

Advent Lutheran Church

Description of Worship Leaders Roles



Assisting Minister Assist the Pastor in leading spoken or sung parts of liturgy; offering prayers; serving communion; speaking the dismissal (“Go in peace...”). Practice a slower pace, diction and audibility; understand what you’re reading. Receive the communion elements, offering and food basket when it is brought forward, lifting the plate and basket for a moment offering a silent prayer of thanksgiving and blessing upon the gifts. At 8:30, give *elements* to the Pastor, *offering* to Acolyte and *basket* to Crucifer. At 11:00, elements are already on the altar; give offering and basket back to the Ushers. During communion, hold the chalice of wine (or juice) usually on the pulpit side. As people receive the wine, say the words, “*The blood of Christ, shed [poured out] for you.*” Follow the Pastor with the wine/juice and serve the Communion assistants. Pastor and AM will serve each other after all are served. **Arrive and be ready by 8:10am OR 10:45 to review parts with Pastor(s), robe and put on microphone. Sit up front in assigned chair (at 8:30) or in front pew with Pastor(s) (at 11:00)**

Lector (Reader) Prepare the Bible readings prior to worship. You may bring your own Bible or print out the verses for the day. Practice a slower pace, diction and audibility; understand what you’re reading. Move to the front pew usually during the Children’s Message. Read from the pulpit/lectern at the designated time. Be ready for solo or responsive readings. **Arrive and be ready by 8:15 OR 10:45 and check the readings with the Pastor. Sit with family or up front; be ready for your turn.**

Communion Assistant Assist during communion by serving wine (or grape juice). Use the words “*The blood of Christ, shed [poured out] for you.*” Commune after all others have received then you may un-robe and return to your pew. **Arrive and be ready at 8:25 OR 10:55 to find your robe (for 8:30) and come to the front pew and be ready just before the Prayers of the People. Sit with family or in front pew; be ready for your turn.**

Usher Work with three others to (1) hand out bulletins prior to worship, (2) help welcome people and help them find a seat, (3) help with collecting offering and guiding people forward for communion (commune after congregation has been served then return to back of sanctuary), (4) open doors for people exiting during and at the end of worship, (5) collect unwanted bulletins or worship materials at the end of worship, (6) after worship, go through pews and straighten books and collect trash. Pay attention to any other needs. **Arrive and be ready by 8:15 OR 10:45 or as otherwise instructed. Sit in the back of the sanctuary along the Cry/Prayer Room window.**

Greeters Work with 2 – 4 others to greet people as they arrive. Open doors when possible. Be friendly, smile, shake hand, introduce yourself and welcome everyone with good eye contact and audible and energetic voice (*i.e. "Good morning, welcome to worship. I'm glad you are here today. My name is _____. What's your name? [if you don't know them]."*) Direct newcomers to the Welcome Desk to sign the Guest Book. Remain at entry until the end of the first song/hymn (for latecomers) and then sit with your family. During the last song, stand at entry/exit doors and thank folks for coming and you hope to see them again. **Arrive and be ready by 8:15 OR 10:45.**

Welcome Desk Usually in pairs, stand behind the Welcome Desk and greet everyone. Invite guests to sign the Guest Book and give them a Welcome packet if they have not received one before. Answer people's questions (ask someone nearby if you don't know). Familiarize yourself with the information on the Welcome Desk. Remain at the Desk until the end of the first song/hymn (for latecomers) and then sit with your family. During the last song, return to the Desk and visit with anyone who comes, especially guests who did not sign the Guest Book before worship. **Arrive and be ready by 8:15 OR 10:45.**

Altar Guild Work with 2-3 others to prepare (1) the chancel area with the appropriate color paraments (altar & pulpit cloths) and (2) for Communion by setting out paten, chalice, wine in ewer (pitcher), bread, and linens... which are in the Sacristy. At 8:30, bring the wine and bread forward with the offering. (3) Communion assistance: Remain up front (in pews first then altar area) to assist Pastor(s) and Communion Assistant during Communion (when bread, gluten free wafers are needed). (Be ready to serve wine or bread if we are short a server.) Receive communion at the altar at the end of distribution then return to your seat. After worship, clean up altar area and properly dispose of unused communion elements. Work with an experienced AG person the first time or two. Clean up takes about 15 minutes after worship. **Arrive at 8:00 OR 10:30 or at a scheduled time with your "team" to set up.**

Acolyte & Crucifer

Assist Pastor(s) and Assisting Minister and focus the

congregation on the Light and Cross of Christ during worship. Robe up for 8:30 and more formal worships. Parent needs to help fill the candle lighter with oil (in Usher's Closet) and light the wick. Process (carry-in) the Cross and Light during the opening song/hymn when the congregation begins to sing. After the up-front beginning "pauses and actions," sit in assigned chair (8:30) or in front pew (11:00). At the time of the offering (8:30), Acolyte receives the offering plates from the Assisting Minister (or Pastor) and puts them on the small table behind their chair; Crucifer receives the basket of food and puts it behind the pulpit. During communion, both will serve usually juice from the chalice. Acolyte serves on the baptism font side and the Crucifer on the pulpit side. As people receive from the chalice, say the words, "*The blood of Christ, shed [poured out] for you.*" When everyone has received, return the chalice to the altar, receive communion then return to your seats. At the end of worship, usually on the second verse of the song (or when the Pastor indicates) move into position, observe the "pauses and actions." The Crucifer then Acolyte lead the Pastor(s) and Assisting Minister to the back of the sanctuary and pause for conclusion of song and the "Go in peace...". Return Cross and candle lighter to appropriate places. **Arrive and be ready by 8:15 OR 10:45 to robe (at 8:30), SIGN-IN and wait by the Usher's Closet or by the Cry/Prayer Room window.**

A/V Booth

Usually a team of two works the controls for the sound board and projection.

Technical aspects to this role require observing and training... and paying close attention and on the ready. **Arrive and be ready at 8:15 OR 10:45 to be familiar with your role for the day. Remain in the A/V booth throughout worship except when communing.**



Wear your nametag & respectable clothes.

Smile, Participate & Serve joyfully!

... and no gum chewing.

Worship Leaders Coordinators

Worship Team Chairperson: Gail Srednicki (gailsred1850@aol.com)
971-765-4787

Worship & Music Director: Peyton Strouth (Peyton@alctx.org) 214-
226-6073



Assisting Minister -->

Lector (Reader) --> Karen Dittmar (needlenut7@aol.com) 817-688-1298

Communion Assistant-->

Usher 8:30 - Tom Ness (thomas.ness@gmail.com) 682-429-3445
11:00 - Dick Wentzel (dick-wentzel@sbcglobal.net) 817-913-6709

Greeter Sue Wilkerson (wilke153@att.net) 817-307-3272

Welcome Desk Cindy Ehlers (cehlers405@gmail.com) 817-690-2585

SIGN-UP for these Roles:

Altar Guild ... in Sacristy (three-ring binder); Gail Srednicki (gailsred1850@aol.com)

Acolyte ... in Usher's Closet (bulletin board); Greta DeWitt (greta@alctx.org)

Crucifer ...in Usher's Closet (bulletin board); Greta De Witt (greta@alctx.org)

A/V Booth ... in A/V Booth (blue folder); Peyton or Lynn Courtney (lynn@alctx.org)

"2014 Worship Leaders Coordinators & Descriptions" - Ver. 9-12-14-mlh