

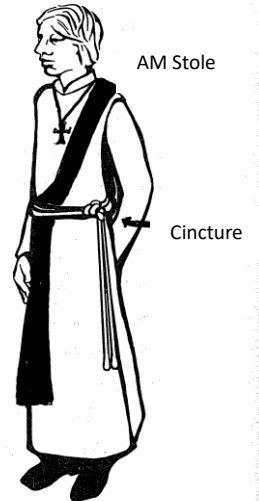
# Assisting Minister Guidelines — Kingo Lutheran Church (2019)

The Assisting Minister (**AM**) leads portions of the worship liturgy, assists the pastor, leads the prayers, prepares and serves Holy Communion. Thank you!

## BEFORE WORSHIP

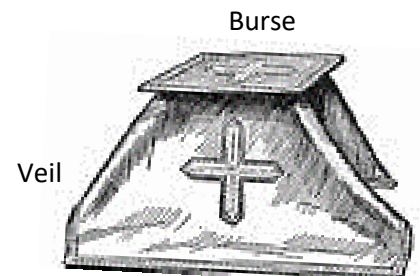
Arrive 20 minutes before the worship service.

- Check in with the pastor
- Review your bulletin
- Wear an *alb* (white robe), located in the Mt Meru office.
  - Wear the AM stole over your left shoulder.
  - A cincture (rope) *may be used* to fasten the alb.
  - A cross is worn in front of the alb.
  - You may choose not to wear an alb June-August.
- Locate the *AM folder* (purple) in the sacristy.
  - The prayers and any additional instructions are inside the folder.
  - The AM leads the prayers during worship.
  - Prayers will be emailed to you a few days prior to your scheduled Sunday.
  - Practice reading the prayers before Sunday.
- The *Reader's folder* (black folder) is also located in the sacristy.
  - Please give that folder to the reader before worship begins.
- Light candles
  - Check with the pastor to see which candles get lighted.
    - Stand in the front of the altar with your back to the congregation.
    - Bow/show reverence before the altar.
    - Light altar candles first.



## MEAL – Preparing the Altar for Communion

- Reverence (bow) the altar at the bottom step.
- **Set the altar table:**
  - Remove the *burse* and *veil* covering the chalice.
    - Take the *purificators* (linens) out of the *burse*. Set them on the altar.
    - Fold the *veil* in thirds and set both the *veil* and *burse* aside.
    - The square *pall* covers the *chalice*.
  - Place the 3 *chalices* and *Cruet* (glass pitcher) from the side table on the altar.
    - Keep those chalices covered with the *purificators* (linens)
    - Put the Microphone on the altar. Turn it on.



- **After the Offering is Taken**
  - Pastor and AM collect the offering and bread/wine (Flagon) from the ushers.
  - AM places the bread / wine (Flagon) on the altar.
- Pour a small amount of wine into the common cup *after the offertory prayer*.
  - Don't fill the other chalices at this time.
- Pastor will pour wine into the remaining three chalices.
- Commune Pastor after the communion assistants and AM have been communed.
  - *"This is the body of Christ, given for you."*

### **COMMUNION FROM RAIL AND FLOOR STATION**

**Floor:** Pastor *or* AM and two communion assistants go to floor station. Pastor/AM distributes bread while the communion assistants distribute the wine. Person with the common cup stands at the far end.

**Rail:** The pastor *or* AM and one communion assistant commune people at the rail. Pastor/AM distributes bread while the communion assistant distributes wine from either common or pouring chalice.

### **COMMUNION ONLY FROM FLOOR (NO RAIL)**

Pastor distributes bread from center of the floor station. AM stands to side of the pastor with a pouring chalice. One communion assistant stands to the side of the AM with the common cup. Two additional communion assistants stand on the other side of the pastor, one with pouring chalice and the other with the common cup.

- Pastor/AM and one communion assistant brings communion to people in the pews.
  - Please bring a pre-filled grape juice chalice if they request grape juice.
- The AM and Pastor clear the altar when communion is finished.
- The AM leads post-communion prayer then asks people to be seated for announcements.
  - AM sits at the pew during the announcements.

### **SENDING**

- During the last hymn, AM and the pastor reverence (bow) the altar then walk to the back of the church where the AM leads the dismissal.
  - Bring the handheld microphone and bulletin with you when you walk to the back of the church.
- Extinguish the worship candles after the dismissal.
  - Try not to squish the lighted wick with the candle snuffer.

*Thank you for your service to the Lord and God's people!*