastor(s) carrying the Bible or Lectionary Bible. Upon reaching the chancel, stop briefly to reverence the altar (slight bow) before stepping up into the chancel area. The Bible or Lectionary Bible may be placed the Altar

and you may proceed to the left of the altar to your seat and remain standing for the remainder of the Gathering Hymn.

3. As the final verse of the Gathering Hymn is being sung, move to the Altar for the Greeting.
4. The Preaching Pastor will offer the Greeting and, if the Assisting Minister is singing and not the Cantor, the accompanist will play the first three notes to begin the Kyrie. The Assisting Minister will sing the parts of the Kyrie that are not bolded. If the Assisting Minister is not singing, they may remain at the Altar throughout the Kyrie in preparation for the Prayer of the Day.
5. After the Hymn of Praise, should it be listed in the bulletin, lead the congregation in the Prayer of the Day, asking them to be seated upon saying "Amen," and then return to your seat.
6. The Lector will begin the First Reading. Be prepared to read the scriptures if the Lector is not present.
7. Remain in your chair for the reading of the scriptures and the sermon.
8. Stand for the Hymn of the Day.
9. As the final verse of the Hymn of the Day is being sung, the Assisting Minister will move to the right side of the Altar to lead the Apostles' Creed and the Prayers of Intercession
10. The Assisting Minister assists with preparing for communion during the Sharing of the Peace and is then seated during the Offering. Be prepared to receive the offering from the usher if there is no Acolyte then return to your seat. The offering baskets are placed on the high altar.
11. Stand for the Offering Song and move to the Altar for the Offering Prayer. After the Offering Prayer, return to your chair.
12. The Presiding Minister will normally lead The Great Thanksgiving, but the Assisting Minister may be called upon lead the sung portion or a Cantor may be called upon. This will be determined prior to the beginning of the worship service.
13. The Presiding Minister will pray the Eucharistic Prayer, lead the Lord's Prayer, and offer the Invitation to Communion. In times governed by pandemic protocols, jump to number 16.
14. In times that are not governed by pandemic protocols, the Assisting Minister helps distribute the chalices, filled with wine, as well as the gluten free station to those assisting with Communion's distribution. The Assisting Minister then takes the flagon, the large silver pitcher full of wine, and stands in the center of the chancel to refill any chalices that are empty.
15. Move to the back of the Altar with the other Communion Servers and receive Communion from the Presiding Minister. You will be called upon to serve the Presiding Minister communion at the very end of the Communion.
16. Move to the Altar, to the right of the Presiding Minister, during the Table Blessing and then lead the Prayer after Communion. The Blessing will be spoken by the Presiding Minister. Return to your chair for the beginning of the Sending Hymn.
17. Remain standing at your chair until the Acolyte has extinguished the worship candles and then join the Pastor(s) at the center of the chancel facing the high altar. Give reverence to the altar and then lead the Ministers down the aisle to the Narthex.
18. During a Recessional Sunday: Remain standing by your chair during the Recessional Hymn until the Acolyte will extinguishes the candles and the Crucifer removes the cross. Then join the Presiding and Preaching Ministers at the center of the chancel facing the high altar, giving reverence to the altar, and turn and face the congregation. Remove the Bible or Lectionary Bible from the Altar and proceed up the center aisle, following just behind the choir. (If there is

no acolyte, the Assisting Minister may be called upon to extinguish the candles and carry the cross, before preparing for the dismissal.)

19. Following the conclusion of the Sending Song, the Assisting Minister will offer the Dismissal (“Go in peace, serve the Lord” or whichever dismissal is printed).

AFTER THE WORSHIP SERVICE:

1. Join the Pastor(s) at the doors and stand before the Pastor(s) to receive and greet members of the Congregation.
2. Remove the alb and cincture and place them back in the closet. If an alb needs cleaning, please place it on the table in the Flower Room with a note on it requesting it to be cleaned.
3. If the headset microphone is used, make sure it is turned off, wiped off with disinfectant wipes, and placed back in the microphone drawer.

THANK YOU VERY MUCH FOR THE VALUABLE ASSISTANCE YOU PROVIDE TO MEMBERS AND GUESTS THROUGH YOUR SERVICE.