

Christ the King Lutheran Church

Worship Assistants Duty Descriptions

ASSISTING MINISTERS

The participation of laypeople in leadership of worship is a visual reminder to all of us of the priesthood of all believers. The assisting minister assists the presiding minister in hosting worship. Christ himself is the primary host—we all assist him.

Worship leaders (presider, preacher, assisting minister, readers, ushers, communion servers...) are to be transparent. Their work is to assist the congregation in worship and not to be a focus themselves. Speak boldly, head up, and know your wording and positioning before worship starts. Once the worship starts it is not appropriate to greet the congregation yourself. Ask the presider if you have any questions. It also works well to sit next to the presider if any questions arise mid-service.

The Assisting Minister will be provided with instructions through an email Friday morning (if requested).

When the liturgy includes it, the Assisting Minister leads the Kyrie at the start of the service ("In peace, in peace let us pray to the Lord..." from Now the Feast) If you don't sing, the pastor or a choir member will sing it instead.

The Assisting Minister:

- Invites the congregation to join in the Creed
"We join with Christians around the world in professing our faith with the words of the (Nicene or Apostles') Creed." Or "Joining together in faith and hope we profess our faith with the words of the (Nicene or Apostles') Creed."
- Standing behind the communion table, lead the intercessory prayers. The office will email you a copy before Sunday *if you request it be sent*. The same copy of the prayers (or an updated version) will be on the communion table Sunday morning (*you do not need to bring your copy if it was emailed to you Friday morning*).
- When there are two tables for communion, the Assisting Minister will help the pastor(s) and other helpers distribute the communion to the congregation. *The pastor(s) will ask you to assist them if they need it.*
- At the end of the service, sends the congregation out with...
"We are a Christian community rooted in the Gospel of Jesus Christ..." This can be led from where you are seated in the congregation.

BREAD BAKERS

Please have bread at the church by 9:00 Sunday morning. You can bring the bread to the church Friday morning and leave in the refrigerator in the sacristy (*not the freezer*).

Suggested Communion Bread Recipe (*Please Make 2 Batches, minimum 8 loaves*)

Please note: This recipe is meant to be made with these specific ingredients and quantities...please, no substitutions!

2 cups whole wheat flour, $\frac{3}{4}$ tsp salt, $\frac{1}{2}$ cup white flour, $\frac{3}{4}$ tsp baking soda

Mix all dry ingredients together. Then add –

3 tablespoons butter, margarine OR oil (oil works best) and blend. Then add –

1 scant cup water and 4+ tablespoons honey (You can let the honey run over the spoon when measuring)

Knead until you have a smooth texture, use white flour if necessary

Divide dough into 6 balls, roll $\frac{1}{4}$ inch thick and 5-6 inch in diameter.

Suggestion: You can roll into a tube and cut 7-8 slices, then flatten with floured fingers and hand into rounds. (We have found that the ball method is easier to do)

Place on greased cookie sheet and bake at 350 degrees for about 10-12 minutes. Be sure you DO NOT over bake or bread will get too dry (depends on your oven) – make sure center is “puffed up” not “wrinkled”.

**Note: Whole wheat flour will need to be refrigerated or frozen or it will go rancid.*

SUMMER NOTE – One and ½ batches of bread is sufficient – should make 8 loaves.

PACKAGING BREAD

After the rounds have cooled, please wrap each individual round in plastic wrap and store all rounds in a tightly sealed bag. (Label bag with date for future reference.)

COFFEE HOSTS

Set up coffee pots, cups, tea, etc. on BEVERAGE buffet table in the Social Hall.

1.) Coffee: Use the 100 cup coffee maker (*making approx. 60-70 cups*), using the directions posted on the wall in the kitchen. Coffee takes one hour to perk. Check on coffeemaker during service to make sure it is actually perking...

2.) Tea: Fill second large 100-cup coffee maker with water (*making approx. 40-60 cups*). Be sure pot is plugged in and perking, also.

3.) Decaf: Use small white or black 12-cup coffeemaker and pour into carafes if it looks like we'll need a second pot. (Usually 1 pot is sufficient).

4.) Juice: You are welcome to bring juice or make kool-ade for kids. Use brown plastic cups for juice. Pour a few juice cups and place on the lowest side of the buffet table in the social hall area.

5.) Set out three trays (cookie sheets) of coffee cups (use white Corelleware cups). Also, set out baskets of tea bags, cocoa, apple cider mix (if available); creamer, sugar, napkins, and spoons.

6.) Treats (if you wish to provide) might include cookies, coffee cakes, breads, fresh fruit, cheese, etc. Serving dishes for treats are located in lazy Suzanne corner cupboard. Treats can be placed on the front side of the kitchen counter.

7.) **Dishwashing/Sanitizer Instructions:** Turn on sanitizer/dishwasher to pre-heat. *Switch located near bottom left corner of dishwasher door.* Pre-wash all dirty dishes, etc. Place/stack cups, silverware and pitchers on racks (*under large sink*), slide into dishwasher with one scoop soap (*found under sink to left of dishwasher, just throw it on the bottom of the dishwasher*). Close door and washer will automatically turn on. When cycle light goes off, *carefully (steam is extremely hot)* open door and remove rack. Let air dry briefly (rug on countertop for this purpose), then put clean dishes away.

Caution: Dishes and racks will be extremely hot!

1.) Wash all dirty dishes and put away. *See dishwasher instructions/directions above.*

2.) Put supplies neatly away in cupboards (*the cleaned cups, tea, sugar, creamer, etc. can be left on island buffet cart*).

3.) Make sure coffeepot warmer lights are turned off and coffee urns are unplugged (be sure to unplug ALL small appliances). Rinse larger coffee pots and store under cabinet on white shelves to right of large sink.

4.) Sweep kitchen floor, mop if needed, turn off all lights, take out garbage if full (dumpster located next to shed). **NOTE: Kitchen door will LOCK behind you...please prop open unless finished with clean up.**

Note: If we are running low on any supplies, please leave a note for Dawn Byrd, Office Manager, or call 587-4131 and leave message.

Supplies: Coffee, decaf coffee, tea, apple cider, cocoa, creamer, sugar, napkins, etc. are all located in the cupboard to the right of the three-tub sinks, on the buffet table, or in the pantry *to the left of the refrigerator/freezer.*

COMMUNION SET-UP INSTRUCTIONS

(REVISED SEPTEMBER, 2008)

The sacristy is located in the sanctuary, just to the left of the mirrored windows of the Cry Room. Please stop by the church office, Monday-Thursday, 8-5pm, to pick up a key to the building. Trays may be set up Friday morning (before noon) and left in the refrigerator until Sunday morning or you may set up Sunday morning. *Please allow at least ½ hour for set up.*

All communion wares are located in the closet/cupboard to the left of the sink (*in the sacristy*). If any supplies are low, leave a note for the Office Manager on the reception desk; or, under the office door if the office is locked. If you have questions concerning set-up, please contact Dawn or one of the pastor(s).

SET-UP

1. Use **glass** communion cups. Set up **4 or 5 full trays**.
2. **Wine and juice** are located in the refrigerator with additional supplies in the closet / cupboard to the left of the sink. *Be sure grape juice is not soured. If sour, use fresh.*
3. Using plastic bottle dispensers, fill the inner most circle and the outer circle of each tray with wine. Leave one open space in the outer ring for ease of cup removal by communion participants. Fill the middle circle with juice.

When finished with the dispensers, please empty them (juice back into juice and wine back into wine bottles). Wash them with a weak solution of bleach and water and set on counter top to air dry. (**Do not place dispensers in the refrigerator as they will drip and/or mold.**)

If trays are prepared prior to Sunday morning, wrap the top tray with saran wrap to keep fresh and store all trays in the refrigerator. *If left in refrigerator, trays will need to be wiped dry before placing on communion table Sunday morning because of condensation.*

On Sunday morning, set trays of wine/juice on the altar prior to the service. Put the cover on top tray (lid with the cross).

4. **Gluten free wafers.** Place at least 12 wafers in a small cup and place on the communion table. Be sure to keep wafers separate from all bread products.
5. **Wicker Baskets.** Line wicker baskets with saran wrap, then cover with a clean washcloth (tag-side down) to catch drips. The two baskets are to be set on the stool/table behind the altar or on the windowsill on Sunday morning before the service.
6. **Bread & Chalice.** Fill chalice 1/8 full with grape juice. Unwrap bread rounds and place 2-4 on each silver bread plate (use 2 plates). Set chalice and bread on the altar and cover both with a white altar cloth (*cloths are in closet/cupboard to the left of the sink*).
If you are setting up ahead of Sunday, please do not unwrap bread or fill chalice until Sunday morning. (*The bread dries out and the juice sours and stains the silver chalice.*)

BETWEEN SERVICES (*When there are two services, 8:30 & 11am as on Easter Morning*)

Empty the wicker baskets, line with new washcloths and put on stool/table behind communion table for the 11:00 service.

Make sure there are **4 full trays** of wine/juice, 2-4 rounds of bread on the each plate, and enough gluten free wafers on the altar for the 11:00 service

CLEAN UP

Unused bread rounds should be sealed in ziplock bags and placed in the sacristy refrigerator. Ziplock bags are located under the sink or in cupboard. **Partially used bread rounds** and crumbs are to be crumbled up and spread outside for the birds. (Kids love to do this!)

Unused wafers should be wrapped in saran wrap and stored in closet away from any other bread products.

Unused wine and juice from the altar has been blessed/consecrated and should not be saved. It should be poured into a pitcher and then pour onto the ground outside. It's handiest to use the north sanctuary door (just outside the sacristy area). *Please note: this door WILL lock behind you so you may want to prop it open or have someone hold it open for you.* ☺

Leftover full trays of wine/ juice in the refrigerator that were made this week, and **not** placed on the altar (not blessed/consecrated) can be disposed of in the following manner:

- a.) Leftover wine can be returned to its original bottle and stored in the refrigerator.
- b.) Leftover juice should not be kept.

All used **white cloth(s) and dish cloths** are to be left on the counter top to be picked up for washing.

The **glass cups** need to be washed by hand. The dishwasher may be used to sanitize them in place of the bleach step in the hand washing method. Communion **trays, bread plates and chalice** must be washed by hand (*the dishwasher will stain and ruin them*).

Dishwashing Instructions –

1. Fill sink with WARM, soapy water and wash all cups prior to stacking on dishwashing rack. This will ensure that lipstick, etc. will be washed off before they are run through the sanitizing dishwasher. [The dishwasher is only meant to sanitize and will not wash stuff off dishes.] *Caution: These are glass cups and will chip or break if dropped.*
2. Supplies for running cups through dishwasher are located in the narrow cabinet to the left of the freezer in the kitchen. Dishwashing detergent is located in the cupboard under the sink to the left of the dishwasher. Be sure the dishwasher is turned on, use 1 scoop of detergent (tossed on bottom of dishwasher) and run cycle as normal (takes approx. 3 minutes). Run cups through again without detergent for a complete rinse.

Allow to stand in rack to air dry briefly before refilling trays. **Caution! Cups will be HOT!**

Washing by Hand Instructions –

Per Health Department Regulations, the communion cups **MUST** be washed using the sequence below:

1. Wash in HOT soapy water;
2. Rinse in HOT bleach water; and then
3. Rinse in HOT clear water.

Place wet cups upside down on clean towel to air dry a little. (*Cups do not have to be completely dried before replacing in trays.*) All cleaning supplies are located under the sink. Be sure to refill trays with empty, clean cups before storing away.

DURING HOLIDAYS—

Disposable cups are to be used for big attendance services (i.e. Easter, Palm Sunday, Christmas, other big events). Set up communion as instructed above, except use the disposable, thin plastic cups. (Disposable cups are located in the cupboard ABOVE THE SINK in the sacristy.) Between services you may empty baskets into colander found in closet, and leave in sink to drain. They can then be thrown out.

Note: Except for holidays and special events, we will be using glass communion cups so as to be kind to our environment.

GREETER DUTIES

(Please arrive at least 15 minutes early for the service) Wear a "name" tag with your name on it.

- 1.) Welcome everyone! Remain near the entry doors and encourage visitors to sign the guest book and to wear a name tag.
- 2.) Be aware that visitors are NOT familiar with our building. Offer assistance to help find the nursery, cry room, restrooms, drinking fountain, coat rack, etc. Help them feel "at home" in God's house.
- 3.) Assist Pastors and Assisting Ministers with distributing communion (***if asked to do so***) so the "ushers" can "ush" congregants to keep flow to and from the pews moving smoothly.
- 4.) ***Be sure to stand by the entry doors after the service to "thank" them for attending worship and invite them back to worship with us again. Encourage them to take part in the "fellowship/coffee hour".***

SCRIPTURE READERS

- 1.) There are two texts assigned from the Bible to be read at each service. (a) The First Lesson (usually from the Old Testament) and (b) The Second Lesson (from the New Testament). We occasionally use a psalm that is printed in the bulletin as well. You can ask the congregation to read the psalm responsively with you, or men/women, etc...
- 2.) The pastor will read the Gospel at each service.
- 3.) Read from the pulpit. Read clearly, slowly and naturally and speak toward the microphone attached to the pulpit. Practice reading through the lessons at home before worship. You may bring your own Bible to read from if you are more comfortable with its translation, however there is a lectionary book on the pulpit with the days' text.
- 4.) Begin by saying: "The First (or Second) Reading is written in (name of book) the ___ chapter. For example: "The First Reading is written in Leviticus, chapter 3."

***(The scriptures will be on the pulpit for your ease of reading...
you will not have to bring your own copy, or your own bible if you do not wish to do so.)***
- 5.) After reading the lesson, end by saying: "Word of God, Word of Life: **Thanks be to God!**"
- 6.) Scripture texts are printed in the monthly newsletter or you may call the church office to find out what the scripture text is for any particular Sunday.

USHER DUTIES

(Please arrive at least 15 minutes early for the service you are ushering.) Wear a name tag!

- 1.) Be sure lights are on. The switches are to the right of the center doors. (Push/on all four top buttons, bottom button turns all lights off. Use slide bar to adjust brightness (*must push all the way to the top first, then slide down to correct setting.*)

Be sure to light the candles on the altar. (*Check with pastor regarding the lighting of any other candles*). The candlelighter is hanging in the sacristy (*room just left of the mirrored windows in the sanctuary*) and matches or lighters are in the guestbook stand, on the stand near the light switch in the sanctuary, in the sacristy, or top drawer in office marked "misc".

- 2.) Straighten sanctuary as needed
 - a.) pews straightened and in line

- b.) pencils/welcome folders on each pew (one end or the other)
- c.) bulletins, loose paper picked up (especially extra offering envelopes, etc.)

- 3.) Assist the Greeters as needed – Welcome everyone! Remain near sanctuary doors and encourage visitors to sign the guest book.
- 4.) Be aware that visitors are not familiar with our building. Offer assistance to help find the coat racks, nursery, cry room, restrooms, drinking fountain, etc. Help them feel “at home” in God’s house.
- 5.) Hand out worship bulletins (**one per couple unless they request otherwise**). Be sure to direct young ones to the children’s bulletins and **Busy Bags**. *Note: There are a couple “large” print bulletins available.*
- 6.) Close doors after welcome/opening announcements (except during hot summer days). **Please sit near the back-center-doors** so you can watch for latecomers and assist them as needed and so the pastors can easily locate you during worship.
- 7.) Collect the offering. The pastor will give you the offering plates to pass down each row. Bring them forward following the offering music, when the congregation stands to sing the offertory (*watch for direction from the Pastor*).
- 8.) **Count the number of people attending worship** (be sure to include Pastors, musicians, choir, yourself, all children including in the nursery and nursery attendant, etc.). Record the number in the booklet in the guestbook stand. *It is usually best to count **before** the children’s sermon to include all children.*
- 9.) Guide the congregation forward for communion, pew by pew (as efficiently as possible – so that not too many are standing in line at one time). Pastor will instruct the congregation on how to come forward. If anyone does not come forward for communion, ask if they would like communion brought to them in their seat. Ushers come forward to receive communion last, letting pastors/servers know if there are any in the congregation desiring communion but unable to come forward.
- 10.) Open the doors during the final hymn.
- 11.) Straighten the sanctuary as needed
 - a.) bulletins stacked on Narthex table (or tossed in *recycle bin in office*)
 - b.) loose paper picked up
 - c.) pews straightened
 - d.) welcome folders on pew end (**do NOT collect and bring into office, Dawn does this**)

Monday)

- e.) empty basket of nametag backs
- f.) snuff candles after service

- 12.) Make sure all lights are turned off and candles out before leaving the sanctuary.