

# DESCRIPTION OF HOST WORSHIP GROUPS SUNDAY SERVICE ACTIVITIES

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

Each Host Worship Group decides among themselves who will assist with the activities below.

## Greeter

- We have established the ministry of greeter so it is no longer part of the Host Worship Groups activities.
- Although greeters should be assigned, please be mindful of also welcoming people as they arrive. Be especially mindful of welcoming visitors.

## Usher

- Arrive 30 minutes early and turn on all lights in the sanctuary. Switches are located on the wall in the sanctuary east of the entrance.
- Be available to help people.
- **Bulletins**: Hand out bulletins (located on the table in the Gathering Area west of the sanctuary doors).
- **Welcome Pads**: Distribute to person sitting in each row next to the center aisle when people sit down for the readings. Pick up after the sermon.
- During the service, count the number of people attending and record it on the sheet on the bulletin board to the right of the doors leading into the sanctuary.

- **Offering:** Following the prayers of the Church during the offertory special music, get the offering plates from the table (located west of the entrance in the rear of the sanctuary) and take up the offering. It will take four people, two in the center and one on each end of the rows of chairs. When the plate is passed to the person at the end of the row, pass it to the person in the row behind them. Do not pass the plate to the choir. Their offering was received earlier. Put offering in two of the 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 those assisting with Holy Communion so people are kneeling at the rail when he is ready to serve communion. People in the right column begin at the right side of the communion rail and kneel near the organ. People in the left column begin on the left of the center opening 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, bibles and chairs.
- Tear out welcome pad sheets and place them on the secretary's desk in the office.

## Proclaimer of the Word

- This ministry is normally done by someone other than members of Host Worship Groups. There should be a Reader signup sheet in the Gathering Area. Check to see if the reader is present to do the readings.

## Gift Bearers

- This will take two people – one for the bread and wine and one for the offering.
- Locate in the back of the sanctuary during the choir's 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.
- Put the offering in two plates.
- Wait until the conclusion of the choir's special music and the start of the offertory hymn ("Let the vineyards..." or "As the grains of wheat..." etc.) and for Pastor to locate in front of the altar before bringing these gifts forward. Come forward when every stands to sing the offertory hymn.
- Bring these gifts forward and give them to Pastor. Give him the offering first and he will place it on the altar and then receive the bread and wine. Return to your seats.

## 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 three 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 two or three 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 (assist with removing cup if necessary) and then move to the next person. The empty cup will be placed in the basket 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, place 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

- Check to see if a student is present to assist. If one is not, someone from the Host Worship Group will need to assist. Light the five candles (or remind the student if present to do so) behind the altar five minutes before service begins.

Bring matches with you or find some on the counter in the sacristy. You may use a candle lighter to light the candles located at the table by the west door of the sacristy.

- During the Lord's Prayer, the communion server (student acolyte too if present) goes up to the left side of the altar and stand next to the communion server and organist. Pastor will give you communion.
- Pick up an empty tray and follow behind the communion distributor to pick up empty glasses with a basket. (Basket is located under table on east side of sacristy.) Members will place their empty cup in the basket the acolyte will have behind you.
- When your tray is full, place it on the small table next to the east sacristy door and pick up a full one on the altar.
- 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, acolyte extinguishes the candles with the candle lighter.

End of service – Put out basket to collect bulletins as people leave the sanctuary.

THANK YOU FOR YOUR ASSISTANCE