



St Luke Lutheran Church

Dix Hills, New York

Worship Assistant Guide

Dear Fellow Ministers,

The proper conduct of the worship service is very important as it is an offering to the Lord.

I am delighted that you have volunteered to assist as a Lay Minister to make our worship a pleasing offering to our Lord. Included in this booklet are all the responsibilities and procedures for which the worship assistants are responsible. These procedures have been established by the Board of Worship so there will be uniformity in them. Please keep this booklet handy to review in preparation for your service.

I look forward to your continued service as we serve the Lord and His people with rejoicing!

Paul Elgert, Board of Worship, January 5, 2013

(Edited from Pastor Froehlich, 1990)

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Acolyte

Instructions and Training

Thank You and the Importance of the Role

The lighting of the altar candles in the worship service is a symbol of Jesus coming into the presence of the worshipping community. Just as the Israelites were led through the desert by a pillar of fire, we are led by Christ, the light of the world. Therefore, you are a very important part of the worship experience at St. Luke. The people of the congregation look for direction during various portions of the worship service. The Acolyte signals the beginning and the end of each worship service by lighting and extinguishing the altar candles (and others depending on events and seasons). The Acolyte also assists with Communion when it is celebrated, and receiving the Offering. Acolyting is an important job, and we appreciate your help.

Acolyte volunteers should communicate their availability for each calendar quarter to the Youth Minister (or church office) at least one month prior to the quarter so that the schedule can be made with your availability in mind.

Discuss with you parents those weeks that you will not be able to serve for each 3 month period:

1st quarter: January-March

Communicate your available dates to Youth Minister by December 5

2nd Quarter: April-June

Communicate your available dates to Youth Minister by March 5

3rd Quarter: July-September

Communicate your available dates to Youth Minister by June 5

4th Quarter: October-December

Communicate your available dates to Youth Minister by September 5.

Do not forget special occasions and mid-week services for Advent, Thanksgiving, Christmas Eve, Christmas Day, New Year Eve, Ash Wednesday, mid-week Lenten Services, Maundy Thursday, Good Friday, Easter)

The Acolyte schedule is prepared quarterly and sent to all acolytes. It is also published on the back of the calendar of activities distributed monthly.

Please check the schedule and/or calendar and mark down the dates when you are assigned to serve. If you keep an electronic calendar, enter the dates with reminder alarms 1 week, 1 day, and 1 hour ahead of time. If you are unable to serve, please make a switch with someone and inform the church office by Monday prior to the service you are scheduled to serve so the bulletin may be changed. If the change is made after Monday, inform the church office and Youth minister as soon as possible.

Worship Assistants, including the Acolytes, should be dressed appropriately and arrive at church 15 minutes prior to the scheduled start of the service. No jeans or sneakers that will show at the bottom of the robe. Proper attire is required even though you will be wearing a robe to show proper respect for God and the role you have in His service during worship. After you have robed, go to Pastor's office for any special instructions and to participate in the pre-service prayer conducted for all the Worship Assistants.

General Direction:

Whenever approaching or leaving the chancel, reverence the altar with a bow. A proper, reverent bow should bend from the hip, not a nod of the head. The chancel is demarcated by the tile steps that surround the altar.

The Beginning of the Service

1. Light the Candles

The candles are to be lit at some point during the organ prelude, usually at the beginning. The Pastor, Youth Minister or Deacon will light the "candle lighter" for you. If the candle tops are not visible when standing in front of the altar, use the long-handled candle lighter. Be sure to keep enough wick extended or it will go out. Walk when you go out to light the candles. If you walk too fast the flame will go out. Approach the front center of the chancel and reverence the altar (bow-bend from the hip). Walk up the chancel steps in the center of the Altar. Light the right Altar candle first, then the left one. The pastor will tell you when you must light the "Paschal" candle (by baptismal font). When lighting candles taller than you, lift the handle of the lighter high enough to touch the wick with fire.

2. During The Service

Offering.

After the ushers have gathered the offering and when the organist begins to play the "Offertory", meet the Ushers at the front of the chancel. Take the plates to the altar, raise them, and then put the plate on the corner of the altar. As you leave the chancel to sit down, turn and reverence the altar, then turn and sit down. Get your bulletin/service folder to continue participating in the worship service.

Communion.

After the bread and wine have been consecrated, the Lord's Prayer is spoken. The pastor will ask the people to be seated to sing "Lamb of God". At this time, get up and join the other Communion Assistants around the chancel to receive the Holy Sacrament. After you and the Communion Assistants have received communion, proceed behind the altar and be ready to give more communion wafers (host) to the presiding minister or pour wine for the Communion Assistant as the sacrament is administered to the congregation. After the Sacrament is ended, carry the Communion Elements to the credence table located outside the door to the Sacristy.

3. The Ending of the Service

After the pastor and worship leader process out during the last hymn, extinguish the altar candles. Extinguish the candles in the reverse order you lit them. (Left first, then Right). After you reverence the altar, exit to return your robe and candle lighter to the closet.

**ACOLYTE'S QUICK CHECK LIST
BEFORE THE SERVICE**

- ❖ Wear nice shoes
- ❖ Arrive 15 minutes before the service
 - ❖ Put on Robe and Cord
- ❖ Get a bulletin from the narthex and place at your seat.

BEGINNING OF SERVICE

- ❖ *Reverence the altar
- ❖ Light candles - right, then left, then Paschal candle (if requested by a pastor)

DURING THE SERVICE

- ❖ Receive Offering Plate(s) from Ushers
- ❖ If Communion, assist by refilling the chalice used by the Communion Assistants
 - ❖ Refill communion wafers as needed

ENDING OF SERVICE

- ❖ Extinguish candles – Paschal (if lit), then altar left, then altar right
 - ❖ Reverence the altar before exiting to put robe away
 - ❖ Thank the Lord for the opportunity to serve

Altar Guild

The Altar Guild has ancient origins as indicated in the verses below. No matter what the function or task is, the preparation of the building and elements used in the church are important to the worship life of the congregation.

Numbers 3:27-32

27 To Kohath belonged the clans of the Amramites, Izharites, Hebronites and Uzzielites; these were the Kohathite clans. 28 The number of all the males a month old or more was 8,600. [b] The Kohathites were responsible for the care of the sanctuary. 29 The Kohathite clans were to camp on the south side of the tabernacle. 30 The leader of the families of the Kohathite clans was Elizaphan son of Uzziel. 31 They were responsible for the care of the ark, the table, the lampstand, the altars, the articles of the sanctuary used in ministering, the curtain, and everything related to their use. 32 The chief leader of the Levites was Eleazar son of Aaron, the priest. He was appointed over those who were responsible for the care of the sanctuary.

Mark 14: ³³So he sent two of his disciples, telling them, "Go into the city, and a man carrying a jar of water will meet you. Follow him. ³⁴Say to the owner of the house he enters, 'The Teacher asks: Where is my guest room, where I may eat the Passover with my disciples?' ³⁵He will show you a large room upstairs, furnished and ready. Make preparations for us there."

Luke 22: ⁷Then came the day of Unleavened Bread on which the Passover lamb had to be sacrificed. ⁸ Jesus sent Peter and John, saying, "Go and make preparations for us to eat the Passover."

1. The first Saturday of the month all altar guild members scheduled that month should meet at the church to arrange weekly scheduling for both services for the entire month. Please write your name on the calendar in the Sacristy those dates and services you will be able to serve.
2. Saturday set-up and cleaning requires at least two people.
3. Check the "Schedule of Services" listing for Holy Communion set-up. Check if the altar paraments (Color) need to be changed. Check the memo board for baptismal notices, etc.
4. Eternal light: fill with oil every month.
5. Fill the thermos on the usher table with fresh water
6. Vacuum the chancel and the rug in front of the first step. Use your discretion if the chancel tile needs "Swifer Wet Jet" mopping.
7. Weekly, dust the altar, pulpit, credence table, baptismal font, flower stands, candle holders, eternal light, and seat in chancel, organ and the narthex. Once a month dust the pews and kneelers. This is best done on the first Saturday of the month when all scheduled Altar Guild members are present. Dust the mail boxes at least once per year during the summer when most boxes will be empty. The crosses on the back wall need to be dusted annually.
8. Use dust mops to remove cobwebs from corners in the church and narthex.
9. Pews: arrange the hymnals and Bibles in the pews neatly after each service. Remove and garbage and left behind service folders. Each pew section has 2 LBW, 1 With One Voice. A Bible is placed in the larger pew sections. Place additional communion cards, memorial and building envelopes and Evangelism outreach cards and if necessary, change or sharpen pencils for the pews.
10. Check Acolyte robes, in case they need washing. If the robes need to be washed, take home and launder in washing machine using NO Bleach. May be dried in dryer on low heat or on plastic hanger.
11. Check/Replace wick on candle lighters. These are kept in the Youth Minister's Closet.
12. Water any plants or flowers.
13. Place covered cup of water in the pulpit.

14. Each week trim altar candle wicks to keep from flaming high.
15. Holy Communion Set up:
16. Place on altar: large corporal, Silver chalice (cross facing congregation), silver paten on top of the chalice, pall on top of paten, veil, burse on top of veil. Linen purificators, at least 4 are placed in the burse with a plastic bag for the soiled purificators. The silver purificator (spoon) is placed horizontally behind the chalice. Dipping chalice, usually a ceramic chalice, is placed to the right (facing the congregation) covered with linen purificator.
17. Place on the Credence Table (the small table outside the Sacristy): small corporal, glass flagons (if silver flagons are used, fill just before service to minimize stain and corrosion from the wine), ciborium filled with bread wafers. Place a large bread wafer on top of the unconsecrated wafers. If ciboria are filled with consecrated wafers, the large bread wafer can be placed in the paten on the altar.
 - a. The word "consecration" literally means "to associate with the sacred". Persons, places, or things can be consecrated. A synonym for to consecrate is to sanctify; For the celebration of the Lord's Supper, two things are necessary: the public speaking of the Words of Institution in connection with the elements of bread and wine that are present in the same worship space (see Matt. 26:26-29; Mark 14:22-25; Luke 22:15-20; 1 Cor. 11:23-26). "Because the Words (*verba*) of Institution are the very heart of the sacramental action, they should always be employed. It is through Christ's word and its power, not through the action of the celebrant, that Christ's body and blood are present in the bread and wine [1983], As the Formula of Concord says: In the administration of Communion the words of institution are to be spoken or sung distinctly and clearly before the congregation and are under no circumstances to be omitted. Thereby we render obedience to the command of Christ, "This do." Thereby the faith of the hearers in the essence and benefits of this sacrament (the presence of the body and blood of Christ, the forgiveness of sins, and all the benefits which Christ has won for us by his death and the shedding of his blood and which he gives to us in his testament) is awakened, strengthened, and confirmed through his Word. And thereby the elements of bread and wine are hallowed or blessed in this holy use, so that therewith the body and blood of Christ are distributed to us to eat and to drink, as Paul says, "The cup of blessing which we bless," which happens precisely through the repetition and recitation of the words of institution (FC SD VII, 79-82).
1. Holy Communion Clean up:
2. The Sacristy door should remain unlocked during the service so anyone on the Altar Guild, deacon or pastor can get additional wine and wafers if needed during the service.
3. After the service, remove the communion vessels and linens from the altar.
4. Remaining consecrated wine and wafers: wine left in the flagon is placed in the tabernacle for future use. Wafers are placed in plastic bag and placed in tabernacle. Wine in the chalices is either consumed or discarded onto the ground outside behind the bushes in the courtyard.
5. Wash all vessels in hot soapy water; rinse; dry completely. Put on proper covers and place in altar or return to the altar for the late service as above. DO NOT immerse bottom portion of chalice and ciborium in water.

6. Soiled Purificators: rub the wine marks with ivory soap until the color changes to purple from dark red. Place in the container to soak with ivory soap. Purificators can soak for the month before being laundered and pressed.
7. Towels, purificators and corporal can be taken home to wash and press. Wash the linen on gentle cycle. Iron while still damp dry. Return to Sacristy the next Saturday or before the next service.
8. Clean and dry sink and counter. Remove finger prints from the Altar Flower vases.
9. Distribution of Alar Flowers
10. One volunteer is assigned to serve each month.
11. Remove vases from flower stands on each side of the altar after the 10:45 am service and take to Sacristy.
12. Remove flowers from the vase liners and place each bouquet in a colored plastic container (bottoms of plastic milk containers).
13. Replace liners in vases and leave on Sacristy counter.
14. Present one bouquet to whoever has placed the flowers on the altar that week, information is in the service folder insert. The second, distribute as directed by Pastor.
15. Lock the Sacristy and return key to Pastor's office.
16. Be sure church is locked when leaving.

Liturgical Colors and Meaning		
Season	Color	Meaning
Advent	Blue (PURPLE)	HOPE (ROYALTY)
Christmas	White	Purity
Epiphany	White	Purity
Baptism of Jesus	White	Purity
<=8 Sundays after Epiphany	Green	Growth in Christ (neutral)
Transfiguration	White	Purity
Ash Wednesday	Black(purple)	Ashes- came and where we will go (repentance and solemnity)
Lent	purple	repentance and solemnity
Passion Sunday (Palm Sunday)	Scarlet(Purple)	Passion color-color of blood
Holy Week Days	Scarlet(Purple)	Passion color-color of blood(ROYALTY)
Maundy Thursday	Scarlet or White	Passion color-color of blood
Good Friday	Black or empty	Somber reflection of cost of our redemption
Easter Vigil (Eve)	White	Purity and Completeness
Easter <i>(First Sunday following the first full moon after the vernal equinox)</i>	White or Gold	Purity and Completeness. Gold value/worth/ uniqueness
2-6 th Sundays after Easter	White	Purity and completeness
Ascension	White	Purity and completeness
7 th Sunday after Easter	White	Purity and completeness
Pentecost	Red	Tongues of fire; Strength of Holy Spirit
Holy Trinity (1 st Sunday after Pentecost)	White	Purity, Joy
2 nd -28 th Sundays after Pentecost (22-28 Sundays depend upon Easter)	Green	Time of the Church, green meadow Growth in Christ (neutral)
Christ the King	White or Gold	Purity (royalty)

White	Festive
Red	Festive
Green	Neutral Growth. Most used during the year-Sundays After Epiphany and Pentecost
Violet or purple	Penitential; Royalty
Black	Penitential
Blue	Hope-blue sky from where Christ will return
Gold	Festive
Scarlet	Penitential

From Middle English *maunde*, *ceremony of washing the feet of the poor on this day*, from Old French *mande*, from Latin (*novum*) *mandatum*, (*new*) *commandment* (from Jesus's words to the Apostles after washing their feet, *John 13:34*) ; see [mandate](#).]

Modified from Eleanor Spears, 1990

Banner Bearers

1. The banner bearer schedule is prepared quarterly and emailed to all banner bearers. It is also always published on the back of the monthly calendar available on the church web site.
2. Please check the schedule and mark down the dates when you are assigned to serve. If you use an electronic calendar, enter the dates with reminder alarms. Include your parents in the scheduling.
3. Please arrive at church 15 minutes prior to the start of the service, dressed appropriately without jeans or sneakers. Make sure you have a service folder at your pew seat.
4. After Pastor greets the congregation and announced the opening hymn, he will come to the back of the church for the procession. The Banner Bearer follows 4 feet behind the Torch Bearers. After the Crucifer has turned to face the congregation, reverence the cross with a slight bow from the waist and slowly proceed up the steps of the chancel and place the banner in its holder. Then walk down the steps and take your seat. The Banner Bearer sits with the Acolyte on the first pew on the right side as you face the congregation.
5. If there is communion, the Banner Bearer communes with the Communion Assistants, Acolyte, Crucifer, Torch Bearers and Deacon while the congregation is singing "Lamb of God". At this time, go to the chancel and stand on the side as all are given the sacrament. When you are dismissed, return to your seat.
6. As the Crucifer rises for the recession, go to the chancel and get the banner. Walk down the steps following the Torch Bearers as before. Place the banner in its holder at the back of the church. Wait for Pastor or Deacon to dismiss the congregation before leaving. Hang up the robe in the closet.
7. Order of Procession: Crucifer, Torch Bearers, Banner Bearer, Youth Choir, Junior Choir, Senior Choir, Deacon(s), and Pastor(s).

Communion Assistants

1. The communion assistant schedule is prepared quarterly and emailed to all assistants. The schedule is published on the back of the monthly calendar and is available on the church website. Please check the schedule or monthly calendar and mark down the dates you are scheduled to serve. Using an electronic calendar with reminder alarms is encouraged. If you are unable to serve, please make a switch with another person and inform the church office by the Monday before you are scheduled to serve so the service folder may be changed. If after Monday, notify the church office, Youth Minister, Deacon, or Pastor as soon as possible who will be serving for you.
2. Please arrive at church at least 10 minutes prior to the start of the service at which you are serving. Please check in with Pastor or whoever is conducting the service, if there are special instructions for the service. Participation in the pre-service prayer in Pastor's office is encouraged.
3. During the offering, assist the Deacon bringing the elements and vessels to the altar from the Credence table.
4. During the hymn of preparation for communion, usually "Lamb of God", approach the chancel, reverence the altar, and approach the right side of the altar to receive communion with the other worship assistants.
5. At least three people, including the Pastor, are needed to distribute communion: The presiding minister usually distributes the host. The Deacon and communion assistant distribute the wine from the sipping chalice followed by the Intinction (dipping) chalice. Occasionally during services with high attendance, a second distribution of three people is used for the left and right tables. (Each group of congregants from the right to middle or left to the middle of the chancel is called a "table"). The person with the Intinction Chalice dismisses the table
6. After your dismissal from receiving communion, prepare to receive a chalice from the Deacon or Pastor. If you are asked to distribute the Host, you will be given a paten with bread wafers.
7. For those who distribute the Host, begin at the right side and move toward the center of the chancel. If two tables are communed simultaneously, the left side begins and moves toward the center of the chancel. An usher will stand behind the last person of the table. As each person is given a wafer, say "Take and Eat, this is the true body of Christ, given for you in remembrance of Him" or abbreviated, "This is the true Body of Christ given for you". Remember that the consecrated host IS the body of Christ and should be treated with respect. Wafers that fall to the floor either must be consumed or buried (usually behind the bushes in the courtyard)
8. For those who follow the distribution of the host with the wine (sipping Chalice followed by Intinction Chalice), say, "Take and drink, this is the true blood of Christ, shed for you, for the forgiveness of sin." Or abbreviated, "This is the true blood of Christ, shed for you". After the person sips from the chalice, wipe the Chalice with the purificator, inside and out, and rotate the Chalice $\frac{1}{4}$ turn for the next person. If the purificator becomes overly soiled, go to the altar for another. If the Chalice needs more wine, go to the altar or ask the Acolyte to bring the wine to you to pour. Remember, the consecrated wine IS the blood of Christ and should be treated with respect. Do not let it drop on the floor; catch drops with the purificator. When using the Intinction Chalice, be wary of drips of wine as the bread is removed from the wine and brought to the mouth. Placing the purificator under the Chalice toward the persons chin will catch drops from hitting the floor or the person's garments.
9. The person with the Intinction Chalice dismisses the table when they reach the last person indicated by the usher standing behind them near the center of the chancel. The traditional dismissal from the

hymnal is used, "May the true body and blood of our Lord and Savior Jesus Christ keep you in the true faith until life everlasting. Depart in Peace and with Great Joy. Amen" The sign of the cross may be made.

10. Occasionally infirm congregants that find it difficult to walk up for communion may need to be communed in the pew. Follow the Pastor with the Host with the sipping Chalice. Commune the member in the same fashion as above. The member may dip the host in the Chalice if that is their preference. Speak the words of dismissal.
11. After all the people have been communed, put all remaining Host in the Ciborium and cover it. Take the Ciborium, the Flagons (cruets) and Intinction Chalice (covered with a purificator), and place it on the Credence Table. The Chalice remains on the altar and is covered by the Pastor with the Paten, pall, veil and burse. Leave the chancel after reverencing the altar.
12. After you have returned to your seat, give thanks to God for the opportunity to serve Him with your fellow ministers and for the sacrifice of Christ for our forgiveness. The post communion prayer from the Lutheran Service Book may also be used: "Almighty and everlasting God, I thank and praise you for feeding me with the life-giving body and blood of your beloved son Jesus Christ. Send your Holy Spirit that, having with my mouth received the holy Sacrament, I may by faith obtain and eternally enjoy your divine grace, the forgiveness of sins, unity with Christ, and everlasting life; through Jesus Christ my Lord. Amen."

Crucifer

1. The crucifer schedule is prepared quarterly and emailed to all crucifers. It is also published on the back of the monthly calendar which is available on the church website.
2. Please check the schedule or calendar and mark down the dates when you are assigned to serve. Electronic calendars with multiple reminder alarms are encouraged. If you are unable to serve, please make a switch and inform the Church office by Monday of the week preceding the service you are scheduled so the service folder names may be changed.
3. Please arrive at church dressed appropriately 15 minutes prior to the start of the service (no jeans or sneakers). Make sure you have a service folder at your pew seat.
4. After Pastor greets the congregation and announced the opening hymn, he will come to the back of the church for the procession. Order of Procession: Crucifer, Torch Bearers, Banner Bearer, Youth Choir, Junior Choir, Senior Choir, Deacon(s), and Pastor(s). Walk slowly to the middle of the church, turn and walk down the middle aisle, step up on the first step of the chancel, turn to the congregation and wait until Pastor reaches you and reverences (bows) the cross. After he bows, place the cross in its holder against the wall on the left behind the altar. Turn and leave the chancel, turning to reverence the cross, before sitting down on the left side as you face the congregation.
5. If there is communion, the Crucifer communes with the Communion Assistants, Acolyte, Banner Bearer, Torch Bearers and Deacon while the congregation is singing "Lamb of God". At this time, go to the chancel and stand on the side as all are given the sacrament. When you are dismissed, return to your seat
6. At the beginning of the second to last stanza (verse) of the closing hymn (or when Pastor or Deacon signal you), arise, reverence the altar, and walk up to get the cross. Begin the Recession by slowly walking down the center aisle. Wait for those who Processed to follow you out. When you reach the back of the church near the baptismal font, turn and hold the cross toward the congregation until the Deacon (or Pastor) speaks the words of dismissal, then place the cross in its holder in the back of the church. Leave the church and hang your robe (also called an "Alb") in the closet .

Lay Reader

1. The Lay reader schedule is prepared quarterly and emailed to all readers. The schedule is published on the back of the monthly calendar and is available on the church website. Please check the schedule or monthly calendar and mark down the dates you are scheduled to serve. Using an electronic calendar with reminder alarms is encouraged. If you are unable to serve, please make a switch with another person and inform the church office by the Monday before you are scheduled to serve so the service folder may be changed. If after that Monday, notify the church office, Youth Minister, Deacon, or Pastor as soon as possible who will be serving for you.
2. Readings are emailed from the church office usually 2 weeks before the beginning of the month to the readers assigned that month. A reminder of which service you are scheduled to serve is included. Readings are also emailed to the Chairs of the Board of Stewardship and Worship. If you cannot find the reading you have been assigned, or are substituting for someone else who didn't send you the readings, the church office or Board Chairs can send you a copy.
3. As of 2013, the Old Testament reading and Epistle are traditionally read from behind the right side of the altar where the microphone and lectionary stand holding the Lutheran Service Book is located. The lectionary stand should be used to help have the reading at a proper angle to read, keeping your head at a more upright angle to project better. The following was prepared in 2010 to assist lay readers.

Some things to Remember When Reading the Holy Scriptures in Public

"And the Word became flesh and dwelt among us..." John 1:14

At home before reading:

1. Pray. Ask the Holy Spirit to guide you as you prepare so that you may bring the Lord's Word to the people.
2. Read the pericope (pronounced per-ick'-o-pee) (the selection of scripture for the day; collectively, The Old Testament Lessons and Epistles) in the translation used in the Liturgy. Determine if there are words you do not know how to pronounce. Ask Pastor for the correct pronunciation.
3. Read the chapters and verses immediately before and after the pericope.
4. Read the text aloud five times.
5. Determine the main ideas, who the main characters are and the general flow of the text. Note: It is helpful to read other translations to help get the meaning of the passages. The New International Version, New King James version are other options from the Revised Standard Version. The Amplified version may provide insight into specific word translation meanings. Biblegateway.com has a variety of translations, many in English to facilitate this review. If you find that another translation conveys the message more clearly, ask Pastor if you can read from that translation. Print out the text in a font size that is comfortable for your vision if the provided print out is too small.
6. Read the text five more times aloud in front of a mirror. If possible, video yourself reading and make necessary adjustments. The goal is to eliminate distractions that take away from the hearing/listening of the members.

At Church:

1. Wear comfortable and presentable church clothing. Do not wear clothes or shoes that may distract members from hearing/listening to the Word of God.
2. Arrive at Church on time. This is 20 minutes before the service begins. This is for pre-service fellowship and to pray during the playing of the prelude to prepare for worship and service.
3. Let the Pastor know that you are present
4. Review the service folder or bulletin to determine if there are interruptions between the Old Testament and New Testament readings. Perhaps there is a Psalm or choir anthem or other pause before the second reading. Bring the print out of the readings to where it will be read. This is usually done at the altar near the microphone. If a lectern, from where the Word is read is present, it will be on the right facing the altar. The pulpit, from the where the Word is preached, is on the left. If an ambo, from which the Word is read and preached can be on either side. If you have any questions, ask Pastor. Read the cover to determine the liturgical Sunday used for the introduction.
5. If you are reading from a Bible or the Lectionary, remember the page number of the text just in case the bookmark or appointed place is lost.
6. Sit toward the front of the church so that you do not have to walk far to get to the altar. It is distracting if someone spends time thinking about how you got to the altar instead of what you are reading.
7. Pray. Ask the Lord to guide you as you receive and share the gift of His Word during the Liturgy.
8. Reference the altar before proceeding to the chancel. This is a bow from both hip and head, not one or the other. The deeper or longer the bow, the more reverent. Head only or hip only bows can be distracting as your body is in an unnatural position.
9. Clear your throat and adjust your clothing before getting to the altar/lectern/ambo.
10. Adjust the microphone before saying anything.
11. Place your hands on the text to follow along so that you see where you are reading to allow you to come back to the text if you look up and to prevent skipping lines.
12. Remind yourself to read slowly, clearly, deliberately and with clear diction or pronunciation.
13. Place the text towards the upper edge of the lectern or use the lectionary stand on the altar so your head is tilted upwards to allow you to project better.
14. Before you begin, take a deep breath and exhale slowly to relax. Introduce the text, such as: The readings for the 5th Sunday in Pentecost are from 1st Corinthians chapter ____, versesto

 - a. Or Paul's 1st letter to the Corinthians chapter.... Verses__.
 - b. Or ... are from [book name], chapter ____ beginning at __ verse.
 - c. An acceptable alternative is to announce just the Book the readings are from. This encourages worshippers to follow along in the Service Folder.

15. Conclude the all the readings with "This is the Word of God". You and the congregation should respond, "Thanks be to God".
16. Reverence the altar as you leave the chancel.
17. Hear the Gospel as it is read and proclaimed.

After Church:

1. Thank the Lord for the opportunity to share His Word.
2. Continue to meditate on the Word you were assigned to read.
3. See how what you have read and heard that day impacts your life as God's child.

TRY NOT:

1. To rock back and forth or move unnecessarily when you read. Get a solid position in your stance and remain there. If one leg is going to be shaking, be sure to stand behind the leg of the altar and put your weight on the other leg.

2. to draw attention to yourself when you read so that people may focus on the Word of God being shared with them.
3. to wear clothing that can distract people from hearing God's Word.
4. to over-dramatize a reading so that people cannot follow the flow of the text.
5. to apologize if you need to clear your throat. Just continue with the text.

TRY

1. to internalize the reading so that you know what it is about, especially as the Word has reached you.
2. to speak slowly and deliberately with proper diction so that people may celebrate the spoken Word in their midst.
3. to clear your mouth of all other objects (gum, candy, extra saliva) so that people are not distracted when you read.
4. to vary your tone in the sentences so that people understand the emphases of imperative, declarative and interrogative statements.
5. to know the flow of the text so that if you get lost or make a mistake, you will be able to recover quickly.
6. to be as familiar as you can with the text so that you do not stumble.
7. to trust in our Lord as He provides for His people, having faith in the transforming power of the Word.

Soli Deo Gloria

To God Alone be the Glory

*Adapted from Rev. Dr. Dien Ashley Taylor
Festival of Workshops, Atlantic District, LCMS March 6, 2010
Concordia College, Bronxville, New York*

By Paul Elgert for use at St Luke Lutheran Church, Dix Hills, New York, June 10, 2010.

Nursery

Nursery volunteers have not been scheduled for a number of years due to lack of volunteers, volunteer coordinator, and need. Children that are taken out of the service by their parent are supervised by their parent until such time as the child can return to the service. When or if the need for coordinated volunteers in the nursery is re-established, the following outline had been used, with minor updates/changes:

1. The nursery schedule is prepared quarterly and emailed to all adult volunteers of confirmation age and older. It is also published on the back of the monthly calendar which is available on the church website.
2. Please check the schedule or calendar and mark down the dates when you are assigned to serve. Electronic calendars with multiple reminder alarms are encouraged. If you are unable to serve, please make a switch and inform the Church office by Monday of the week preceding the service you are scheduled so the service folder names may be changed.
3. Two adult volunteers are assigned for each Sunday except during the summer when only one adult is needed.
4. A sign-in sheet is kept in the nursery where parents "sign" their child in and out.
5. Two teenagers may also be assigned by the Youth Minister or Pastor to assist the adults.
6. The volunteers are to be in the nursery (Mommy and Me room) 10 minutes before the beginning of the service to receive children.
7. Volunteers are to remain after the service until all children are picked up by their parents.
8. Any equipment or toys are to be cleaned up before the volunteer leaves. Special care should be taken to insure that children stay on carpeted area with wooden push toys and if play becomes too rough, the toys should be put away.
9. If a parent fails to immediately pick up their children after the service, one of the teenager volunteers should find them and have them come to the nursery to claim their child.
10. At no time should any child be left unsupervised.

Prayer Chain

The prayer chain has been replaced by broadcast emails from the church office to members and friends who have registered their email addresses with the office. The weekly service folder also has a list of people and families with special needs that we are encouraged to pray for on a weekly or daily basis.

Prayer is an important part of our individual and collective relationship with our Lord and Savior Jesus Christ. It is our responsibility as loving members of the body of Christ to pray for one another especially during times of special need as illustrated by these few selections about prayer:

*Matthew 6:*⁵ "And when you pray, do not be like the hypocrites, for they love to pray standing in the synagogues and on the street corners to be seen by others. Truly I tell you, they have received their reward in full.⁶ But when you pray, go into your room, close the door and pray to your Father, who is unseen. Then your Father, who sees what is done in secret, will reward you.

*Matthew 21:21-22*²¹ Jesus replied, "Truly I tell you, if you have faith and do not doubt, not only can you do what was done to the fig tree, but also you can say to this mountain, 'Go, throw yourself into the sea,' and it will be done.²² If you believe, you will receive whatever you ask for in prayer."

*Mark 11:23-25*²³ "Truly^[a] I tell you, if anyone says to this mountain, 'Go, throw yourself into the sea,' and does not doubt in their heart but believes that what they say will happen, it will be done for them.²⁴ Therefore I tell you, whatever you ask for in prayer, believe that you have received it, and it will be yours.²⁵ And when you stand praying, if you hold anything against anyone, forgive them, so that your Father in heaven may forgive you your sins."

*John 17: 1-26*¹ After Jesus said this, he looked toward heaven and prayed:

"Father, the hour has come. Glorify your Son, that your Son may glorify you.² For you granted him authority over all people that he might give eternal life to all those you have given him.³ Now this is eternal life: that they know you, the only true God, and Jesus Christ, whom you have sent.⁴ I have brought you glory on earth by finishing the work you gave me to do.⁵ And now, Father, glorify me in your presence with the glory I had with you before the world began.

"I have revealed you^[a] to those whom you gave me out of the world. They were yours; you gave them to me and they have obeyed your word.⁷ Now they know that everything you have given me comes from you.⁸ For I gave them the words you gave me and they accepted them. They knew with certainty that I came from you, and they believed that you sent me.⁹ I pray for them. I am not praying for the world, but for those you have given me, for they are yours.¹⁰ All I have is yours, and all you have is mine. And glory has come to me through them.¹¹ I will remain in the world no longer, but they are still in the world, and I am coming to you. Holy Father, protect them by the power of^[b] your name, the name you gave me, so that they may be one as we are one.¹² While I was with them, I protected them and kept them safe by^[c] that name you gave me. None has been lost except the one doomed to destruction so that Scripture would be fulfilled.

¹³ *"I am coming to you now, but I say these things while I am still in the world, so that they may have the full measure of my joy within them.¹⁴ I have given them your word and the world has hated them, for they are not of the world any more than I am of the world.¹⁵ My prayer is not that you take them out of the world but that you protect them from the evil one.¹⁶ They are not of the world, even as I am not*

of it. ¹⁷ Sanctify them by^[d] the truth; your word is truth. ¹⁸ As you sent me into the world, I have sent them into the world. ¹⁹ For them I sanctify myself, that they too may be truly sanctified.

²⁰ "My prayer is not for them alone. I pray also for those who will believe in me through their message, ²¹ that all of them may be one, Father, just as you are in me and I am in you. May they also be in us so that the world may believe that you have sent me. ²² I have given them the glory that you gave me, that they may be one as we are one— ²³ I in them and you in me—so that they may be brought to complete unity. Then the world will know that you sent me and have loved them even as you have loved me.

²⁴ "Father, I want those you have given me to be with me where I am, and to see my glory, the glory you have given me because you loved me before the creation of the world.

²⁵ "Righteous Father, though the world does not know you, I know you, and they know that you have sent me. ²⁶ I have made you^[e] known to them, and will continue to make you known in order that the love you have for me may be in them and that I myself may be in them."

Romans 12:11-13: 11 Never be lacking in zeal, but keep your spiritual fervor, serving the Lord. 12 Be joyful in hope, patient in affliction, faithful in prayer. 13 Share with the Lord's people who are in need. Practice hospitality.

2 Corinthians 1:10-11 ¹⁰ He has delivered us from such a deadly peril, and he will deliver us again. On him we have set our hope that he will continue to deliver us, ¹¹ as you help us by your prayers. Then many will give thanks on our behalf for the gracious favor granted us in answer to the prayers of many.

Ephesians 6:17-19 ¹⁷ Take the helmet of salvation and the sword of the Spirit, which is the word of God. ¹⁸ And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the Lord's people. ¹⁹ Pray also for me, that whenever I speak, words may be given me so that I will fearlessly make known the mystery of the gospel,

Philippians 4:5-7 ⁵ Let your gentleness be evident to all. The Lord is near. ⁶ Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. ⁷ And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.

Colossians 4:2 ² Devote yourselves to prayer, being watchful and thankful.

1 Timothy 2:1-3 ¹ I urge, then, first of all, that petitions, prayers, intercession and thanksgiving be made for all people— ² for kings and all those in authority, that we may live peaceful and quiet lives in all godliness and holiness. ³ This is good, and pleases God our Savior,

Deuteronomy 4:6-8 ⁶ Observe them carefully, for this will show your wisdom and understanding to the nations, who will hear about all these decrees and say, "Surely this great nation is a wise and understanding people." ⁷ What other nation is so great as to have their gods near them the way the LORD our God is near us whenever we pray to him? ⁸ And what other nation is so great as to have such righteous decrees and laws as this body of laws I am setting before you today?

1 Samuel 12:22-24 ²² For the sake of his great name the LORD will not reject his people, because the LORD was pleased to make you his own. ²³ As for me, far be it from me that I should sin against the LORD by failing to pray

for you. And I will teach you the way that is good and right. ²⁴ But be sure to fear the LORD and serve him faithfully with all your heart; consider what great things he has done for you

2 Samuel 7:27-28 ²⁷ "LORD Almighty, God of Israel, you have revealed this to your servant, saying, 'I will build a house for you.' So your servant has found courage to pray this prayer to you. ²⁸ Sovereign LORD, you are God! Your covenant is trustworthy, and you have promised these good things to your servant.

1 Kings 8:29-31 ²⁹ May your eyes be open toward this temple night and day, this place of which you said, 'My Name shall be there,' so that you will hear the prayer your servant prays toward this place. ³⁰ Hear the supplication of your servant and of your people Israel when they pray toward this place. Hear from heaven, your dwelling place, and when you hear, forgive.

Torch Bearers

1. Torch bearers are used for special occasions. Volunteers will be solicited by the Youth Minister or Pastor in advance.
2. Please arrive at church 15 minutes before the start of the service in appropriate dress: no jeans, sneakers or sandals
3. After the Pastor greets the congregation and announces the opening hymn, he will come to the back of the church for the procession. The two Torch Bearers follow the Crucifer. Stay about 4 feet behind the Crucifer. After the Crucifer has turned to face the congregation, reverence the cross with a bow from the waist in unison with the other Torch Bearer, being sure to hold the torch level so as not to spill wax on the carpet. Proceed up the steps of the chancel in unison with your partner and place the torch in its holder on each side of the altar. Then in unison with your partner, walk down the steps, turn and reverence the cross over the altar (in unison), then turn and sit down next to the acolyte in the first pew on the right as you face the congregation.
4. If there is communion, you will commune with the Communion Assistant, Acolyte, Crucifer, and Banner Bearer while the congregation is singing "Lamb of God". After the Lord's Prayer, go up to the chancel and stand on the right side of the Altar on the first step. When you are dismissed, go and sit down to participate in the communion hymns.
5. As the Crucifer rises to lead the Recession at the end of the service(usually at the beginning of the second to last verse of the closing hymn), go up to the altar with your partner, and after reverencing the Cross, go up and get your torches. Together walk down the steps following the Crucifer. (it is not necessary to turn and bow to the cross over the altar while the Crucifer is carrying the cross in front of you). Together, follow the Crucifer to the back of the church and place the torches on their stands at the back of the church.
6. After Pastor or Deacon dismisses the congregation, you may leave to hang up your robe in the closet.

Ushers

1. The Usher schedule is prepared quarterly and emailed to all usher volunteers. The schedule is published on the back of the monthly calendar and is available on the church website. Please check the schedule or monthly calendar and mark down the dates you are scheduled to serve. Using an electronic calendar with reminder alarms is encouraged. If you are unable to serve, please make a switch with another person and inform the church office by the Monday before you are scheduled to serve so the service folder may be changed. If after that Monday, notify the church office, Youth Minister, Deacon, or Pastor as soon as possible who will be serving for you.
2. Weekly reminders are emailed to the ushers scheduled for the next Sunday. . If you are unable to serve, please make a switch with another person and inform the Head Usher, Deacon, or Pastor as soon as possible.
3. Arrive at church 20 minutes before the service.
4. For the early service, be sure all the lights are on and heat or air conditioning, depending upon the season is set appropriately.
5. Check with the Youth Minister or Pastor if there are special instructions.
 - a. For example, a special service may need additional folding chairs be set up for increased expected attendance
6. Wear a lapel badge, if available.
7. Distribute Service Folders to worshippers upon entry to the Narthex as you greet them.
 - a. Leave a few Service Folders near the door on the far side of the church to accommodate worshippers that enter through that door.
8. Give youngsters the Children's Bulletin
9. Seat people during the following times only:
 - a. Any time prior to the opening hymn
 - b. At the conclusion of the Order of Confession, Forgiveness and Absolution.
 - c. After the Prayer of the Day
 - d. After the Gospel lesson
 - e. After the Hymn of the Day
10. Do not seat people during the liturgy or whenever the congregation is standing. They should be held in the Narthex until the congregation is seated. Then they may enter the nave.
11. Usher people to seats once the opening hymn has started. Do not let them wander in.
12. The Offering plates are kept on the shelf of the Credence Table. Gather the number of plates as there is ushers to distribute throughout the congregation. Keep in mind that some members use Simply Giving or electronic banking and may not place anything in the plate.
13. Collect all the offerings in the blue collection bag. Bring the collection bag in a collection plate forward for the Acolyte to receive and place on the altar.
14. Count the number of worshippers, usually during the sermon. Include all souls in the count. Enter the number in the back of the church and on the teller receipt.
15. If the church returns to individual communion cups, the ushers would be responsible for placing the receptacles out after the offering to collect the used plastic cups. They are placed near the corners of chancel so each table can place their used cups in as they return to their seats. As of 2013, these individual cups have not been used for over 15 years. They have the potential for being more unsanitary because of multiple handling needed. Pre-filled individual communion cups can be

purchased, if there was budgetary and congregational support, and there is debate of whether closed cups are consecrated.

16. During communion, see that the tables are filled and try to keep families together. The Communicants can begin lining up in the center aisle as the Communion Assistants, Acolyte, Pastor and Deacon (and etc.) are receiving communion during "Lamb of God". As they are finishing, the right table can be filled in by the first person leading the table to the corner at the base of the chancel on the right to the middle. The left table can be filled at the same time by the first communicant leading the others to the corner at the base of the chancel on the left side to the middle. The usual order of communion is as follows:
 - a. Choir(s) (right table)
 - b. Rear middle section (left table)
 - c. Rear sections on the left (left table)
 - d. Center pews on the rear left and right forward (Left and right tables)
17. Communicants from the center sections should be brought out from the center aisle so they can exit the table on the left and right and not interfere with people going up for communion.
18. The one usher that guides the communicant queue in the center aisle as to when they can proceed to the chancel, is to indicate the separation of the left and right tables to the Pastor and Communion Assistants so they can be dismissed by the Intinction Chalice Communion Assistant. The last table dismissed is filled with Communicants as the other table is communed. This continues until all have been communed. Ushers commune at the last table.
19. Notify the Pastor if there are infirm worshippers that desire communion but cannot walk to the chancel so they can be communed in the pew.
20. If continuous communion is used: Worshippers can queue up on the left and right sides of the center aisle but do not walk up to the chancel. They wait in line at the front when their turn is next. If there are only three people serving communion, the choir goes first then the middle rear section then the right section of pews (rear pews forward). The Communion Assistants move to the left when the left side begins from the rear pews forward. If there are 6 people (or 5, if only Pastor distributes the Host) with sipping Chalice and Intinction chalice on each side, both left and right pews from rear forward are brought up to receive the Sacrament.
21. Place the offering with the teller receipt that has the worshipper count, worship time and date, in the teller drawer of the file cabinet in the office and lock. Alternatively, give directly to the counters who will lock the items when they have completed counting.
22. Clean up the pews and hymnals. Leave the church in an orderly fashion, removing service folders and straightening hymnals in the pews. (Do not leave them upside down, backwards, etc.)