

# Worship Jobs

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DRAFT

Beautiful Savior Lutheran Church

# Worship Jobs

Welcome.....	3
Acolyte.....	4
Altar Guild.....	6
Assisting Minister.....	8
Congregation.....	12
Communion Assistant.....	14
Crucifer.....	16
Facilities.....	18
Gift Bearer .....	19
Greeter.....	20
Home Communion Team.....	22
Lector.....	24
Musician .....	26
Nursery Staff.....	27
Pastor.....	28
Usher.....	29
In General.....	31
Festival Sundays.....	32
Service of the Word.....	33

# Welcome

Thank you for serving. Worship is often called the work of the people, which is the translation for the Greek word “liturgy”. It is our work as the people of God. This work deserves our very best.

Worship is also the work of God where the Father, Son, and Holy Spirit meet us and transform us. Sins are forgiven, grace is spoken, challenge is issued and lives are changed.

Thank you for joining this life-changing, life-renewing, life-long work called worship.

This booklet includes position descriptions for all of the jobs needed to facilitate public worship at Beautiful Savior Lutheran Church.

# Acolyte

Who: Anyone.

What to do:

- Before worship
  - Practice. Familiarize yourself with lighting the candles, passing out offering plates, the hymns and any special liturgical components for the day.
  - Find an alb that fits. The alb should hit somewhere around your mid-calf. \*Pro tip: Make sure the alb is short enough so you don't trip.
  - Grab a copy of the bulletin and a hymnal and go ahead and take your seat.
  
- During worship
  - Just before the service starts light the candles on the communion table.
    - If there are candelabras, light them too.
    - If it's Easter, a Baptism, a Funeral or All Saints Day, then light the Pascal Candle.
  - Participate fully in the worship service, lead the congregation by example.
  - Offering plates
    - Pass them out after the sharing of the peace and the announcements.
    - Collect them during the congregational singing. Be sure to smile and say thank you.
  - Communion: you may be needed to help collect empty communion cups.

- After worship
  - Extinguish all lit candles following “go in peace” at the end of the service.
  - Return your alb to the sacristy.
  - Report soiled alb, low candles, low taper or other maintenance issues to the altar guild.

## Things to keep in mind:

- Smile! Leading worship is a joy!
- Reverence the cross with a slight bow facing the table every time you cross in front of it, including before or after you walk up the front steps.
- You help to set the tone for worship.
- Lighting candles helps to mark the transition into holy space.
- When in doubt ask for direction.
- Don't chew gum.
- Silence cell phone.
- People are cheering for you and want you to do well. So is God!

# Altar Guild

Who: Anyone.

What to do:

- Before worship
  - Prepare the space according to the liturgical year and type of service.
    - On Saturday, prepare altar for service, wine in cruet and wafers on table in Narthex. Banners, paraments, flowers are in place. All candles are refilled. Remove top from baptismal font.
    - On Sunday, pour grape juice, set out bread, pour water in baptismal font.
  - Refer to specific altar guild guidelines.
  
- During worship
  - Be aware of the number of people present. If the room seems packed, sneak out during the hymn of the day and set out more communion elements.
  - Be prepared to help with clean up in case something is spilled (wine, water, candle wax, etc).
  
- After worship
  - Check everything: candles, tapers, etc.
  - Reset
    - Pastor's sermon manuscript in correct page number order.
    - Lectionary book on top of manuscript opened to first reading.
    - Missal according to colored ribbons.
    - Communion table

## Things to keep in mind:

- Smile! Leading worship is a joy!
- Reverence the cross with a slight bow facing the table before or after you walk up the front steps.
- You help to set the tone for worship by your careful preparation.
- When in doubt ask for direction.
- People are cheering for you and want you to do well. So is God!
- Refer to your Altar Guild manual and check lists for detailed directions.

## Reset Pulpit: Pastor's Sermon and Lectionary Book

- Pastor's manuscript will be on the pulpit. Place the pages in numerical order based on page numbers.
- Place the lectionary book on top of Pastor's sermon manuscript. Open the lectionary book to the appropriate readings for the day.
- Be sure to double check the lectionary book readings with the readings printed in the bulletin. If they are the same then you're done.

## Reset Missal:

- To reset the missal you'll work from the back to the front and you will need the day's bulletin to make sure you're on track.
- Typically you will not have to change ribbons. Simply position them so they hang off the side of the book.
- The ribbon marking the first page goes at the top, then down to the last page ribbon on the bottom.
- You're done when you can lead the service as the Pastor based on the ribbons you have set.

# Assisting Minister

Who: Anyone.

What to do:

- Before worship
  - Practice. Familiarize yourself with the flow of the liturgy, your parts, and any special liturgical components for the day.
  - Know the jobs of all the other worship leaders and be ready to gently and graciously cue them or help them should the need arise.
  - Find an alb that fits. The alb should hit somewhere around your mid-calf.
  - 15 minutes before worship, identify the other worship leaders. If you don't see them begin to think about identifying replacements.
  - Be prepared to take on worship leader roles for people who forget or are absent.
  - Greet and mingle, pay particular attention to visitors and children.
  
- During worship
  - Start at the Baptismal font.
  - Procession in: Follow the cross, reverence the table, find your seat.
  - Move to the table during the last verse of the gathering hymn to lead the kyrie.
  - After Pastor shares the Apostolic Greeting, step to the center of the table and sing the kyrie. \*\*Make eye contact and use orans prayer posture.
  - Sing Gloria or This is the Feast!
  - Lead Prayer of the Day



- Look for lector. If lector is not here, you are up.
- During the last verse of the hymn of the day go with the Pastor to the table. After the Creed, step to the center of the table and lead the prayers of the people. Use orans and eye contact.
- Share the peace with Pastor and with the congregation.
- During the offering help Pastor set the table.
- Lead the offering prayer using orans and eye contact.
- While Pastor leads the Great Thanksgiving know exactly where he is in the book and be ready to gently cue him in case he gets lost.
  - Avoid looking through your bulletin, checking your watch, rubbing your neck or yawning during the prayer. Everyone can see you and you set the tone for them.
  - Boldly speak the congregation's responses.
  - Pray the Lord's prayer using the same text as the congregation. This will help them and will help to not confuse Pastor.
- Receive communion from Pastor then commune him after the other worship leaders.
- Help commune the assembly.
- Help Pastor reset the table. Everything should look like it did before the service started with only the veiled chalice on the table.
- After Pastor gives the "body and blood" blessing, lead the prayer after communion using Orans and eye contact. Step out of the way so Pastor can give the benediction.
- Half way through the sending hymn, follow the processional cross back to the baptismal font.
- Speak the dismissal boldly.

- After worship
  - Greet the congregation at the door.
  - Return your alb to the sacristy and report maintenance issues to the altar guild.
  - Let Pastor know two things that went well and two things that we need to work on. It helps to write this down or e-mail it.

## Things to keep in mind:

- Smile! Leading worship is a joy!
- Reverence the cross with a slight bow facing the table every time you cross in front of it, including before or after you walk up the front steps.
- You help to set the tone for worship.
- ORANS prayer posture:
  - Raise arms to the “orans” prayer posture. Hands are relaxed twice your shoulder width apart, near eye level, like you’re holding a beach ball slightly in front of your face. Practice this to make sure you are level and not fidgeting.
  - At the conclusion of the prayer, bring hands together to a relaxed folded position before moving to the next thing.
  - Use Orans for Kyrie, Prayer of the Day, Prayers of the People, Offering Prayer, Prayer after Communion.
- EYE CONTACT look people in the eye when you say “The Lord be with you” or “Let us pray”
- When in doubt ask for direction.
- Don’t chew gum.
- Silence cell phone.
- People are cheering for you and want you to do well. So is God!

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# Congregation

Who: Everyone.

What to do:

- Before worship
  - Check in at the welcome center.
  - Prepare your bulletin and hymnal. Look over the liturgy, readings and hymns. Prepare your tithe for the offering.
  - Introduce yourself to the people around you, get to know them. “What was a high or low you experienced this week?”
  - Once the prelude starts, allow it to focus your heart and mind for worship.
  
- During worship
  - Smile, sing and participate as fully as you are able.
  - Make eye contact with the worship leaders.
  - Hold your hymnal at chest level to project your voice as you sing.
  - Listen for God to speak words of challenge to your life and words of grace.
  - Share the peace. It is more than a handshake, it is the resurrection greeting of our Risen Lord.
  - Receive communion if you are baptized by holding your hands out and saying “Amen” when you receive the elements and it is declared “the body/blood of Christ given/shed for you.” Amen means “Yes this is true”.
  - Turn and follow the cross in the processions. Keep the cross in front of you. As the cross passes your aisle it is appropriate to bow and cross yourself.

- Make the sign of the cross on your body when the pastor makes the sign of the cross over the congregation. Put your thumb and pointer and middle fingers together (reminder that God is three persons yet one divine being). Then touch your forehead, belly button, then one shoulder and the other.
- Fill out your yellow card with something that inspired you today or share a prayer request. If you give online check the “I give electronically” box.
- Place the yellow card and your tithe in the offering plate as it goes by. Everything belongs to God, and we start by returning 10% for God’s mission in the world through our congregation.
- After worship
  - Savor the moment.
  - Where is Christ sending you today?
  - Make sure you have what you brought.
  - Greet those around you and be sure to speak to the Pastor at the exit.
  - Join the congregation for coffee in the fellowship hall and Christian Education.

## Things to keep in mind:

- Smile! Being in worship is a joy!
- You help to set the tone for worship.
- Silence your cell phone, feel free to use it to post inspirational quotes and photos from the service.
- CHILDREN are welcome in worship. But when they’re “done” the staffed nursery is available in the Education wing.

# Communion Assistant

**Who:** Anyone who is baptized.

**What to do:**

- Before worship
  - Identify what method of communion we will use.
  - Make contact with the Pastor and Assistant Minister.
  
- During worship
  - Come forward at the start of the “Lamb of God” and receive communion at the table.
  - Common Cup – if you are serving the common cup place the cup in the communicant’s hands but make sure they have it. Be sure to wipe and turn the cup after each use.
  - Intinction – Hold the purificator between the edge of the cup and the communicant to catch drips.
  - Individual cup tray – simply hold the tray.
  - In any case look the communicant in the eye and declare “the blood of Christ shed for you.” Smile.
  - Once all have communed return what you have to the table and find your seat.
  
- After worship
  - Let the altar guild know of any issues.

## Things to keep in mind:

- Smile! Leading worship is a joy!
- Reverence the cross with a slight bow facing the table before or after you walk up the front steps. When you hold a consecrated element do not bow because you are an object of reverence, instead reverence the cross by pausing.
- You hold the body and blood of Christ. This is a joyful feast and it is handled with the utmost reverence.
- Don't spill but if you do get help in cleaning it up. We want to care for Christ's Eucharistic presence.
- Use the name of the communicant if you are confident that you know it. "Mark, the blood of Christ shed for you."
- If someone drops a wafer in the wine, ask Pastor for another one.
- When in doubt ask for direction.
- People are cheering for you and want you to do well. So is God!

# Crucifer

Who: Anyone.

What to do:

- Before worship
  - Practice. Familiarize yourself with carrying the processional cross, the hymns and any special liturgical components for the day.
  - Find an alb that fits. The alb should hit somewhere around your mid-calf. \*Pro tip: Make sure the alb is short enough so you don't trip.
  - Place a copy of the bulletin & a hymnal in your seat.
  - Meet the procession in the Narthex.
  
- During worship
  - Standing at the font hold the processional cross during confession and forgiveness.
  - Lead the procession once the congregation begins to sing the gathering hymn.
  - Place the processional cross in its holder. It will lean a little bit, just put it in vertically and allow it to settle.
  - Participate fully in the worship service, lead the congregation by example.
  - Procession out. About halfway through the sending hymn go the get cross and lead the procession out. Return to the baptismal font.
  
- After worship
  - Place the cross in its holder in the narthex.
  - Return your alb to the sacristy.
  - Report soiled alb or other maintenance issues to the altar guild.



## Things to keep in mind:

- Smile! Leading worship is a joy!
- Reverence the cross with a slight bow facing the table every time you cross in front of it, including before or after you walk up the front steps. *\*\*Note, if you are carrying the processional cross then show reverence by simply pausing. Do not bow when you have the cross as you are an object of reverence.*
- Hold the cross vertically in front of you, centered on your body. Aim to keep the face of the cross parallel with your body. (summary: hold it straight up and down and don't twist it to the sides.)
- Use any hand position to hold the cross so long as it is comfortable and does not distract from Christ.
- Walk at a comfortable pace but not too fast. This will point people to Jesus and his cross, and it will help you not to trip.
- You help to set the tone for worship.
- The processional cross holder is tricky. Practice using it until you are comfortable.
- When in doubt ask for direction.
- Don't chew gum.
- Silence cell phone.
- People are cheering for you and want you to do well. So is God!

# Facilities

Who: Adult.

What to do:

- Before worship
  - Open the building 45 minutes before service begins.
  - Prop open interior doors to allow for smooth traffic flow.
  - Check and adjust thermostats and temperature throughout building.
  - Check building for hazards and ensure bathrooms are in working order.
  
- During worship
  - Worship.
  
- After worship
  - After activities, begin to shut the building down.
  - Be sure all thermometers are following schedule.
  - Report any maintenance issues to office.
  - Close all interior doors and turn off all lights.
  - Ensure all exterior doors are closed and locked.

Things to keep in mind:

- Your job is one for a person with a servant heart. It's the logistics that make sure the rest of the day's activities can happen so that through them people might be opened to the Spirit's movement and transformation in their lives. Thank you.

# Gift Bearer

Who: Anyone.

What to do:

- Before worship
  - Identify the gifts/elements (bread and wine) in the narthex. There will be a glass cruet with wine, and either a silver box with wafers or a paten with bread.
  
- During worship
  - During the collection of the offering, go get the elements from the narthex and stand with the ushers in the rear of the nave.
  - As soon as the communion hymn begins, follow the ushers forward and give the elements to Pastor.
  - Return to your pew.
  
- After worship
  - Rejoice!

Things to keep in mind:

- Smile! It is a joy to serve the Lord.
- You help to set the tone for worship.
- Make sure when you hand off the elements to Pastor that he has them before you let go.
- When in doubt ask for direction.
- Don't chew gum.
- Silence cell phone.
- People are cheering for you and want you to do well. So is God!

# Greeter

**Who:** Anyone who has gifts for hospitality.

**What to do:**

- Before worship
  - Your job starts 20 minutes before worship; however, your preparation must begin before that. You need to be on your A game for hospitality and you must be ready to help visitors and members with questions and communications.
  - Work with the ushers to make sure three things happen:
    - 1) People are greeted outside the narthex doors to the parking lot.
    - 2) Bulletins are passed out.
    - 3) People are greeted at the welcome center and quality customer service is practiced.
  - Welcome people as they arrive.
  - Thank people for being here for worship and pay special attention to children and visitors.
  
- During worship
  - Be on the look out for new people who may need a hand with figuring out worship. If need be, be prepared to step in to help for a moment or graciously sit near them and lend a hand.

- After worship
  - Staff the welcome center again as people leave the service. Be ready to answer questions and be a smiling faithful face. Be sure to invite people to our next event.

## Things to keep in mind:

- Smile! You are the first point of contact for people inside of our building.
- You help to set the tone for a person's experience on this morning.
- If you don't know the answer to a specific question say so, and let them know that you'll find out and follow up with them. Be sure to get their question, name and contact information.
- Make a special effort to welcome children.
- If you are interacting with a new person, be willing to bend over backwards to exceed their expectations. If they ask where something is, walk them to it.
- Introduce yourself.
- Focus on the person in front of you. Other people can wait (and the person in front of you can tell if you're looking over their shoulder).
- Be friendly without being overbearing.
- For many visitors, visiting a church can be intimidating. It is a major accomplishment simply to walk through the door. A friendly face, a warm welcome, and not being overbearing can go a long way with them.

# Home Communion Team

**Who:** Anyone who is baptized.

**What to do:**

- Before worship
  - Contact the person you will be visiting and schedule your visit.
  - Contact Pastor to let him know you will be taking communion and that you need the home communion kit on Sunday.
  
- During worship
  - After communion is distributed Pastor will invite you to come forward to receive the home communion kit. Stay in the front for the prayer and the benediction.
  
- After worship
  - Take a bulletin, other congregational materials and the home communion kit and go visit the person who is sick or home bound.
  - Share communion and a quick visit with them.
  - Return the communion kit to the sacristy, clean out the kit and return the consecrated elements to the earth.
  - Fill out a yellow card for the communicant and place it on Pastor's desk.

## Things to keep in mind:

- This is an incredible ministry! Thank you for serving.
- Christ forgets no one, you help us to embody this.
- When you visit someone, pay attention for anything out of the ordinary especially changes in the person's health or spiritual condition.
- Follow up with Pastor and let him know how your visit went.

# Lector

**Who:** Anyone who can read.

**What to do:**

- Before worship
  - Practice. Familiarize yourself with the readings.
  - Walk up to the pulpit and get a feel for being there.
  - Find the book and the hymnal for the Psalm.
  - Make sure you mark the readings and can find them easily.
  
- During worship
  - Sit in your pew during the first part of the service.
  - Begin walking forward as soon as the prayer of the day concludes. Use the steps to the side next to the pulpit.
  - Announce the readings “A reading from...”
  - Each reading concludes “The word of the Lord!”
  - Announce: “The Psalms are found just after the last red dot on the spine of your hymnal.” \*Demonstrate
  - Announce how the Psalm will be read.
    - We read the Psalm in unison.
    - We read the Psalm responsively by whole verse beginning with (your gender) / Pulpit side.
  - After the final reading take your seat.
  
- After worship
  - Make sure the book is reset for the next service.



## Things to keep in mind:

- Smile! God's word is a gift!
- Read clearly and with confidence.
- If you do not know how to pronounce a word, ask for help.
- Look at people when you announce the reading and when you conclude the reading.
- Don't chew gum.
- Silence cell phone.
- The congregation is hungry to hear a word from God. Feed them.
- These texts are ancient yet the Holy Spirit continues to speak to our day to transform those who hear it.
- No matter how you read the text, you are interpreting them. You interpret these texts for the congregation through your presence, your understanding of the texts and through your intelligible articulation of them.
- To prepare for reading, read the text several days in advance. You can find the lectionary online at [www.workingpreacher.org](http://www.workingpreacher.org), or contact the office, or look in the front of the hymnal beginning on page 18 (the hymnal lists the readings by year and Sunday).
  - Identify what you are reading, both the actual text and the genre.
  - Identify the major theme(s). What is the message?
  - Ponder: "What is the best way to read this?"
- Lectors continually seek to improve their understanding of biblical texts as well as their ability to use their voice for reading.
- People are cheering for you and want you to do well. So is God! God will speak through you.

# Musician

Who: Soloists or accompanists.

What to do:

- Before worship
  - Practice. Your music should be well rehearsed and of top quality. It is an offering to God and it helps to lead the congregation in encountering Christ.
  - Familiarize yourself with where you will be during the service. Arrange to practice your piece at least once prior to the service.
  
- During worship
  - Participate fully in the service.
  - Offer your musical piece to the glory of God and for the benefit of pointing God's people to Christ.
  
- After worship
  - Make sure the space is reset for the next service.

Things to keep in mind:

- You are a gift from God! So is music!
- The music minister has the final say about a piece's readiness for use in worship. She will work with you to help you be ready or will help you select a piece that can be well prepared.
- Silence cell phone.
- People are cheering for you and want you to do well. So is God! God will speak through you.

# Nursery Staff

Who: Adults.

What to do:

- Before worship
  - Arrive 20 minutes before the service.
  - Make sure everything in the nursery itself is safe and in working order.
  - Turn on sound system for nursery.
  - Be sure hallway door to education wing is open.
  
- During worship
  - Care for the children who are there.
  - If possible, bring the kids to the sanctuary for communion.
  - Teach the kids the faith: read bible stories, sing hymns, practice making the sign of the cross.
  
- After worship
  - Stay in the nursery with the kids until their parents come to get them.
  - Straighten up the nursery and report any maintenance issues or needed supplies to the office with a note left in the office door box.
  - Fill out the hours sheet.

Things to keep in mind:

- You are entrusted with precious children.
- You are a major point of contact for us with families, thank you for making a positive faithful impact on them.

# Pastor

**Who:** The called and ordained minister.

**What to do:**

- Before worship
  - Check in with worship leaders, pray.
  - Meet and greet in the narthex and sanctuary.
  
- During worship
  - Lead the service, proclaim the word, administer the sacraments.
  
- After worship
  - Meet and greet.
  - Reflect on what went well, transcendent moments, as well as places where we can improve.

**Things to keep in mind:**

- Smile! You are a gift from God!
- No gum.
- Silence cell phone.
- People are cheering for you and want you to do well. So is God! God will speak through you.

# Usher

**Who:** Anyone, at least one member should be prepared to act decisively on our emergency plan.

## What to do:

- Before worship
  - Arrive 20 minutes before the service.
  - Work with the greeters to make sure three things happen:
    - 1) People are greeted outside the narthex doors to the parking lot.
    - 2) Bulletins are passed out.
    - 3) People are greeted at the welcome center and quality customer service is practiced.
  
- During worship
  - Participate fully in the service.
  - Close narthex doors during gathering hymn; open narthex doors during sending hymn.
  - Seat latecomers during gathering hymn after procession.
  - Facilitate the collection of the offering. And congregation's movement for communion.
    - After taking the offering plates forward, wait until the Pastor has received the bread and wine and moved to the altar, then replace the communion railing sections in front and at the rear of the railing.
    - During communion send people forward to receive communion. The space can accommodate 25 people. Avoid overcrowding. Line communicants up on the

south side of the aisle to allow others to return to their pews.

- Ushers receive communion at the end. As you leave remove the front and rear sections of the railing. Let Pastor know if someone needs to receive communion in their pew.
    - Be available to help parents locate nursery during the service.
    - Be ready to execute emergency plan.
- After worship
  - Make sure the space is reset for the next service. Straighten up pews, collect bulletins.
  - Make sure teller has removed the offering plates. If not, secure in office.
  - Place unused and gently used bulletins in the welcome center for the next service. Recycle bulletins that are not in mint condition.

## Things to keep in mind:

- Smile! You are a gift from God!
- In an emergency you will need to initiate the emergency plan. Pastor will depend upon you to do your part to facilitate the congregation's action.
- Unless it is very hot or very cold, you should not have to adjust any thermostats. They are all pre-set.
- Silence cell phone.
- People are cheering for you and want you to do well. So is God!

## In general

**When to arrive:** Be ready to go 20 minutes before the service starts.

**What to wear:** Dress well but functionally. Shoot for a step above play clothes but not wedding clothes. You should be comfortable and confident in your shoes. Clothes should fit, covering your body so as not to draw attention to yourself. Think reserved. Ask Pastor if you are unsure.

**Point people to Christ:** This is your job no matter what your job is. Point people to Christ through your gracious hospitality, through your smile, your energy and participation in the liturgy, through your embodiment of your faith and through the part of the liturgy you help to lead.

**Thank you:** Thank you for offering yourself to God's service today and for offering yourself to help lead the congregation in worship. What you do today has eternal consequences! Thank you.

# Festival Sundays

**What is it:** These are the big deal Sundays where we pull out all of the stops. Primarily this is Christmas Eve/Day, The Day of the Epiphany, The Vigil of Easter and Easter Sunday, and the Day of Pentecost. It may also include Reformation Sunday and All Saints.

## What's different?

- There will be an extra prelude.
- Bring your "A" game and a huge smile.
- There will be a gospel procession where we read the gospel from the center of the congregation.
- The traffic flow during worship may change.
- Check with Pastor about how your role changes for this day.
- Remember there will be visitors.

**When should I arrive?** Plan to be dressed and ready to go 45 minutes before the service. This will give time to ask any last minute questions and do any final rehearsals needed.



# Service of the Word

**What is it:** This is a worship service without communion focusing on the Word of God read and proclaimed.

**When do we do it?** Typically we only use this service when Pastor is out of town and we do not have a pastor filling in.

**What's different?**

- The service is lay led.
- No communion today.
- In place of communion you do the Thanksgiving for the Word on ELW page 220.

# Notes

# Notes



**Beautiful Savior Lutheran Church**

**Evangelical Lutheran Church in America**

God's work. Our hands.