

Worship Assistant Guidelines for Saturday Worship

Communion Distribution Assistant – Saturday

1. Immediately after the Lord's Prayer, proceed to the altar rail and receive communion from the pastor
2. After you are given either the chalice or plate, proceed to the front of either side of the pews
3. If you are distributing the wine, say, "This is the blood of Christ, shed for you". If you are distributing the wafer, say, "this is the body of Christ given for you." (For children, not receiving communion, the person serving the wafer, should place his/her hand on the head or shoulder of the child and say, "God's love is with you always." "May our Lord Jesus bless you." Or similar words of blessing.)
4. If you are serving the wine with the pastor, take communion to any members that are unable to come to the front of the church. This happens after all have come through the line.
5. When finished, return the chalice and plate to the altar.

Lector – Saturday

1. The lector schedule is included in the monthly Forerunner and is emailed weekly. You will receive a copy of the readings by email prior to your date to read. (You can hear an audio pronunciation of any unknown words by going to www.netministries.org or searching the word on YouTube)
2. When the 1st reading is indicated in the bulletin, proceed to the lectern. The lessons will be printed in large font and placed on top of the bible. At the end of each reading, say, "here ends the lesson."

Ushering for Saturday Worship

Prior to Worship

1. Arrive 20 minutes prior to worship
2. Unlock the north doors and the west doors near the back of the sanctuary. Turn on lights in the sanctuary and narthex.
3. One usher should stand at the front of the sanctuary (near the bell tables) to distribute bulletins to those who enter through that door.
4. One usher should stand in the narthex and greet and give a bulletin to each person attending the service.
5. Sit near the rear of the sanctuary to welcome/assist any latecomers.

During Worship

1. During the last portion of the affirmation of faith, proceed to the back of the church.
2. The four ushers should walk in uniform (two by two) to the front of the church and receive the offering plates.
3. Two people should pass the plates using the center aisle and one usher should be on each side aisle.
4. After the offering is collected, the four ushers should uniformly (two by two) walk up the center aisle and take the offertory plates to the front of the sanctuary. The last two ushers

should go to the right or left of the two who went first, so you are standing shoulder to shoulder.

5. The acolyte will stand in front of the left usher. The usher will place his plate in the acolyte's plate. This procedure will follow for the remaining ushers. Once completed the ushers should uniformly return down the center aisle.
6. One usher should count all worshippers, including the pastor, musicians, singers and self. Mark the attendance count on slips found on the book cart in the narthex and places it in the offering plate for counters to mark on the counting slip.

After Worship

1. After worship is ended, collect the information forms from the baskets in the front pew and place them in the secretary's mail slot.
2. Straighten the pew racks, collect discarded bulletins, gather items left in the pews, etc. to prepare sanctuary for the next worship service.
3. Collect the offering from the altar and place in the bank bag (located next to the safe) and put in the drop box (safe) located in the room behind the choir loft. Two ushers should do this as a proper money-handling procedure.
4. Be sure that all eight doors are locked. (Single doors facing Main Street; north double doors from cloister Toledo Street; single door on back facing parking lot near kitchen; south double doors facing parking lot outside of church office, single door facing parsonage and double doors facing Main Street near the bathrooms are usually not unlocked) Switch off all lights after everyone has left.

**An AED is located at the corner of the cloister and office hallway. First-aid kits are located in the basement kitchen, in the nursery, and in the upstairs social hall kitchen. Telephones are available in the basement kitchen and Pastor's office. Push line 1 or 2 to dial out. Remember that if calling 911 from a cell phone, you will need to tell the operator you are in Ottawa County. Also please make yourself familiar with where the fire extinguishers are located.

Narthex – Area at the back of the sanctuary where the ushers greet and hand out bulletins before entering the worship area.

Cloister – Glass hallway between the narthex and office hallway.

Sacristy – Room where communion is prepared and pastor robes are located. Directly to the left of the altar.

Worship Assistant Guidelines for Sunday Worship

Communion Distribution Assistant – Sunday

1. At the conclusion of the Lord's Prayer, proceed to the communion rail. Assistants receive communion first. Be sure to take a cup for yourself and receive communion from the pastor, then go inside the communion rail to distribute to the congregation.
2. If you are distributing the wine, say, "This is the blood of Christ, shed for you". If you are distributing the wafer, say, "this is the body of Christ given for you." (For children, not receiving communion, the person serving the wafer, should place his/her hand on the head or shoulder of the child and say, "God's love is with you always." "May our Lord Jesus bless you." Or similar words of blessing.)
3. If you are serving the wine with the pastor, take communion to any members that are unable to come to the front of the church. This happens after all have come through the line. Occasionally the other servers will be needed to distribute communion to worshipers unable to come to the front of the church. The pastor/ushers will direct as needed.

Lector – Sunday

1. The lector schedule is included in the monthly Forerunner and is emailed weekly. You will receive a copy of the readings by email prior to your date to read. (You can hear an audio pronunciation of any unknown words by going to www.netministries.org or searching the word on YouTube)
2. When the 1st reading is indicated in the bulletin, proceed to the lectern. The lessons will be printed in large font and placed on top of the bible. At the end of each reading, say, "The word of the Lord," and the congregation will respond by saying, "Thanks be to God!"

Ushering for Sunday Worship - *Prior to Worship*

1. Arrive 20 minutes prior to worship
2. Unlock the north doors and the west doors near the back of the sanctuary. Turn on lights in the sanctuary and narthex.
3. One usher should stand at the front of the sanctuary (near the bell tables) to distribute bulletins to those who enter through that door.
4. One usher should stand in the narthex and greet and give a bulletin to each person attending the service.
5. Sit near the rear of the sanctuary to welcome/assist any latecomers.

During Worship - Offering

1. Proceed to the back of the church prior to offering collection as noted in the bulletin.
2. The four ushers should walk in unison (two-by-two) to the altar area and receive the offering plates from the acolyte.
3. Two ushers should use the center aisle and one usher should be on each side aisle.
4. After the offering song is finished, the four ushers should in unison walk up the center aisle and hand the offering plates to the acolyte. The last two ushers should go to the right/left of the two who went first, so you are standing shoulder-to-shoulder at the communion rail.
5. The acolyte will stand in front of the left usher. The usher will place his plate in the acolyte's alms basin. This procedure will follow for the remaining ushers. Once completed the ushers should in unison return down the center aisle.

6. One usher should count all worshippers, including the acolyte, pastor, organist, choir, and self. Mark the attendance on slips found on the book cart in the narthex and place it in the offering plate for counters to mark on the counting slip.

Assisting With Communion

7. At the conclusion of the Lord's Prayer, post one usher near each of the two outside steps next to the pulpit and the lectern to offer assistance. Post one usher on each side of the center aisle. The ushers on the aisle should indicate to the first row when the servers are ready. Each usher should assist those in need on the steps.
8. Ushers near the center aisle may need to remind people (especially visitors) to take a communion cup.
9. When communion is finished, place covers on unused cups. Take a cup for yourself and receive communion at this time.
10. Used cups should be left on the table near the sacristy for communion set-up person to dispose.
11. Be alert to worshippers who are unable to come forward for communion, communicate their presence to the servers. Stand near the server as he gives the bread and wine to the worshiper in the pew and take the used cup back to the basket.

After Worship

1. After worship is ended, collect the information forms from the baskets in the front pew and place them in the secretary's mail slot.
2. Straighten the pew racks, collect discarded bulletins, gather items left in the pews, etc. to prepare sanctuary for the next worship service.
3. Collect the offering from the altar and place in the bank bag (located next to the safe) and put in the drop box (safe) located in the room behind the choir loft. Two ushers should do this as a proper money-handling procedure.
4. Be sure that all eight doors are locked. (Single doors facing Main Street; north double doors from cloister Toledo Street; single door on back facing parking lot near kitchen; south double doors facing parking lot outside of church office, single door facing parsonage and double doors facing Main Street near the bathrooms are usually not unlocked) Switch off all lights after everyone has left.

**An AED is located at the corner of the cloister and office hallway. First-aid kits are located in the basement kitchen, in the nursery, and in the upstairs social hall kitchen. Telephones are available in the basement kitchen and Pastor's office. Push line 1 or 2 to dial out. Remember that if calling 911 from a cell phone, you will need to tell the operator you are in Ottawa County. Also please make yourself familiar with where the fire extinguishers are located.

Narthex – Area at the back of the sanctuary where the ushers greet and hand out bulletins before entering the worship area.

Cloister – Glass hallway between the narthex and office hallway.

Sacristy – Room where communion is prepared and pastor robes are located. Directly to the left of the altar.