

Psalm 100

- ¹ Make a joyful noise** to the Lord,
all the earth.
- ² Worship** the Lord with **gladness**;
come into his presence
with singing.
- ³ Know** that the Lord is **God.**
It is he that made us, and **we**
are his; we are his people, and
the sheep of his pasture.
- ⁴ Enter** his gates with
thanksgiving, and his courts
with praise. Give thanks to him,
bless his name.
- ⁵ For the Lord is good**;
his steadfast love endures for
ever, and his **faithfulness** to all
generations.



Worship Leader **MANUAL**

HOPE LU  HERAN CHURCH
In everything there is hope.

*The church word that best describes the order of our worship is **liturgy**, which means, “**work of the people.**” When we gather to pray and praise God’s name it is hardly passive. We expect to work, to pray, to sing, and to give.*

This Worship Leader Manual attempts to outline these ‘working’ jobs that are assigned on a weekly basis.

*To express interest in serving in any of these roles please contact the church office or fill out a “Plug-In & Get Involved” worksheet located on **the shelf** in the parish hall.*

A list of weekly worship leaders can be found in the bulletin each week and in the monthly newsletter. We also send weekly reminders to our worship leaders of the week.

Prayer Leader

Summary: The individual who offers up our community’s prayers of intercession during the service.

Guide:

- Before the service, receive a copy of the prayers from your church mailbox. (It is also emailed to you the week prior to your assignment).
- You will read the prayers of the day from the pulpit/lectern.
- Pray with intentionality and reverence to allow all to center their hearts on the conversation with God.
- If there are additional prayers they will be placed on the stand from which you will pray.

Ushers

Summary: Teams who assist with the collection of the offering, flow during communion, and general clean up/ reset of the sanctuary following worship.

During Offering:

- After we share God’s Peace with one another, stand in the back of church and wait for Acolytes to come forward with the communion bags.
- Once they are standing in the center, walk down the center aisle and collect the bag.
- Then take the bag and collect the offering from every row on your side of church.

During Communion:

- Listen to instruction on how the communion will take place. (one side at a time vs, two sides)
- Make your way to the first pew once the Communion Assistants are ready for Communion.
- Invite each row to communion as there is room in line as pastor instructed.

After Worship:

- Tidy up the sanctuary . (Clear the papers and left over bulletins and reset pew racks with hymnals and other worship materials.)

Greeter

Summary: Individuals or groups who welcome everyone to worship, distribute bulletins, and greet our visitors and guests.

Before the Service:

- Arrive at church 15 minutes before the service.
- Stand at the door and welcome people to worship, shaking their hands as they enter.
- Distribute bulletins, often encouraging families to share.
- Welcome visitors and guests encouraging them to help themselves to the coffee and refreshments, and pointing out the restrooms and the sanctuary.

Lector (Reader)

Summary: Individuals who share the Bible reading(s) for the day.

Guide:

- Before the service, receive a copy of the lesson from your church mailbox. (The lesson is also emailed to you the week prior to your assignment).
- You will read the lessons of the day directly after the Children's Sermon. You can make your way to the pulpit while the children are being dismissed.
- You are welcome to read the italicized introduction or simply begin the reading.
- If you have questions about pronunciation, simply ask pastor.

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Acolytes

Summary: Worship leaders who play a non-speaking supportive role. Ideal for children and youth between 3rd & 8th grades. They open worship by lighting our altar candles and assist again during the offering.

Before the Service:

- Vest (or Get Dressed): Put on a **ROBE, ROPE, and CROSS**
- Check Candle Lighter
- Wait at the back of the church

During the Service:

Lighting the Candles:

- When the pre-service music starts to play, **WALK** down the aisle.
- **BOW** before you take the step toward the altar.
- Like opening a book, **LIGHT** the candles inside-out.
- Walk back to center and **BOW** facing the altar.
- **PLACE** the candle lighters on hooks on both sides.
- **SIT** in the first pew.

Offering/Communion:

- After the peace, **TAKE** the blue bag from either side and wait between in the center
- **WAIT** until the offering is received.
- **HAND** the offering (and communion stuff) to Pastor.
- **EXIT** the side door and return to your seat.

Distinguishing the Candles:

- During the last hymn (as the words begin to be sung), **TAKE** the candle lighters, move to the center together and **BOW** before approaching the altar.
- In the opposite order of lighting the candles, **PUT OUT** the candles from the outside-in.
- Move to the center and **BOW**.
- **WALK** to the back of church.
- Put the candle lighter away and **CHANGE**.

Coffee Hour

Summary: Those who provide light refreshments to share during our fellowship between services (9:30-10:30am)

Between the Services:

- Bring snacks and drinks for about 50 people to enjoy
- Keep the coffee flowing (regular and decaf)
- Bring in additional supplies to spice things up or make your life easier. Things to consider include:
 - Paper products: napkins, plates, and cups.
 - Milk and/or juice
 - Flavored Coffee Creamer
- After coffee hour is over please wash coffee cups, wipe down tables, serving area and coffee center.

Council Representative

Summary: A member of council who makes sure all worship leaders are present and prepared for the service. They are a resource for worship leaders with counselors.

Between the Services:

- Make sure all listed worship leaders are present and aware of their assigned task for the upcoming service.
- If someone is absent, find a church member to fill in for that role.
- Make sure there are 4 members of the congregation ready to assist with communion. They should include: (Assisting Minister, Holy Communion Assistant, and 2 others that you ask)

Children's Church

Summary: Those who share the faith with our elementary age children and younger with a lesson and activities during worship.

Before the Service:

- Julie will provide you with the Gospel lesson and bible story which correlates to the Sunday service.
- Determine how you will teach the lesson to the children. Use this story and some type of activity, game or craft as it relates to the lesson.

During the Service:

- Immediately following the Children's Sermon the children (elementary school age and younger) will be invited to join you for a time of learning.
- Close the doors to the Sanctuary so not to disrupt the service. The classroom next to the main office is most suitable for groups of less than 15. If you have a large group consider using the coffee hour area.
- Keep an eye on the TV in the fellowship hall to know the order of the service. The best time to take the Children back into Church is during the Lord's Prayer. Instruct them to quietly enter and go back to sit with their families to take communion. The volume for the service is available in the parish hall by request (some leaders find it helpful, others a distraction).

Notes:

- Consider working with the Children's Church leader of the opposite service to brainstorm ideas and share materials.
- We have a lot of resources, craft supplies and materials at church. Always check our closets first prior to buying materials.
- Pinterest and Google can be a great resource for games, crafts and activities that relate to the bible story of the day.
- Our confirmand kids are very willing to be an extra hand during Children's Church. If you would like assistance, just ask.

Altar Guild

Summary: The people behind the scenes before, between, and after worship services who set up for communion and arrange other worship details.

Before the 8:30am Service:

- Make sure the specific Sunday (Pentecost, Lent, etc) is noted with the 10:30am hymnal numbers on the signs in the corners of the chancel.
- Fill carafe with wine and leave grape juice in the refrigerator
- Place communion bread on paten.

In-between the Services:

- Check carafe and chalice for juice. Refill the chalices with wine and juice
- Refill the paten with communion bread

Communion Assistant

Summary: Leaders who help distribute Holy Communion each week.

During the Lord's Prayer:

- During the Lord's Prayer enter the altar area through Pastor's office.
- Wash/Sanitize your hands.
- As the prayer concludes and communion instructions are being shared, make your way to the altar. After you receive communion with the pastor and other leaders, you will distribute the blood of Christ.
 - If you have the common cup (drinking):
 - Say: "The Blood of Christ, shed for you."
 - Then wipe the cup with the communion napkin
 - And turn the cup a quarter turn for the next person
 - If you have the intinction cup (dipping):
 - Each person will dip their bread while you say: "The Blood of Christ, shed for you."

Assisting Minister (AM)

Summary: The worship leader who, with the pastor, directs the flow of worship leading prayers and helping the congregation prepare for the next portion of the service.

Before the Service:

- Pick-up folder for Assisting Minister on the shelf in the back of the sanctuary and look over the enclosed bulletin to become familiar with the flow of the services, especially the Assisting Minister speaking parts.

During the Service:

- Enter church with Pastor
- Upon reaching the altar, BOW and be seated to the right of the altar.
- After church announcements proceed with liturgy wherever an “AM” is listed in the bulletin. Also invite the congregation to stand and sit as indicated.
- During the Sacrament– serve as a communion assistant

Notes:

- When praying to God reach out your arms above to the Father
- When addressing the people reach arms towards the congregation.
- There is a binder on the altar that follows along with the service, advance the pages as the service flows
- Be prepared to fill in for Pastor when needed (collecting offering from ushers, leading communion, etc.)

AV Tech

Summary: Those who manage the TV slides during worship and the soundboard (as able), so worshippers can follow along in prayers and song.

Before the Service:

- Head to the balcony and open “Easy Worship” and the correct service labeled by date and service time.
- Look through the entire bulletin along with the screens ahead of time to have a general idea how the service will flow.

During the Service:

- Advance the slides as the service progresses. In continuous songs and prayers, time the advance close enough to the end of the previous slide so that readers can retain the words, while switching early enough that they can be prepared for what comes next.
- When worshipers do not need to read or follow along with the screens, click the “clear” button in the upper right hand corner to remove all words but keep the latest background on the screen. This is especially helpful during Pastor’s sermon and communion.

Notes:

- Sometimes Pastor has media for his sermons or other parts of the service. If this is the case, you will be notified prior to follow the content of the sermon for visuals and be prepared for audio using the soundboard and the computer volume dial.