



Please use the following guidelines in your ministry
of word, prayer, and communion.

Thank you for your ministry helping lead our worship. The visual witness of members coming forward from the congregation reminds us that the work of the Church is carried out by all our people, in a variety of ways. Typically there are two Assisting Ministers: a reading minister and a praying minister

Tips for using the microphones: You may check the positioning before the service. Adjust the microphone to the correct height and distance for you. In the pulpit, point the microphone as directly toward your mouth as possible. It will be further away than two inches. Especially during the prayers, position your notes so you can speak directly into the microphone. Don't turn your head away from it or your voice will not project evenly and your message will not be clear. **And even if your voice sounds louder because of the loud-speaker, continue to speak at a good level and project into the microphone. Let the sound people adjust the sound if necessary.**

Printed below is an outline of the service, showing your portions of the service and where these portions fit in the flow of our worship. On the counter in the volunteer's office you will find a binder with a leader bulletin marked for this service. You will have received the prayer concerns earlier in the week. Check with pastor for updates.

Announcement of the Day and Confession... (pastor)

Gathering Hymn and Praise... (musicians)

Prayer of the Day, Children's Time... (pastor)

Lessons- (the number and order may vary) (reading minister)

First Lesson (read from the Lectionary Book on the lectern, from the screen at the back, or from your leader binder)

At conclusion, include the phrase, "Word of God, word of life."

Psalm (read from the Psalm inset in the Lectionary Book, from the screen at the back, or from your leader binder)

Lead responsive readings

If there is a solo or anthem between readings, you may sit by the acolytes/pastors during.

Second Lesson (read from the Lectionary Book on the lectern, from the screen at the back, or from your leader binder)

At conclusion, include the phrase, "Word of God, word of life."

After, you may return to your seat

Alleluia or Hymn (musician)

Gospel (pastor)

Sermon (pastor)
Hymn (musician)
Confession of Faith or Baptism... (pastor)

Prayers of Intercession-see the additional resources (praying minister)

(Please be sure to position your notes so that you are speaking into the microphone.)

The offering is received.

Offering Procession

Prepare to bring forward the Bread and Wine for the communion. These elements are placed on the table near the Baptismal Font. When we begin to sing the Offering Song, the Assisting Ministers will go first. You will give the elements to the pastor. After, the praying minister should go to your place to lead the Offering Prayer, if there is one.

Offering Prayer

When the congregation has completed singing and the Communion Table is prepared, lead the congregation (your words highlighted)...

Let us pray. Merciful father (or words similar as printed in the bulletin)

Assist with the Communion Distribution

After the Lord's Prayer and the words of welcome, please come forward to receive communion first with the hosts and the acolytes.

Follow the pastor, distributing the wine – you offer the individual glasses. As you give the sacrament, speak the words "The blood of Christ, shed for you", to each person. We especially want to emphasize the words for you. If there is no acolyte, the second assisting minister will follow with the tray to receive empty cups.

Let each communicant take their own glass so they can choose either the wine or the grape juice.

After the congregation is communed, you may be asked to serve bread and wine to the pastor.

After all have received Communion, help clear all the elements off the altar out to the back (credence) table. Purificators (chalice veils) go over the chalices; the veil goes over the bread.

When all have received communion, the praying minister should move to the pulpit in preparation for the Prayer after Communion, the reading minister may return to your seat.

The Blessing

Given by the pastor

Prayer (following communion)

You will read this prayer, the congregation joining in the Amen.

Thank you for your ministry!