

Ushers

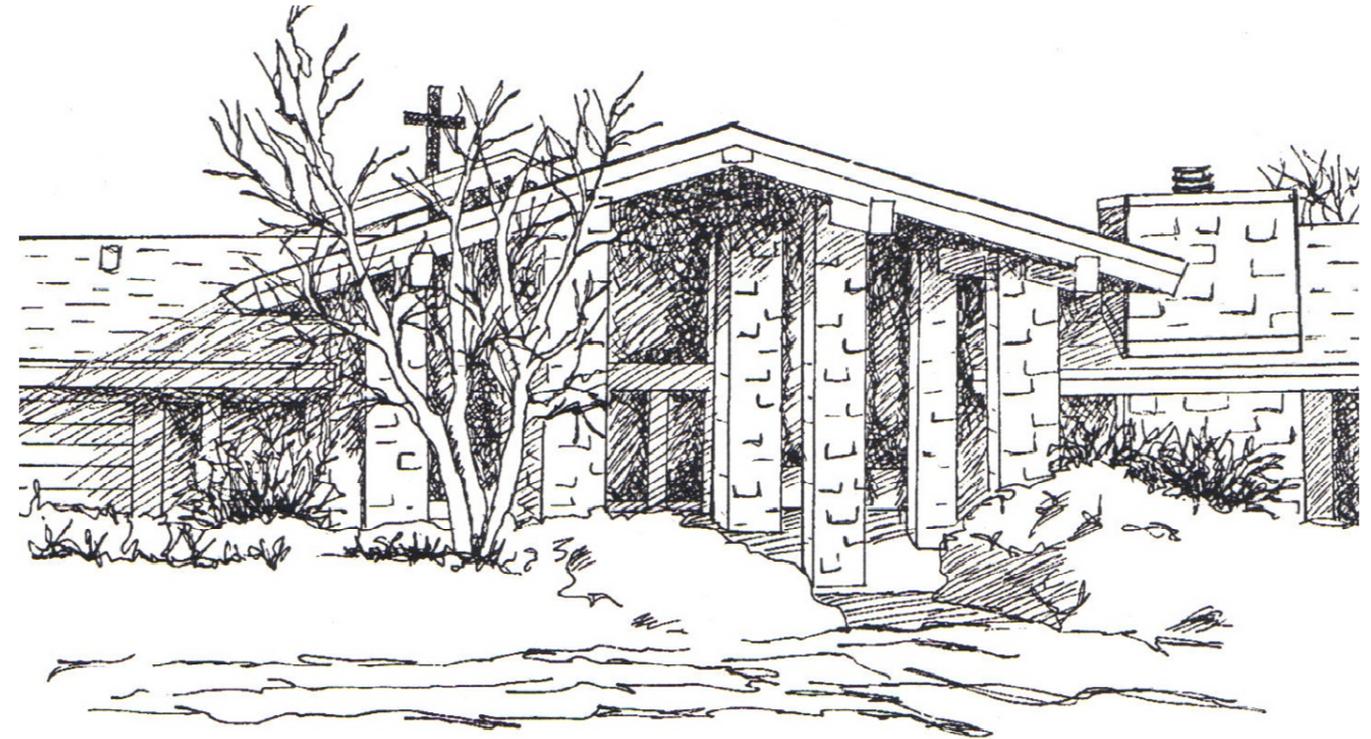
1. When it's time for the offering:
 - A. The ushers stand up and go to the front of the church to receive the offering plates from Pastor.
 - B. One usher then goes right and one goes left to hand plate to first row of the side sections of the sanctuary (choir area & opposite side).
 - C. Then go to front and center of sanctuary and pass plate row by row from front row of church to the back, then pass plate to back corner rows.
 - D. When all are given the opportunity to contribute, ushers will go to back of sanctuary main aisle and wait for offertory music to finish.
 - E. When offertory song starts walk to front and hand full offering plates to Pastor to be put on the altar.

2. When it's time for communion:
 - A. The ushers go to the side seating areas and wait for communion assistants to finish receiving the bread and wine.
 - B. When they are finished you may invite rows to walk up to the front to receive communion.
 - C. Invite approx. 8-10 people at a time to the front, watching to be sure all who are invited fit in the half circle in front. Continue as you did for the offering, side area then front center section, then back corners.
 - D. Make note of any handicap or elderly people who pastor could serve them individually.
 - E. When all walking individuals have gone up front, both ushers go up to front to be given communion.
 - F. Mention quietly to pastor of any people who need to be served individually. Then return to your seats in the congregation.

3. After the service, walk around the sanctuary and pick up old bulletins and return hymnals to correct location under the seats so the sanctuary looks picked up and orderly.

4. Pull communion sheets from books in pews and place sheets in the secretary's office.

5. Count all present including pastor, organist and choir. Record in red book in the narthex (as offering is collected or during the readings).



Gloria Dei Lutheran Church

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"Making Christ Known"



Evangelical Lutheran Church in America
God's work. Our hands.

What do I need to do if I'm a worship helper?

Altar Set-up

1. Set-Up

- A. Communion tray cover
 - B. Two (2) trays with 12 grape juice and the remaining cups filled with wine.
 - C. Empty tray for acolyte
 - D. Bread plate (two loaves wrapped in linen)
 - E. Wafer dish with gluten free wafers 3-5 covered with linen
 - F. Wine cup with enough wine for pastor to commune, covered with linen
2. Complete instructions are on the wall above sink in set-up room.
 3. Pamphlet and photo diagrams are posted in sacristy.
 4. Any questions, contact: Barb Spiegel



Lector

1. Readings and psalms will be emailed the week prior to reading. Review readings in preparation and practice reading them out loud.
2. Arrive at church by 8:45 a.m.
3. Before the start of the service walk up to the lectern and adjust the microphone stand by sliding the main pole up or down to your height. You don't need to turn on or off the microphone, just adjust the main pole on the stand. If you don't know how, please ask for help.
4. During the service you may sit where you wish. When it's time to read the 1st reading, step up to the lectern and begin reading. You may return to congregation seating when finished with last reading.
5. When introducing readings, introduce them base on their location in Bible.
 - A. Our Old Testament reading today comes from _____
 - B. Our Psalm today is Psalm _____. Please read responsively.
 - C. Our Epistle reading today comes from _____

Acolytes

1. After Pastor announces communion, and congregation is seated after the Lords Prayer, go up to the altar with the communion assistant and organist. Pastor will give assistant, organist and acolyte communion first.
2. The acolyte follows the communion assistant with the tray to put used cups in.
3. When everyone is done return the tray to the altar and you may go and be seated.

Greeters

1. Arrive at church by 8:30 a.m.
2. Locate the bulletins and hand out as members and guests go into sanctuary.
3. Welcome guests and members to church. Invite guests to sign Guest book.

Communion Bread

Volunteers make our communion bread.
Please consider joining these volunteers.



Luther Seminary's Communion Bread Recipe

- Sift dry ingredients (*important!*)

together three times:

2 c whole wheat flour

1 c white flour

1 & 1/4 tsp baking powder

1 & 1/4 tsp salt

2- Stir in 4 tsp oil. Set aside.

3- Mix wet ingredients together until dissolved:

3/4 cup + 2 Tbsp very hot /boiling water (minimum of 180 degrees F)

3 Tbsp honey

3 Tbsp molasses

4- Add wet ingredients to dry ingredients and mix well.

Dough should be slightly sticky. Do not knead.

5- Divide into four balls and flatten each into a 1/4 inch thick disk.

6- With a knife, score a cross onto the top of each loaf, so that the sections can be more easily broken off while serving.

7- Lay the loaves on a baking sheet.

8- Bake at 350 degrees for 10 minutes.

9- Remove from oven and *brush* the tops of the loaves with oil.

10- Bake an additional 5-8 minutes. Let cool.



Communion Assistant Duties

1. After Pastor announces communion, after the Lord's Prayer, go up to the altar with acolyte and organist. Pastor will give assistant, organist, and acolyte communion first, and then assistant will give communion to Pastor. Pastor drinks from common cup.
2. When giving bread to Pastor, you say, "***The body of Christ given for you.***" Give pastor the common cup and say, "***The blood of Christ shed for you.***"
3. Pastor will lead communion with the bread. Assistant follows with the tray of wine and grape juice, and the acolyte follows with the tray to put used cups in. *Try to keep approximately a distance of 2-3 people between you and pastor.*
4. After someone takes wine or grape juice, again, you say to each person, "***The blood of Christ shed for you.***" Emphasize the word's—"For You".
5. When you are through with one side of parishioners, you say, "***Go in peace,***" which tells them they can go back to their seats. Try to keep track of where the row ends in the middle.
6. Ushers will commune with the last row of people.
7. When everyone is done, trays and cups are brought to the altar. You maybe seated. Pastor will arrange everything back on the altar.

Counters

1. After church pick up the communion collection plates and go to back office area.
2. Binder of instructions can be found in the top drawer of the file cabinet.
3. Return collection plates to altar when done.
4. See Jerry Jensen with questions.