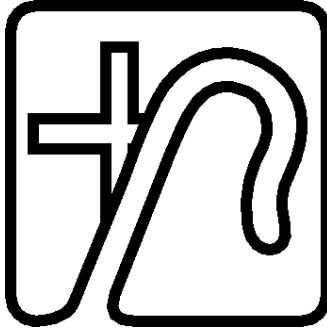
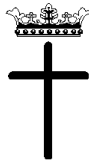


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ASSISTING MINISTER HANDBOOK

Christ the King Lutheran Church
Great Falls, Virginia



**JUNE
2017**

A Word of Thanks

Dear Assisting Ministers,

Thank you for your leadership in worship. We are all ministers in Christ's name. The tradition of Lutheran Christian Worship is the involvement of the entire priesthood of believers. Thank you for being a part of that!

It is my prayer & hope that as we gather for worship, we make it the best experience for all present. We gather with different emotions amidst the joy & concerns of life. Yet we gather to hear the Word proclaimed & the Gospel preached. We gather to confess our sins & partake in the Holy meal that nourishes us for the journey ahead.

While we are not perfect, we strive to make worship the best experience possible for all people. This handbook was created that we may strive to be as intentional as we can in putting together vibrant worship that touches all. At the same time, we laugh at our mishaps, & that's okay -- God laughs with us.

I hope that as you help lead worship, you will be filled with a sense of God's love & Spirit. Thank you for your time & your dedication to serving this community as an assisting minister.

God's Peace!
Pastor Hank

As the assisting minister, you are responsible for ensuring that everything & everyone is in place & in order for the worship service.

Before the Service

- ◆ Arrive 30 minutes early & report to the pastor.
- ◆ Check that all the communion ware is at the altar & prepared for the service. If you find a problem, contact an altar guild member or the pastor.
- ◆ When appropriate, be sure the Christ Candle is lit before people enter the sanctuary for worship. The Acolyte does not light or extinguish the Christ Candle. That's the job of the ushers. **The Christ Candle is lit only on Easter, the Sundays of Easter, & when there is a baptism or funeral.**
- ◆ Check that ushers & greeters are in place. If there are voids, recruit from the congregation. Do the same for the Lector & Communion Assistants. If there is no Lector & you can't recruit one, you will perform those duties. Review the readings in the bulletin before the service.
- ◆ If someone else hasn't already done this, turn on the sound system, behind the sliding wooden door at the back of the Sanctuary. Press the button labeled A, then follow posted directions, for B & C. It takes a few minutes for the system to cycle through. Volumes for all microphones are set by Tom Cooper. Ask him if you have questions.
- ◆ In the sacristy, locate your microphone battery pack in the left-hand drawer. Test to be sure it's operating correctly. Place it in a location where you can easily access the on/off switch (e.g. pocket).
- ◆ If possible, vest with alb, cincture, & pectoral cross. This isn't needed for outdoor worship services or for summer services in 2019. Run the mic cord underneath your alb, so the cord isn't visible. Fasten the mic on the center front of your alb. Simply attach the mic to your clothing when an alb isn't needed.
- ◆ Assist the Crucifer & Acolyte in vesting if needed. Introduce yourself & make them feel welcome & appreciated.

- ◆ Review your Assisting Minister notebook, which will be on the counter in the Sacristy or on the back pew.
 - ◆ Check the bulletin for special service notes.
 - Check with the pastor for any special, last minute prayer requests or service additions.
- Note: that week's pastor may do some parts of the service slightly differently than the description below. Check with the pastor as to where s/he plans to begin the service & then follow his/her lead. If the pastor is not processing & there is no crucifer, you need not process either.
- ◆ Just before the Prelude, find the lighter in the drawer of the table in the back of the nave to light the Acolyte's candle stick or have one of the ushers do this. The acolyte lights the candles before the Prelude. If there's no Acolyte, you may light the candles or get one of the ushers to do this.
 - ◆ Be sure the Crucifer is properly positioned for the Processional.

During the Service

- Stand behind the Crucifer & Baptismal Font at the rear of the sanctuary while the pastor conducts the Invitation to Worship.
 - Stand beside the pastor for the Confession & Forgiveness, at the rear of the sanctuary.
 - Speak any lines marked with an **A**
- ◆ Procession
 - On a regular Sunday: follow the crucifer, alongside the pastor, up the center aisle
 - At the front row of pews, crucifer, pastor, & assisting minister stop.
 - At the beginning of the last verse of the opening hymn, the crucifer brings the cross to the altar.
 - Go to your seat on the right front at this point.
 - ◆ Creed & Prayers
 - During the last verse of the Hymn of the Day, move with the pastor to the altar. Facing the congregation, stand to the pastor's right, as the congregation recites the Creed for the day.

- Note: If there has been a baptism, the Creed will not be repeated.
- At the end of the Creed, pray the “▲” parts of the Prayers of the Church.

◆ Should there be a Baptism

- Stand at the font with the pastor. As the family comes forward, stand on the open side to the pastor’s right
- Light the baptismal candle & hand it to one of the parents at the appropriate time in the service.
- Lead the congregation in the Welcome (In your handbook; the Sacrament of Holy Baptism p. 227).

◆ **The Holy Communion**

- During *The Sharing of the Peace* begin setting the table.
Note: Pastor will do this, if you are a choir member.

Use the hand sanitizer found on the Credence table.

- Remove the pall & the paten, setting them aside
- Place the paten on the lower center of the corporal.
- If Altar Guild hasn’t already poured the wine & grape juice, fill both chalices (4 chalices, at 11 am service), one with wine & one with grape juice. Place 1 chalice on the upper center of the corporal.
- Remove the cover of the ciborium(s) (holding the wafers), placing it/them on the Altar.
- Place all remaining communion vessels on the altar in accordance with the diagram found by the altar.
- After the table is set, sit on the chair behind the Altar, until the pastor returns to the Altar.
- Pray the Offertory Prayer, marked with an “▲”.
- Step to the side as the pastor leads the Great Thanksgiving & the Words of Institution.
- Take the intinction chalice as the pastor distributes the host to the assistants, & exchange the chalice for the ciborium after s/he finishes distributing the host.
- For 8:30 service, hand the common cup to the communion assistant & the grape juice chalice to the acolyte/crucifer. You will hold the intinction chalice during the distribution. *Should the pastor decide to*

have the assisting minister serve the wafers, s/he will serve the wine.

- For the 11 am service, you & the pastor will give the grape juice chalices to the acolyte & the crucifer, the intinction chalices to 2 of the communion assistants, & the common cups to the other 2 communion assistants. You & the pastor will distribute the wafers, so you will both take a ciborium.

- Currently communion is served at the rail for the 8:30 service, so the distributants will just follow the lead of the pastor. (Assisting Minister will be second with the wine, acolyte/crucifer will be third with the grape juice, & communion assistant will be last with the common cup.)
For 10 am or 11 am services, there are 2 communion lines. The pastor distributes the wafers on one side; the assisting minister distributes the wafers on the other. Two of the communion assistants distribute the wine, the acolyte & crucifer distribute the grape juice & the other two communion assistants hold the Common Cup. The line-up order is the same as outlined above.
- Use these words as you serve the wafer
 - *The Body of Christ given for you*
- Use these words as you serve the wine
 - *The Blood of Christ shed for you*
- Use these or similar words for those who are too young to commune
 - *Christ's blessing upon you* (It is appropriate for the assisting minister to give the sign of the cross on the forehead.)
- Follow the pastor with both wine & grape juice into the congregation to commune anyone not able to come forward.
- Once all have communed, you & the pastor will collect vessels as you are able.
- After the pastor communes you, commune him/her.
- Help return all vessels to the Credence Table.

◆ **Recessional**

- Following the Benediction, retrieve your notebook for the recessional hymn. Stand to the left side of the altar. Watch the pastor. When s/he moves forward, do so also, following the crucifer with the Recessional Cross down the center aisle.
- Remain in the back of the Nave for the Dismissal

◆ **Dismissal**

- Dismiss the congregation with the words printed in the bulletin, marked “▲” - *Go in peace...etc.*)
- At the center or the west door (*by the office*), greet people as they leave worship.

◆ **After the Service**

- Remove your vestments in the Sacristy & hang them there. Wrap the cord around the microphone & return the mic to drawer.
- Thank the acolyte & crucifer for their service
- For the early service, make sure the ushers have moved the offering to the office safe. If not, do so.

Glossary of Terms

Assisting Minister – The lay person who assists the ordained presiding minister in worship leadership

Acolyte – from the Greek for “to follow;” a lay liturgical assistant who serves in such various roles as crucifer, torchbearer, bannerbearer, bookbearer, candlelighter, & server

Crucifer – the lay liturgical assistant who carries the processional cross

Sacristy – a room used for storage & preparation of items for worship; also used for vesting before services

Alb – full-length white vestment used in worship since the 6th century; usually worn with a cincture. Worn by presiding, preaching & assisting ministers, as well as acolytes & crucifers

Cincture – rope belt worn with an alb

Pectoral Cross – a cross on a chain that hangs around the neck

Paraments – cloth hangings of various seasonal liturgical colors used to adorn the altar, pulpit, & lectern

Fair Linen – top white linen cloth covering the altar & thus serving as the table cloth for the Lord’s Supper

Pall – linen-covered square placed on the rim of the chalice

Paten – plate used to hold bread or hosts during the Holy Communion liturgy

Corporal – square white linen cloth placed on the center of the altar, on which the vessels for Holy Communion are placed for the celebration of the meal (another name for a place mat)

Chalice – cup used for the wine in the Holy Communion

Flagon – pitcher-like vessel from which the wine is poured into the chalice for Holy Communion

Credence Table – table or shelf at the chancel wall which holds the sacramental vessels &/or offering plates

Ciborium – tall covered vessel which holds wafers for the Holy Communion

Intinction – from the Latin for “to dip”; the practice of administering the Eucharistic elements by dipping the bread into the wine

Procedural Information

Assisting ministers will receive an email reminder & a copy of that week’s bulletin from the church administrator (usually by Friday). If you have asked sign-up genius to remind you, you will receive that, too, as many days in advance as you requested.

Currently, assisting ministers & other worship assistants sign up for the Sundays, when they want to serve, using Sign up Genius. If you are unable to serve after scheduling yourself, please find a substitute & notify the church office so the names can be changed in the bulletin. If you find your replacement after Friday morning, let the pastor know who is replacing you.

If you can’t find a substitute contact the Worship & Music Committee chairperson or the scheduling chairman, if there is one. If emergencies arise over the weekend (illness, snow, etc.) please call the church & leave a message for the pastor & email him/her as well.