



**St Michael's**  
L U T H E R A N C H U R C H

## **Worship Leader Guide**

The community at St. Michael's Lutheran Church:

**Gathers** around God's grace for all in word and sacrament;

**Nurtures** faith through learning, music, relationships, and generosity; and

**Sends** us to act for justice, and serve with others following the way of Jesus.

*Updated January 2019*

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## NOTE OF THANKS

Dear Worship Leader & Volunteer,

There is something wonderful about the word *liturgy*, which originates with the phrase “work of the people.”

Worship at St. Michael’s is truly the work of many people...many hands, voices, and skills.

Because of you bread is baked, the communion table is set, the songs are chanted, people are welcomed and equipped, candles are lit...the list goes on.

And so, for you and because of you, we give great thanks! Your willingness to take on the work of the people at St. Michael’s allows the worship service to take on life and meaning for so many others. This time together embodies our values as we show others God’s expansive welcome, live out abundant generosity, and engage in vibrant worship and faith.

In ways known and unknown you become a blessing to others and help to show God’s love, care, and abundance to long-time members and visitors gracing our doors for the first time.

On behalf of each of them and all of us, THANK YOU!

Pastor Brad, Pastor Ali, & The Worship & Music Committee

## ST. MICHAEL'S VALUES

# Values

### *Gather*

#### **Expansive Welcome**

We celebrate that God's grace and love is for all people.

#### **Generous Hospitality**

We engage the community and world with open hearts and minds, offering our time, talents, and resources.

### *Nurture*

#### **Vibrant Worship & Faith**

We honor Scripture and the Lutheran tradition which enriches and transforms our lives through worship, education, music, and service.

#### **Authentic Relationships**

We experience God in meaningful relationships as we live, learn, grow, and have fun together.

### *Send*

#### **Equip in Vocation**

We live out our faith by exploring our calling, passions, and questions as individuals and a community.

#### **Acting for Justice and Peace**

We are called to speak and act with and for all in need, and to care for the gift of God's creation.

## **OVERVIEW OF ROLES**

### **Acolyte**

*The acolyte helps prepare the worship space in a variety of ways such as lighting the altar candles (and other candles indicated by pastors), and helping serve communion. They may also lead in processions on festival Sundays. Acolytes are typically confirmation students.*

### **Altar Preparations (Sacristan)**

*The person who prepares the altar (also known as sacristan) does much of the set-up for worship. The name comes from the understanding of the one who takes care of the holy place/holy things (sacred). The person has less “people” contact, and is more involved in details and caring for the space, worship supplies, and rites.*

### **Assisting Minister**

*The assisting minister is one who assists the presiding minister in worship. This person may lead parts of the liturgy such as writing and reading prayers, serving communion, helping with a baptism, preaching etc. It is not necessary that this person is an ordained minister.*

### **Cantor**

*A worship leader who assists with the singing of music during worship--often with the Kyrie/hymn of praise, the psalm, or liturgical parts of worship.*

### **Communion Deacon**

*The communion deacon helps with the serving of communion.*

### **Lector**

*The lector reads the assigned scripture lessons for the day, often including a Hebrew Bible (Old Testament), Psalm, and New Testament reading. The preacher often opts to read the Gospel, but may assign it to the lector. Other readings may be assigned for special worship services.*

### **Preacher**

*The preacher is the one who is called to preach God’s Word during that particular worship service. This person is often ordained but it is not necessary that they be an ordained minister.*

### **Presiding Minister**

*The presiding minister is an ordained pastor who presides at the service of Holy Communion. The presiding minister leads at several points in the service and may also be the preacher. When baptism is celebrated, the presiding minister presides at the font. At the communion table the presiding minister leads the assembly in the great thanksgiving, speaks or sings the words of institution, and becomes the principal server for the meal. (Evangelical Lutheran Worship: The Sunday Assembly p. 76)*

## **Usher**

*Ushers help welcome the congregation and visitors into worship and have a variety of important tasks such as handing out bulletins, collecting the offering, releasing worshipers from their pew during communion, counting the number of worshipers, and other tasks that may be assigned to them that day by the pastors.*

## ALTAR PREPARATION (SACRISTAN) INSTRUCTIONS

### Preparation Prior to Worship (often the day before)

- Check the candle lighters by the pew where the acolytes sit to ensure they have adequate wicks.
- Check the altar candles to ensure they have adequate oil; fill if necessary.
- Check the Eternal candle, make sure it is lit or replace if necessary.
- Put flowers in vases on either side of the altar. Flowers are delivered Friday afternoon to Saturday afternoon. If the bulletin (which will be in the Sacristy) lists a birth announcement a single rosebud will also be delivered. Put the rosebud in vase and place on the left (as you face the congregation) side of the altar.
- Take 8 loaves of bread from the plastic box in the freezer (in the Courtyard Room) and put in refrigerator to thaw. Bread is made by a member of the congregation and put into the freezer in the Court Yard Room. Should there not be enough bread please call Marsha Tofte immediately, 651-481-0617. We ask bread bakers to have the bread in the plastic box in the freezer by the Friday before the first Sunday of each month.
- Sweep the floor around the altar, if necessary.
- Polish silver communion pieces as needed.
- Place both patens and one chalice on the counter ready for the pastors to fill on Sunday morning. (The pastors will put the bread on the patens and wine in the chalice and bring them to the altar on Sunday.)

### Before the First Service (Preferably do these the day before. If done on the day of worship, do them early enough so worshippers are not yet present)

- Place the large Cranberry Service Book (missal) and stand to the left (as you face the congregation) of the center of the altar.
- Lay the 27"x27" communion linen—marked *Flat on Altar*—on the altar between the altar paraments with the cross facing the congregation.
- Place both Chalices and Patens to the side. (We do not fill them, because the wine will corrode the lining. The pastors will fill them on Sunday morning and cover them.)
- Leave the 34"x34"—marked *Cover for the Bread and Wine*—communion linen folded and to the right side.
- Make sure that the two communion side tables are in place behind the altar. Sometimes they are moved behind the brick wall near the sound system and baptismal font. Put the four lined baskets on the bottom shelf of the table on the right side. You will find the baskets on the counter in the sacristy.
- Cover the other table on the left (as you face the congregation) with the communion linen marked *Communion Cup Tray Table*.
- Check small communion glasses for cracks and chips. Replace if needed.

- Fill six stainless trays of cups. In the top two trays place 8 cups per tray with non-alcoholic wine (white), 28 cups per tray with alcoholic wine (red). In the other four trays, place 5 cups of non-alcoholic wine and 31 cups of the red wine with alcohol. Check the refrigerator in the courtyard room for open bottles of non-alcoholic wine. Only fill cups about  $\frac{3}{4}$  full—that makes it easier for the congregation to lift out the trays without spilling. Place all the trays with filled cups on the table behind the altar on the left side as you face the congregation. Place the lid on the top tray.
- Place the Ciborium and the Flagon on the top of the cabinet on the back of the church—the cabinet that is nearest the window looking outside at the end of the pew against the back wall. The ushers will bring them forward with the offering. (Even though the ciborium and flagon are left empty, we still want them brought forward as a symbol of bringing elements to the table.)
- Place three or four of the purificators next to the chalices.
- If you are able, put the handrail and removable section of the kneeler in place. (If you are unable do not worry, the pastors or ushers can do this on Sunday morning.)

## THE DAY OF

**In Between Services, to prepare for Traditional Distribution: (Do these steps immediately after first service, before worshippers have arrived for the second service)**

- Check the linen for wine spills, replace if necessary. There are extra linens in the third drawer if necessary.
- Wipe any wine that has spilled on the floor around the altar.
- Wipe clean the four plastic lined baskets and replace them on the bottom of the table to collect empty cups for the next service.
- Fill six stainless trays of cups. In the top two trays place 8 cups per tray with non-alcoholic wine (white), 28 cups per tray with alcoholic wine (red). In the other four trays, place 5 cups of non-alcoholic wine and 31 cups of the red wine with alcohol. Check the refrigerator in the courtyard room for open bottles of non-alcoholic wine. Only fill cups about  $\frac{3}{4}$  full—that makes it easier for the congregation to lift out the trays without spilling. Place all the trays with filled cups on the table behind the altar on the left side as you face the congregation. Place the lid on the top tray.
- Leave one chalice on the altar—no need to fill it with more wine.
- Refill the two patens, so they each have two full loaves of bread on them.
- Cover the Chalices and Patens with the 34" x 34" communion linen.
- Replace the Ciborium and the Flagon on the top of the cabinet on the back of the church—the cabinet that is nearest the window looking outside at the end of the pew against the back wall. The ushers will bring them forward with the offering. (Even though the ciborium and flagon are left empty, we still want them brought forward as a symbol of bringing elements to the table.)

### **After the Final Communion Service:**

- Wash and dry all silver communion pieces, put them back in the cloth bags and return to the cupboard.
- Wipe out plastic lined baskets and leave on the counter top.
- Pour wine from communion cups back in the appropriate bottle. The alcoholic wine does not need to be refrigerated; put any opened bottles of the non-alcoholic wine in the courtyard room refrigerator.
- Pour the wine from the chalice back in the bottle.
- Wash the used cups and put back into trays. Check communion glasses for cracks and chips, replace if needed; throw away any with chips or cracks.
- Put any unused bread back in the plastic box in the courtyard room freezer.
- Wipe any wine spills on the floor around the altar.
- Use Comet or Ajax cleanser to clean any black marks left from the communion trays on the counter top.
- Call Marsha, 651-481-0617, if need more wine, candles or communion glasses. Or if you used the last of the communion bread and it is NOT the last communion Sunday of the month.
- Wash and iron linens and return to drawer. Linens should be soaked in water immediately to prevent wine stains from setting; Spray and Wash also helps remove any wine stains. Also, dry and return any of the used.
- Return church key to the box.

### **Additional Instructions for Baptism**

- Move the Baptismal Font to the front of the Sanctuary (in front of the altar). The baptismal font is kept behind the brick wall by the sound system. It has wheels and can be easily moved.
- Clean the copper bowl if necessary. The copper bowl is in the Baptismal font or may be on the counter in the sacristy.
- Place the Paschal candle near the font (on the right side when facing the congregation). Normally it is behind the altar on the right hand side when facing the wall.
- Put the Baptismal napkin on the font.
- Remove the Baptismal candle from the box and place both the candle and box on the font
- Before the service, fill the copper bowl about 1/3-1/2 full with hot water (there is a hot water pot for tea in the courtyard room kitchenette that works well for heating up water—if the tap water isn't heating up) and replace in the font. Also place the pitcher next on the font filled with water (cool to warm) that the pastors will pour into the font to fill it further during the Prayer of Thanksgiving over the waters.
- After the service, remove the copper bowl and wipe it dry. Return the Paschal Candle to the back of the Sanctuary. Put the Baptismal Font back in the closet.
- The pastors generally bring in the certificates for the family and sponsors and a Spark Story Bible for the child.

### **Preparation for Worship Services (Easter)**

Because of the large number of people at the Easter Services make these changes in preparation:

- Use the plastic, disposable communion cups at both services. Replace the glass cups with the plastic in all the trays, including the silver trays.
- Fill all the cups with wine and place all the trays with filled cups on the table behind the altar.
- Leave two loaves of bread uncut (one for each service) that the pastor can hold up during communion. The other loaves of bread are to be cut into bite size pieces that the pastors can quickly distribute. Have pieces on the patens in the sanctuary, but will likely have additional patens (or a plastic/bag or container) in the sacristy for refills or to use at the next service.
- Plastic cups are collected in plastic lined baskets. Place these baskets on the small footstool instead of an empty tray and base.
- After the last service, place the glass communion cups back into the trays and put them in the cupboard.

*If we are low on plastic cups after the last service, let the office know so they can be ordered.*

### **Preparation for Worship Services (Christmas Eve)**

We use traditional distribution at the services on Christmas Eve.

Follow instructions for Easter using plastic cups, filling them, and cutting the bread, etc.

*If we are low on plastic cups after the last service, let the office know so they can be ordered.*

### **Preparation for Worship Services (Summer)**

In the summer months, we have one service on Sunday morning and one service on Monday evening.

The Sunday morning service is held in the Sanctuary and Communion is Traditional Distribution. Follow preparation steps as appropriate for Traditional Distribution.

The Monday evening service is held in the Court Yard Room and Communion is by Intinction. No preparation is necessary – the pastors take care of it. Note: we now have communion weekly on Monday evenings, so simply make sure that we have enough bread, if there is a question contact Marsha or one of the pastors.

## **ASSISTING MINISTER INSTRUCTIONS**

The presiding minister may seek assistance from additional leaders for worship. The pastor will give individual instruction to the assisting minister prior to worship. Typically, the assisting minister will lead the Prayer of the Day, Greeting, Creed/Statement of Faith, Passing the Peace, Prayers of the People, Offertory Prayer, and Benediction. The assisting minister may be asked to write the prayers of the people prior to worship.

### **Before Worship:**

- The presiding minister will schedule a time to meet with the assisting minister before worship to go over the liturgy together.
- The assisting minister should arrive at least 15 minutes early to choose an alb (robe) and cincture (rope belt) from the vestry closet. They will also need to receive a wireless microphone that can be attached to clothing or alb pocket. The presiding minister can help adjusting the wireless microphone.
- The assisting minister should sit with the presiding minister on the North chancel wall pew. You may bring water or coffee with you to the pew.

### **During Worship:**

- The presiding minister will assign roles in the liturgy to the assisting minister, including where to stand. The assisting minister should sit by the presiding minister at the chancel should questions arise or changes need to be made during worship.
- During the closing hymn, the assisting minister should join the presiding minister in the recession to the back of the Sanctuary and greet worshipers as they leave.

### **After Worship:**

- The assisting minister should return their alb, cincture, and microphone and retrieve any personal belongings from the vestry or chancel area.

*At St. Michael's we have two clergy who are involved in the worship service--one often takes on the role of Assisting/Presiding in worship. We generally utilize the Assisting Minister position when one of the pastors is away or not present in worship.*

## COMMUNION DEACON INSTRUCTIONS

Typically, there will be two communion deacons for each worship service for a total of six people serving communion: two Pastors, two Communion Deacons, and two Acolytes. This ensures that communion is distributed in a timely manner. There may be some worship services in which there are fewer Communion Deacons and Acolytes assigned due to low attendance or special festivals. If you have questions or concerns, please speak to a Pastor prior to worship.

### Before Worship:

- Head to the Vestry (office & “room to vest”) located behind the Sanctuary. Pick out an alb (robe) and cincture (rope belt) in the closet and hang it on the hooks in the hallway. Be sure to try it on to make sure it fits appropriately. Generally, you will want an alb that is comfortable for moving, but that doesn’t hang too loose; the length should go down to between your lower calf and ankle). (*In summer months, we may decide not to wear albs due to the temperature of the Sanctuary - please check with the pastors before choosing an alb.*)

### During Worship:

- After offering is received, communion deacons may excuse themselves from worship and head to the vestry to put on their alb and cincture. Once you are robed, you may sit or stand with the pastors/acolytes on the side chancel pews.
- After the Invitation to Communion, head to the back side of the altar where the pastors will serve you communion with the acolytes. You may kneel or stand to receive communion.
- After you receive communion, you will most often be given a tray of cups with wine/non-alcoholic wine, but make receive a paten with bread/wafers. As people come forward for communion, they may kneel at the railing or stand. If you have the paten with bread you will go first and give each person a piece of bread saying, “*The body of Christ, given for you.*” They may desire a gluten free wafer - if so, do not touch the wafers (to prevent cross-contamination for those who have gluten sensitivity), simply make the paten more accessible for them to take their own from the tray while saying, “*The body of Christ, given for you.*”
- If you have the tray of cups, you will follow the person who is serving bread. After they receive the bread, offer them a cup by allowing them to take either wine (red), or non-alcoholic wine (white). As they take a cup, say, “*This is the blood of Christ, shed for you.*” An acolyte or additional communion deacon will follow with a basket for each person to discard their cups.

- After you go around the altar railing, place the tray of cups on the side table behind the altar. If you have remaining cups on your tray, combine them with another used tray so that a full or partially full tray is on top should we need additional wine.
- There may be people who are unable to come forward for communion and need to receive communion in the pew. An usher will guide the Pastor, Communion Deacon, and Acolyte to those individuals.
- After communion is distributed, you may go back to the vestry to put back the alb and cincture and be seated back in the pew.

## LECTOR INSTRUCTIONS

Your readings will also be emailed to you from the church office the week of your scheduled date (generally Wednesday or Thursday) and printed copies will be available in the ushers' box inside the worship binders for you to pick up on Sunday. *If you do not receive a copy please reach out to the office or pastors to make sure you are able to read through the texts for Sunday.*

### **Before Worship:**

- Choose a pew that has easy accessibility to the microphone directly across from the pulpit (lectern).
- The readings are available in the ushers' box on (either in the sanctuary or church office). Please pick up the worship binder before worship and use it to read the scripture passages.
- You may test the microphone prior to worship and adjust the height of the microphone. The green light on the microphone indicates that the microphone is on.

### **During Worship:**

- After the Prayer of the Day or Children's Sermon, come forward to the microphone (unless instructed otherwise by pastors.)
- Make sure the microphone is on by checking for the green light. If it is not on, press the small gray button to turn the microphone on.
- Read the passages with script out of the worship binder. Script may include directions to the congregation such as: *"We will now read the Psalm responsively"* or *"Please rise for the Gospel Acclamation"*
- Return to your seat after you have concluded the assigned readings.

### **After Worship:**

- Return the worship binders to the ushers' box at the end of the worship service.

## **ACOLYTE INSTRUCTIONS**

On the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Sundays of the month we have communion at St. Michael's. For each service on these Sundays we will need two acolytes. On the 2<sup>nd</sup> and 4<sup>th</sup> Sundays one acolyte serves at each service.

There are some Sundays (Reformation, All Saints, Christmas, Palm Sunday, Easter, Pentecost) where we may have a procession. For these days there may be additional worship leadership, such as serving as: a crucifer (carrying the cross), a Book bearer (carrying the Bible), or carrying the Paschal candle--alongside the two people serving as acolytes. On these Sundays we process in and out of the sanctuary. There may also be some additional items that will be added on these days (such as a Gospel procession--carrying the cross, torches, and Bible into the middle of the congregation). For these Sundays we will provide additional information and practice. So, no reason to worry. We will work to make these as easy and fun as possible!

### **Before Worship:**

- Please arrive 15 minutes before worship. Head to the vestry to find an alb (robe) and cincture (rope belt). The pastors often have a prayer together five minutes before the first service in the vestry; acolytes are encouraged to join them!
- Check the wicks in the torches - extra wicks are available in the Sacristy.
- About 5 minutes before worship, each acolyte carries one of the torches and lights one of the candles on the altar table. Walk to the front middle of the altar railing and pause (counting to three...or say Father/Creator, Son, Holy Spirit), then light the two candles on the altar. Afterwards return to the front, pause, then go to your seats. The acolytes may then sit together on the right chancel pews.

### **During Worship:**

- On communion Sundays, acolytes come forward after the Invitation to Communion and receive communion with the Communion Deacons. After that, each acolyte will receive one of the baskets to collect the used communion cups—simply “follow” the pastor and Communion Deacon. If there are people who are unable to come to the communion table to receive the acolyte follows the pastor and communion deacon into the congregation and collects the cup after the person(s) have been served.
- Once the last person is served (as the pastors are communing) you may return to your seats.
- There may be other tasks assigned by the Pastors. Acolytes will be instructed by Pastors as needed.

**After Worship:**

- At the end of the service each acolyte may extinguish the candles on the altar table and hang up their alb and cincture in the vestry.
- If you notice any bulletins/papers or other items scattered at the front of the sanctuary, please place them in the vestry; and feel free to recycle your bulletins.

## USHER INSTRUCTIONS

Four ushers are scheduled for each service during the fall, winter, and spring. Three or four ushers are scheduled for the summer Sunday services. Two ushers are scheduled for the summer Monday services.

### Primary roles of the ushers include:

- Bring ushers' box (contents include: bulletins, bulletin inserts, worship binders, and children's bulletins) from the office to the sanctuary. Inserting bulletins or other worship materials as noted by the pastors may be necessary.
- Sunday Ushers: Place hymn numbers noted in the bulletin on the hymn board before worship for each service. (Feel free to double-check page numbers in case of any errors or omissions in the bulletin.)
- Reserve pews for baptisms/as necessary as noted by pastors.
- Welcome worshipers into the sanctuary.
- Give bulletins to worshippers and children's bulletins to children if desired.
- Receive the offering at the appropriate time during worship and bring up offering to the chancel area during the sung Offertory Response.
- On Sundays in the Sanctuary when celebrating Holy Communion, take up Flagon and Ciborium to the pastor during the Offertory Response.
- On Sundays when celebrating Holy Communion, release pews to receive communion.
- Take worship attendance. *Remember to include the adult choir, bell choir, children's choir, pastors and worship leaders.*
- Refill worship attendance pads and remove debris from the pew after worship.
- Recycle bulletins after worship.
- Assist pastors with tasks that may arise on special services (ex/Christmas Eve, Reformation, etc.)

### Important Details to Know:

- Please arrive to church at least 15 minutes prior to worship.
- The ushers' box is in the church office on the counter under the staff mailboxes; there are times when the ushers' box will already be in the sanctuary for the 8:45 a.m. service.
- Ushers' badges are located in the brown usher's cabinet at the back of the sanctuary. Please wear one while you usher! There are badges that can be pinned to your clothing or attached using a magnet. Choose which option is right for you.
- Also located in the cabinet are pew pencils, the worship attendance pads, pew ropes, "Reserved Pew" signs, and hymn board numbers. Extra sharpened pencils are in the furnace room (door by the windows in the sanctuary). When you walk through the doors there will be a cabinet on your left. They will be on the on top of the cabinet.

- Offering plates are on the usher's cabinet at the back of the sanctuary. (Check to make sure all four offering plates are in the sanctuary. They may be in the office from the previous week.)
- Worship attendance records are in the red binder on the back cabinet near the furnace room.

### **Before People Arrive:**

- Pick up the ushers' box with bulletins/inserts from the office.
- Each usher must put on an "Usher's Badge" using the color that matches the banner in front. These badges help identify you to members and visitors.
- Place hymn numbers on the hymn board at the front of the church (check bulletin for the numbers). Hymns are different for each service so please double check that the correct numbers are listed on the board.

### **As Worshippers Arrive**

- It is helpful for two ushers to stand at the sanctuary doors welcoming people into the sanctuary--*or in the narthex/gathering area (so you can see if anyone needs assistance with handicap doors or finding the coat racks and restrooms, or other rooms).* Smile and greet people as they arrive!
- Two ushers should be just inside the sanctuary handing out bulletins. Remember, there are special bulletins for children under 5. Encourage them to take a pew bag! Remind families that the Children's Library and nursery are available for them to use during worship.
- Remember that **hearing assists** are available for those who ask for it. They are located near the pew bags on the large wooden rack. Earpieces should be removed after use. Worshippers can keep them at the end of the service. New earpieces are in the cabinet in the back of the sanctuary. The office administrator also works to print a limited number of **large print bulletins** for each service for those with more limited eyesight, feel free to pass those out to anyone with need.
- As the sanctuary fills, you may need to direct people to open seats. The first pew on the side with the grand piano should be left open for musicians and participants in the service.
- It is important that you usher people who arrive late to an open space. When the congregation is standing, it is difficult to see open spaces, so please escort them to a spot.

### **Worshipping with Children**

- Be sure to offer a special welcome to families and children by offering them a children's bulletin, inviting them to take a worship bag hanging on the rack in the back of the sanctuary, and informing them of the nursery and the children's library. The nursery is located in the Education wing of the building and is staffed by a nursery coordinator and youth attendants. The children's library is available for all ages but is not staffed during the program year.

## During the Service

- At the start of the service close the doors to the sanctuary.
- Begin to count the people in attendance. This normally happens during the readings. Again, please make sure to include choir members, acolytes, musicians, etc., in the count. Record this number in the attendance book on top of the cabinet at the back of the sanctuary.
- You may need to direct people/parents to the nursery (Children's Library), restrooms, etc.
- Be alert- if someone should have a physical problem, help them to the Library south of the office if possible. There is a couch in the Library where they can lie down. Have one usher notify the pastor who is not preaching. Call 911 if there is any indication medical help is needed. A wheelchair is in the furnace room at the back of the sanctuary. An AED (Automated External Defibrillator) is located in the hallway just to the south of the church office door. (There is also an AED on the north wall in the serving room off the main kitchen.) Clear instructions are included in the unit.
- Receiving the Offering: When the music begins during the offering, the ushers should come to the front to begin receiving the offering. This requires four ushers - one in each outside aisle and two in the center aisle. The offering is collected moving from the front of the church to the back. (Note - if being done with only three ushers, one usher can handle both sides in the middle aisle.) · When the pastor invites the congregation to stand, two ushers should bring the offering forward. They move to the place where the pastor is standing and hand him/her the offering plates. The pastor will turn briefly toward the altar, and then hand the plates back to the ushers. The offering plates are then placed on the small shelves located on the brick wall on both sides of the altar, and the ushers can return to the back of the sanctuary via the side aisles.
- On Sundays when communion is received: The Flagon and the Ciborium are on cabinets in the back of the sanctuary. They should be brought forward at the same time as the offering, thus requiring all four ushers. The ushers carrying the communion elements lead and at the altar rail will hand them to the pastor, who places them on the altar. These ushers will then step to the side and allow the ushers with the offering plates to step forward. As the second two ushers move to place the offering plates on the shelves, the first two ushers begin returning to the back via the side aisles.
- On Sundays When Communion is Received: Following the Lord's Prayer, the congregation is seated. At this point the ushers should move into position to help direct those who will receive communion. An usher moves to the front near the center hand rail to assist and direct people; two ushers move to the front row of pews to begin directing people forward and one usher is positioned at the back. The duties of the usher in front are as follows:
  - Stand near the center hand railing and indicate to worshippers which side of the rail is open. (Keep an eye as to where they should fill in and point them in that direction. As you are facing the altar, begin filling in from the back right hand side clockwise.)

- o If necessary, be ready to assist people up and down the stairs or to direct them to the altar ramp on the left outer aisle. If helped up the stairs, be ready to help them down.

The 2 ushers who begin at front row should indicate to the people in the pews when it is their turn to go forward. Alternate side-to-side in sending people forward. Attempt to keep a smooth, even flow of people moving to the front. These ushers should also note who would like to receive communion in their pew and direct the pastor to those individuals when they come up for communion. Those in wheelchairs can be directed down the main aisle and then turn in front of the pulpit to use the altar ramp.

The 1 remaining usher in the back should help assist other needs as they arise, for example, helping a family into the back library, assisting with doors, etc.

The ushers are the last people to receive communion. Before you receive communion at the rail, you can inform the pastor if someone wants to receive communion at their seat.

### **During the Last Hymn**

- At the start of the last hymn, open the doors of the Sanctuary and the Courtyard Room.

### **After the Service**

- Discard the leftover bulletins in the recycle cabinet just outside the sanctuary.
- Go to each pew and remove the Worship Attendance sheets. These should be gathered together and placed on top of the file cabinets in the office.
- Replace pads and pencils as needed from the supply in the usher's closet. When the supply is low, please leave a note indicating that on the desk in the office.
- Straighten the hymnals in the pew racks (should be two red hymnals right side up and facing out and a Spark Story Bible facing out.)
- Pick up any trash and dispose of it.
- If any personal items are found, place them on the desk in the office.
- If the windows have been opened, please close them.
- After the 8:45 service, the offerings should be transferred to one of the old offering plates located in the cabinet, brought into the office, and placed on top of the safe in the vault room. (The key to the vault room is located in the Financial Secretary's mailbox on the south wall of the office.)
- After the 11:00 service, (or 10:00 summer service) the offerings should be brought into the office and given to the tellers.
- 11:00 Worship (10:00 Summer worship) Shut off lights. The switches are located on the wall in the southwest corner of the sanctuary, by the Children's Library.
- Close the doors to the sanctuary.

**Other Important Notes:**

- Please remember that the baptismal font in the back of the sanctuary is NOT intended as a table to hold the bulletins or any other items.
- During the summer months when offerings are counted on Monday night, or if there are no tellers present, place the offering in the vault room as indicated above and return the plates to the sanctuary. If you need help, talk to one of the pastors. If for some reason you cannot find the key or one of the pastors, please leave the offering on one of the pastor's desks and close their door.
- If for some reason an usher does not show up, please feel free to ask someone in the congregation to help you.
- If for some reason you cannot usher on a day to which you are assigned, please arrange for a substitute by using the Usher List or call the church office in advance so we can arrange for a substitute. If you arrange for your own substitute, you should contact the office with the information so we can get the correct names in the bulletins.

## COMMUNION BREAD BAKER INSTRUCTIONS

St. Michael's communion services are enhanced by the bread the members of the congregation bake each month.

Each month an individual or household signs up to bake bread; with bread provided for the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Sundays of each month. Bread bakers bake the bread for the whole month and bring in **no later than the Friday before the first Sunday**. Place in the plastic box in the freezer in the Courtyard Room.

St. Michael's uses the Luther Seminary Recipe. Each batch of this recipe makes four loaves and most Sundays we need 8 loaves, so plan to make two batches per Communion Sunday. Again, communion is the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Sunday of the month.

It is helpful for the altar preparers if you wrap the bread in bundles of four loaves; some place parchment paper or wax paper between the loaves. To prevent freezer burn and the bread drying out, please wrap the loaves in foil and put in freezer bags and write a date on the bag.

### COMMUNION BREAD - *Recipe from Luther Seminary*

Yield: 4 loaves approx. 8" round

- 1) Sift dry ingredients 3 times:
  - 2 c. whole wheat flour
  - 1 c. white flour
  - 1 ¼ heaping tsp. baking powder
  - 1 ¼ tsp. salt
- 2) Cut in oil:
  - 1 tbsp. + 1 tsp. oil
- 3) Mix water & sweetener. Add & mix well.
  - ¾ c. + 2 tbsp. very hot water
  - 3 tbsp. honey
  - 3 tbsp. molasses
- 4) Dough should be a sticky
- 5) Divide and roll ¼" thick circle
- 6) Mark with cross
- 7) Bake at 350 for 10 minutes
- 8) Remove and brush with oil
- 9) Bake an additional 5-8 minutes more at 350
- 10) Cool

Hint from experienced bakers – knead dough and then let it rest before rolling.

## **CANTOR**

The cantor chants (sings) parts of the liturgy, and serves as a music resource for the worship service.

At St. Michael's the cantor often assists in leading parts of the worship service such as the Kyrie, hymn of praise, or psalm (on some Sundays).

We often have one cantor at each service.

### **Before the Worship service**

- Be in touch with the Music director during the week with regard to the Kyrie, hymn of praise and/or psalm and any additional worship music leadership—ideally conversation happens between Sunday and Wednesday.
- Rehearse the music during the week and follow-up with any questions (with music director and/or pastor).
- Arrive at worship 30 minutes prior to worship to rehearse/run-through music with the accompanist (pianist or organist) and/or choir director.
- For the 11:00 a.m. service during the program year (10:00 a.m. service during the summer) we ask that the cantor vest (wear an alb) during the service. As the 8:45 a.m. service is often less formal, it may not be necessary to vest (other than on Festival Sundays such as Reformation, Palm Sunday, Easter, etc.) Please check with the pastor before the service and, if wearing an alb, select one from the vestry.

### **During the Worship service**

- During the worship service the cantor goes to the lectern at the 8:45 a.m. for the Kyrie and Hymn of Praise, or to lead the psalm. At the 11:00 a.m. service the cantor leads the Kyrie and Hymn of Praise from behind the altar with the presiding pastor, but would lead the Psalm from the lectern (if it is being chanted that Sunday).
  - The cantor generally goes forward during the last verse of the opening hymn if leading the Kyrie and hymn of praise.
  - If leading the psalm, the cantor may be seated near the acolytes or in the front pew and come forward to the lectern at the end of the First Reading to lead the congregation in the psalm (may lead from either the lectern or near the piano)
  - The cantor may also provide other music during the service or serve as a resource in helping to introduce new hymns or music.

### **After the Worship service**

- Let the music director or pastors know if there are any items of concern or things to think about for future services
- If wearing an alb simply return it to the vestry and place it in the closet.

## APPENDIX

<b>Alb</b>	<i>A robe worn by ministers and worship leaders, sometimes fastened at the waist by a cincture. Lutherans typically wear white albs, signifying the white garment traditionally worn at baptism.</i>
<b>Altar</b>	<i>Sometimes called the Table, is used for communion and other liturgical acts in worship.</i>
<b>Book bearer</b>	<i>The person who carries the lectionary or Bible in a procession or Gospel procession.</i>
<b>Chalice</b>	<i>The cup from which the wine of communion is consecrated.</i>
<b>Chancel</b>	<i>The area of the sanctuary near the altar, often indicated by raised steps.</i>
<b>Ciborium</b>	<i>A container used to hold communion wafers or bread. It symbolizes bringing communion out into the community, particularly for those who are sick or homebound.</i>
<b>Cincture</b>	<i>A rope-like cord used for a belt, customarily with tasseled or knotted ends.</i>
<b>Common cup</b>	<i>Serving communion by allowing each person to receive and eat the bread and then drink (sip) from a cup. In this style the communion deacon wipes the cup with the purificator after each person drinks and turns the cup.</i>
<b>Crucifer</b>	<i>The person who carries the processional cross.</i>
<b>ELW</b>	<i>Evangelical Lutheran Worship: The cranberry colored hymnal used for worship.</i>
<b>Eucharist</b>	<i>Often called Holy Communion or the Lord's Supper. Eucharist is Greek for "Thanksgiving."</i>
<b>Flagon</b>	<i>A vessel for communion wine.</i>
<b>Intinction</b>	<i>Serving communion by giving a person a piece of bread/wafer and allowing them to intinct or "dip" the bread into the chalice with the wine.</i>
<b>Kyrie</b>	<i>A short repeated invocation used in many Christian liturgies. Kyrie is Greek for Lord. Kyrie Eleison is Greek for "Lord, have mercy."</i>
<b>Lectionary</b>	<i>Assigned scripture passages that provide a three-year cycle of readings built around the church calendar.</i>
<b>Paraments</b>	<i>The hangings on the altar, pulpit, and wall. These change depending on the liturgical season.</i>
<b>Paschal Candle</b>	<i>Sometimes called the Easter Candle, the Paschal Candle is the large white candle in the chancel area. It is lit for baptisms and special liturgical seasons and festivals.</i>
<b>Paten</b>	<i>A plate used for the bread during Holy Communion.</i>
<b>Purificator</b>	<i>The small linen napkin used with the chalice to wipe the cup when serving communion by common cup, or to dab any spills.</i>
<b>Sanctus</b>	<i>A sung portion of Christian liturgy, Latin for "Holy"</i>

- Sacristy**      *A room used to keep and prepare worship elements such as communion, candles, etc.*
- Torchbearer** *The person who carries the torch during a procession*
- Traditional Communion**      *At St. Michael's this refers to people coming forward by the center aisle and/or ramp and up to the communion rail and kneeling or standing to receive a piece of bread/wafer and then a small cup with wine/grape juice. After receiving they return to their seats by the outside aisle.*
- Vestry**      *The room where worship vestments are stored such as albs and cinctures.*