

Lutheran Church of the Resurrection
Assisting Minister Instructions for Sanctuary 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 (Ordained Pastor/Clergy) **A:** Assisting Minister (Lay Person or Clergy)
- 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 minutes before the service begins.
2. Check to make sure the microphone on the control room wall near the large window is in the "on" (green) position.
3. Confirm that the flat microphone is on the altar and is functioning. If not, have the sound technician set it up. If the altar microphone is not available, ask the sound tech to help you put on the portable microphone pack and head-set and test it.
4. Put on the alb (robe), cincture (rope), and cross located in the closet in the sanctuary "cry room".
5. The Pastor will normally brief the Assisting Minister on any duties expected other than normal as shown below. 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.
6. Communion is served at every service unless noted. Communion is served by intinction unless it is a special service. The Pastors normally serve the bread and the Assisting Minister will serve one of the wine chalices.

DURING THE WORSHIP SERVICE:

1. Assist the usher, if necessary, in lighting the candle lighter (torch) for the Acolyte. Be prepared to perform duties of the Acolyte or Crucifer at any time.
2. After the Confession and Forgiveness, walk to the Altar to the left of the Pastor. Following the Crucifer (Cross-Bearer) and the Acolyte during the procession. Stop briefly to reverence the altar (slight bow) before stepping up into the chancel area. Proceed to the left of the altar to your seat in the back and remain standing for the Gathering Song.
3. Move to the Altar for the Greeting during the final verse of the Gathering Song.
4. After the Greeting, the accompanist will play the Gathering and proceed directly to the Kyrie. The Assisting Minister will sing the parts of the Kyrie marked with an "A".
5. After the Hymn of Praise, lead the Prayer of the Day then return to your seat. The Pastor will do the Welcome and Community Announcements, and call on the Lector for the First Reading. If there is a guest Pastor, the Assisting Minister will normally take care of this. Be prepared to read the scriptures if the Lector does not respond.
6. Remain in your chair for the reading of the scripture and the sermon.
7. Stand for the Hymn of the Day.

8. The Assisting Minister will normally lead the Apostles Creed, the Prayers of Intercession, and the invitation to share the Peace. Some or all of this may be done by the Presiding Minister as determined before the service
9. The Assisting Minister may assist with preparing for communion, then be seated during the Offering. Be prepared to receive the offering from the usher if there is no Acolyte then return to your seat.
10. Stand for the Offering Song and the Offering Prayer.
11. The Presiding Minister (Pastor) will normally lead The Great Thanksgiving but the Assisting Minister may be called upon lead the sung portion. The prayer at the end is normally spoken by the Presiding Minister.
12. Move back to your chair for the Congregational Song and remain standing.
13. The Presiding Minister (Pastor) will pray the Eucharistic Prayer, lead the Lord's Prayer, and offer the Invitation to Communion.
14. Move to the back of the Altar with the other Communion Servers and receive Communion from the presiding minister. You may be called upon to serve the presiding minister communion at that time if there is no associate pastor.
15. Communion is by intinction, so after receiving the paten or chalice from the Pastor move to the left or right side as directed by the Pastor and serve Communion. The ushers will normally be served last and will notify the servers if anyone needs communion in their seats. Follow the usher and serve communion until all have been served. When all have been served return the sacraments to the credence table and assist the Pastor in returning the elements to the credence table.
16. If a congregant wishes a blessing rather than communion (by crossing of arms across the chest) the assistant serving the bread will make the sign of the cross and say, "May the Lord bless and keep you always" or "Father, Son, and Holy Spirit be with you always." This may also be done for children not receiving communion.
17. Move to the Altar (left or right of the pastor) during the Post Communion Canticle then lead the Prayer after Communion, and the Sending of Communion Visitors. The Blessing will normally be spoken by the Pastor.
18. Remain standing by your chair during the Recessional Hymn where the Acolyte will extinguish the candles and the Crucifer will remove the cross and proceed up the center aisle. (If there is no acolyte, the Assisting Minister will extinguish the candles and proceed up the aisle and prepare for dismissal.) As the Pastor moves around the pulpit to the front of the Altar, the Assisting Minister moves around the other side and both face the Altar. "Reverence" the Altar (slight bow), turn with the Pastor and proceed to the Baptismal Font. After the hymn is complete (and following the ringing of the chimes), the Assisting Minister will offer the Dismissal ("**Go In Peace, Serve the Lord**" or whichever dismissal is printed).

AFTER THE WORSHIP SERVICE:

1. Follow the Pastor out the door and stand before the Pastor to receive and greet members of the Congregation.
2. Remove the alb, cincture and cross and put them in the "cry room" closet.
3. If the headset microphone is used, make sure it is turned off, remove the batteries and put them in the charger and leave the headset on the counter of the sound room (if the sound closet is open put the headset back in the appropriate drawer).
4. After the final service (11:00) return the cross and candle lighter to the closet in the "cry room".

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

Any questions, contact Phil Loper 782-5274 or the Pastor at 916-791-4661