

## FLC WORSHIP CREDIT INSTRUCTIONS 2018-19

### **Greeter:** Sunday Mornings, Saturday Night, and Wednesdays in Lent

Please arrive 20 minutes before the start of the scheduled worship service. Nametags are on the table by the sanctuary entrance. Please write your full name as neatly as you can. Stand near the top of the stairs, greeting people as they arrive, offering a welcoming handshake. Smile lots! ☺ Hospitality is an important part of our worship experience, and this is the first welcome people will receive! We need as many as 3-4 greeters per Sunday (two at each service), and 2 on Saturday, so you can do this with a family member or friend. *After the service is over, return to the places you were and thank worshippers for coming and wish them a good day.* When the flow of worshippers from the sanctuary has ended, you may leave.

### **Usher:** Sunday Mornings & Lent Services

On Sunday mornings and in Lent there is usually an usher “captain” for each service who will coordinate tasks and give you any needed instructions. If there doesn’t seem to be an adult in charge, check in with the pastor beforehand for any special instructions. Please arrive 20 minutes before the start of the weekend worship services so that you can hand out bulletins as people arrive for the service. After the service is underway, work with the other ushers to count the worshipers in the sanctuary. Record this number and submit it to the office with the offering. Then you may sit with your family until the creed or prayers of intercession. At that time, return to the entry of the church to prepare to collect the offering. Offering plates are passed through the pews beginning at the front. At the 8:30 service, the offering is brought forward to the altar: carry the plates to the pastor during the singing of the offering response. At 11:00, the offerings are combined and placed into the safe by the usher captain/coordinator. If you do not know how to get money into the safe, leave it in a zippered bag in the usher’s closet and tell a pastor following the service. During Communion, you will help to direct worshipers as they move forward to receive the bread and wine. *After the service is over, you must remain to clean out the pews and arrange the hymnals.*

### **Lector:** Saturdays, Sundays and Wednesdays in Lent

You will read the Scripture lesson(s) for that particular service. Try to speak clearly and read at a comfortable pace for your listeners. The church office will attempt to send you the reading in advance so you can practice it. (Make sure we have a current e-mail address!) If you have questions on pronunciation, try [biblespeak.org](http://biblespeak.org) or ask a pastor. If you do not receive the readings ahead of time, please call or e-mail the office or the pastor to request them. The document will include words to be spoken before and after each reading. It is a good idea to check in with the pastor before the service to ask any questions and let them know you have arrived.

### **Special Music:** Saturdays, Sundays, Wednesdays during Lent

There are many forms of music that would enrich the worshiping experience of the congregation—vocal or instrumental. You may contribute music as part of a church music group (e.g. the Cathedral Choir or a handbell choir) or as a soloist. Our organist Rita may be available to accompany you at the Saturday 5:30 or Sunday 8:30 service. This should not be considered a “performance,” but a way to use your gifts to give glory to God in the context of worship. To select an open date, please speak with a pastor.

### **Wednesday Night Worship Assistant: Wednesday Nights**

Wednesday night worship assistants may be asked to do various tasks, depending on the format of worship each week. Meet in the Parish Hall at 6:45, or immediately following class. The pastor leading worship will divide duties among the worship assistants and give instruction as needed. Tasks may include, but are not limited to, moving tables and arranging chairs, setting up stations, distributing worship materials such as bulletins or books, lighting candles, dimming lights, counting worshipers, receiving offering, serving communion and collecting worship materials after the service. You will be part of a team that works together to accomplish these things. Please be flexible and willing to try new things!

### **Altar Guild: Saturdays and Sundays**

Please arrive at least 30 minutes prior to the start of the scheduled service and report to the sacristy for further instruction from that month's Altar Guild team. Your task is to assist with preparing the altar for communion, filling individual cups with wine or juice (Sunday only), placing wafers on the paten (plate) for distribution, and carrying everything out to the table. After the service is over, you help to remove all items from the altar area or side tables, return them to the sacristy, wash all utensils and place them back in the cabinets.

### **Communion Server: Saturdays and Sundays**

You will assist the pastor in distributing communion, either the bread or the wine. On Saturday nights and the Sunday 8:30 service, it is a good idea to go the sacristy (the small room to the side of the altar) before the service begins to locate a white robe that fits you well. You do not need to robe for the 11:00 Sunday service. At the 5:00/8:30 services, you should come to the sacristy during the offering time to put on your robe, and then join the pastor at the altar during the Lord's Prayer. For 11:00, come to the front of the sanctuary during the Lord's Prayer. If you distribute bread, use the words, "THE BODY OF CHRIST GIVEN FOR YOU." If you are serving wine say; "THE BLOOD OF CHRIST SHED FOR YOU." Children should be given bread or wine ONLY if their hands are extended out to receive, otherwise let them pass to receive a blessing from the pastor. If you are not sure, ASK THE PARENT if you should give the element to their child. When everyone has been served, return to the sacristy to hang your robe back in the closet, and then return to your seat.

### **Worship Arts: Festival days/seasons (Christmas, Easter, etc.)**

Work as part of a team to imagine, create and install appropriate embellishments to our worship space or seasonal decorations. If you are interested in serving in this capacity, please speak with a pastor.

**Processional Participant:** On celebratory festival days (e.g. Reformation, Easter, etc.), our worship service may begin with a processional hymn and a procession of worship symbols and leaders. The procession traditionally begins with a crucifer (someone carrying the processional cross), perhaps someone carrying the large Bible, acolytes who carry flames to light the candles, and may also include several people carrying banners. You will join the pastors in the narthex prior to the service and receive special instruction there. Processional participants may or may not be asked to robe in white.