

DESCRIPTION OF HOST FAMILY GROUPS SUNDAY SERVICE ACTIVITIES

Thank you for assisting with our Sunday services. It is greatly appreciated!

Each Host Family Group decides among themselves who will assist with the following activities. At least five people will be needed for each group. This information will be posted in the Host Family Groups corner located in the sanctuary west of the main doors. It is also available on our web site at www.sothlutheran.com on left of home page toward the bottom of the list.

Proclaimer of the Word

- Review the scripture readings prior to the service. Readings will be located in the Host Family Group ministry corner, located in the sanctuary west of the main doors, the Wednesday prior to the Sunday you will be reading. A book which assists with pronunciation of biblical words is also there if needed.
- During the opening prayer, go to the podium and proclaim the first lesson as soon as the prayer finished. After proclaiming the second lesson and return to your seat.

Communion Server

- During the Lord's Prayer, go to the left side of the altar and stand with the acolyte and organist. Pastor will give you Communion. After all have received from the cup, give Communion to Pastor. When the bread is given, say "The Body of Christ broken for you." When the wine is given, say "The Blood of Christ shed for you."
- When Pastor serves the Body of Christ to members, allow him to stay three or four people ahead of you so people will have time to consume the bread. When you go to each person, say "The Blood of Christ given for you" and allow them to take a cup from the tray and then move to the next person. They will put the empty cup in the tray the acolyte will have behind you.
- When your tray is empty, place it on the small table next to the east sacristy door. Pick up a full tray from the altar and continue.
- When all have received, assist by placing remaining trays, cup, wine pitcher and cloths on the small table. All that is left on the altar is the book and the offering. Return to your seat.

Acolyte

If no student acolyte is available, a Host Worship Group person will to these activities.

- Light the five candles behind the altar ten minutes before service begins. Lighters are in drawer in sacristy. You may use a candle lighter located at the table in the rear of the sanctuary west of the entrance doors.
- During the Lord's Prayer, go up to the left side of the altar and stand next to the communion server and organist. Pastor will give you communion.

- Use basket under the table located next to the east door of the sacristy and follow behind the communion distributor to pick up empty glasses.
- If the basket becomes full, there is another under the table.
- When all have received, assist with putting remaining trays, cup, wine pitcher and cloths on the small table. All that is left on the altar is the book and offering. Return to your seat.
- After the closing song, extinguish the candles with the candle lighter.

Usher

- Arrive 30 minutes early and turn on all lights in the sanctuary. Switches are located on the wall east of the entrance.
- Be available to help people.
- Bulletins: Hand out bulletins and be mindful of welcoming people especially visitors or new members.
- **Welcome Pads**: Distribute welcome pads when first reading begins. Give to person in each row closest to main aisle. Pick them up during song after the sermon.
- During the service, count the number of people attending and record it on the sheet on the board next to the doors leading into the sanctuary.
- Offering: During the prayers of the church, prepare to take up the offering. Offering plates are located west of the entrance in the rear of the sanctuary. Take up the offering as soon as the special music begins. It will take four people, one on each end of the row on each side of the sanctuary. When the plate is passed to the person at the end of the row, pass it to the person in the row behind them. Stack the four offering plates and give them to the Gift Bearers (unless you will be serving as the Gift Bearers) who will bring it forward along with the bread and wine at the proper time (see Gift Bearers below).
- Guiding Holy Communion: Guide the congregation by rows up for communion and keep them coming with no gaps. It's okay for them to stand in the aisle and wait. Begin while Pastor is communing the organist and acolyte. People in the right column begin at the right side of the communion rail and people in the left column begin in the center of the communion rail. Keep people coming – no gaps.
- At the end of the service, check chairs for extra bulletins and papers and straighten hymnals and bibles.

Gift Bearers

- This will two or three people – one for the bread, one for the wine and one for the offering.

- Locate in the back of the sanctuary during the offertory special music. Pick up the bread and wine pitcher, which are located on the table at the back wall of the sanctuary west of the entrance.
- Get the four collection plates from the ushers and dump all into one plate.
- Wait until the conclusion of the special offertory music and the start of the offertory hymn (“Let the vineyards...” or “As the grains of wheat...” etc.) before bringing these gifts forward.
- During the offertory hymn, bring these gifts forward and give offering plate to Pastor first. Then the bread and wine. Return to your seats.

Welcomer

- Arrive at least thirty minutes before services begin.
- At least two people will be needed for this ministry. Stand by the main doors.
- Your ministry is to welcome people when they arrive by opening the door for them.
- If you do not know someone, introduce yourself.
- Be especially mindful of welcoming visitors.
- Following the service, try to visit with any visitors again and invite them to worship with us if they are from the area. If they have any questions you cannot answer, direct them to Pastor or another member who may be able to assist.



**HOST FAMILY GROUPS:
PLEASE BE MINDFUL OF EXTENDING A WELCOME TO ALL.**

LET ALL BE RECEIVED AS CHRIST