

### **Greeters Check List** (as of 12/4/17):

- Greeter should be located in the new lobby area by the entrance doors to the narthex - **not** at the entrance to the sanctuary.
- Greet our members and visitors. Help with directions to the sanctuary especially for our visitors. Ask them to sign the visitor's sheet by the door to the sanctuary.
- If someone is to meet with Pastor Lutcher before the service, ask them to wait in the narthex while you locate Pastor.
- If someone asks to have their car parked for them, find someone to do this. Members who will move cars: Frank Stone, Frank Stone II, Jeff Krout, Paul MacDonald, Al Lund

### **Usher Duties** (as of 12/4/17):

1. An usher should be at each set of doors into the sanctuary. Although few people use the second set of doors, some do. The usher at the doors near the windows may also serve as a greeter for those people coming in the "old entrance" to the narthex. This usher should take bulletins and communion cards with him/her.
2. At 8 am service, ushers should open the shades
3. Pass out the **bulletins** and **communion cards** (if needed) for the service. **Note:** At the end of the service, place communion cards in the basket in the copier room.
4. Ring **Bell** at 7:55 am and 10:25 am
5. **Close** the doors to the sanctuary when Pastor Lutcher begins announcements.
6. **Lights** – To the **left** of the lighting panel there is check list for lighting changes for the worship service.
7. Fill out **Attendance** card
8. Collect **offering**. (including any special offerings)
9. Direct congregation to communion. Please keep people in the aisle ready to go to the altar as others are leaving. This will help communion be more continuous and help shorten the time of communion.
10. Assist visitors to find seating.
11. Move chairs if needed for wheelchair members/visitors.
12. Direct visitors to the nursery and bathrooms if asked.
13. Close the **window shades** (after the 10:30 am service) on the five windows after most people have left sanctuary.
14. Please be aware of conversations between ushers and other servers during the service. The sound travels through our new sanctuary easily.
15. One usher should remain by sound system area and one usher should sit near the windows. The person by the window is able to see people approaching from the Lobby area.
16. Thank you for helping to provide a comfortable, safe and smooth flowing worship experience.

### **Altar Guild and Flower Delivery instructions are in the Sacristy.**

### **Acolyte Duties** (as of 12-6-17):

1. Arrive ~15 minutes before the service time.
2. Wear a properly fitting Alb (Robe), cincture (belt) and cross which are in the sacristy. The Alb should not go below your ankles.
3. Obtain candle lighter from front of church. Lighter to use to light the wick is in the back of the church. Light candle lighter.
4. After announcements proceed down center aisle during the prelude.

5. Bow in center of altar in reverence to the cross.
6. Light candles: Candles by the altar then the candles by the pulpit. If candelabras need to be lit they would be the last to be lit. If Advent – light the number of blue candles on the wreath lit from the previous Sunday. Return to center, bow, extinguish candle lighter and proceed to your seat at the chancel, next to Pastor and Communion Assistant (if there is one).
7. Be ready and available to assist the pastor in any way requested during the service.
8. You may sit in the congregation during the reading of the Gospel and sermon. Return to the chancel during the introduction to the Hymn of the Day. You may do Sermon Notes while serving as acolyte.
9. Offering assistance: Proceed to the front of the altar to give Ushers the collection plates. Return to your seat.
  - At the beginning of the offertory hymn proceed to the front of the altar to collect the plates from the ushers. Turn to cross, bow and place on table next to where Pastor sits.
  - If communion – The communion assistant should do this - collect chalice and bread from the Usher.
  - Extinguishing the candles: After the Pastor has processed out; extinguish the candles in the opposite order from which they were lit: candelabras, first pulpit candles, altar candles, Advent candles.
  - Before extinguishing the last candle, relight the wick of the candle lighter to symbolize the light of Christ taken out into the world.
  - Return to center, bow and process out in a slow and dignified manner.
10. Return candle lighter to its proper place in the church. Return Alb to Sacristy and neatly hang it on the rack. If the Alb needs to be washed or repaired, let the Pastor or altar guild member know.

## FLOWER DELIVERY INSTRUCTIONS

The list of who sponsored the flowers and whether they want to keep them or go to a shut-in will be posted in the sacristy.

Flowers are delivered after the second service which is usually over by 11:45 am. If you cannot get to the flowers on Sunday, it is ok to deliver on Monday.

- All supplies for flower delivery are in the Sacristy (inside door on the right).
  - Glass containers, Milk jugs or juice containers to set flowers in.
  - Green paper to wrap around them.
  - Tags to attach if they are going to a shut-in or someone who is sick.
  - *It's also nice to give them a program/Grace Notes from the church service.*
  - If the sponsor wants the flowers and are in church please put them in a container and give to them.
  - The metal container needs to go back in the vase on the altar. The florist will take the empty ones when they bring the new flowers.

If the sponsor wants the flowers to go to someone who is sick/hospitalized check with Pastor after the service. If there is no one who is sick/hospitalized deliver to the next person on the shut-in list or to anyone else you think needs to be cheered up.

A list of shut-ins is on the bulletin board in sacristy. Please mark the sheet who you gave the flowers to so we can keep track and not miss anyone.

## Communion Assist Duties

1. Please arrive at least 15 minutes prior to the start of the service. Select **alb (robe), pectoral cross (necklace), and cincture (rope belt - if you choose to wear)** from the sacristy.
2. Get a bulletin from an usher and wait with Pastor until it is time to walk down the aisle. You will sit next to Pastor in the front of the church.

*Options:*

- *The Communion Assistant can choose to serve the wine OR the bread. Just let Pastor know at the beginning of the service.*
  - *You may also choose to move to the pews during the sermon so that you are facing Pastor while he is speaking.*
3. Generally, when Pastor is standing at the Altar, you will be standing close by on his left (same side as the Chancel Chairs).
  4. During the service, an "A" is indicated for Communion Assistant (exception: Prayers are read by Lector). Please read text to congregation as indicated...**Prayer of the Day, Prayer After Communion**
  5. While offering collection is taking place, fold back cloth that covers the Communion chalice on the altar.
  6. Upon completion of offering, you will collect the offering from the Ushers (place on table by Chancel Chairs) then return to collect the wine and bread. Place both on the altar and pour the wine into the chalice (only fill the chalice 2/3 full).
  7. Stand by at the altar while Pastor leads communion.
  8. After the Lord's Prayer, communion distribution takes place. Bread distributor goes first, wine distributor follows. "Body of Christ given for you" OR "Blood of Christ shed for you".
  9. Upon completion of communion, Pastor will offer you communion and you will offer the same in return. Then cover the chalice and bread plate with the cloth on the altar.
  10. The last job of the Communion Assistant is to read the **Prayer After Communion**.
  11. When last hymn/song is playing, walk with Pastor down the aisle and continue to sing while service concludes.