

ASSISTING MINISTER GUIDELINES

Good Shepherd Lutheran Church

September 2022

Thank you for your service to God and Good Shepherd congregation! In Lutheran worship, members of the congregation are encouraged to deep involvement in worship, and to share in the assisting roles of worship as their abilities allow, in addition to the clergy of the parish. Assisting Ministers are important to our understanding of worship and should approach their responsibilities with prayer, practice and preparation. Assisting ministers are not just helpers in the absence of ordained people; they have their own rightful role to fill, steeped in the early history of the church itself.

Schedule:

Scheduling is done by a computer program administered in the church office. The schedule for the month is posted online at <http://gslutheran.org> and paper copies are available in the information rack in the narthex.

- Check the schedule to see when you are assigned to serve.
- If you know a month in advance that you are unable to serve for a specific date or dates, please do contact the church Office Coordinator, so you will not be scheduled.
- If you cannot serve your assigned time, please first try to switch with another assisting minister, either one scheduled that month or any other Assisting Minister. Call the church Office Coordinator with your replacement so that the vergers can be informed.
- The church office can help if you can't find a replacement. However, keep in mind that there are approximately 30 Sunday servants each Sunday. Please make every effort to find your own replacement.
- You will receive an email reminder.

Nuts and Bolts: Guidelines for Assisting Minister Duties: [8:30 am]

Preparation for assisting ministry begins with some “nuts and bolts”, which will initially include spending a bit of your time in the sanctuary in actual training: going over the “nuts and bolts” of coming in, going out, where to sit or stand, and so on. The guidelines below help to prepare you for this and other elements of your duties but are not a replacement for training. Even if you are experienced in another congregation, or even this one, it is important to attend scheduled training to ensure all assisting ministers are “on the same page” and are given consistent instruction in preparation for service.

When You Arrive For the Worship Service: (arrive 15 minutes before service starts)

- Put on an alb from the sacristy (be dressed and ready at least 10 minutes before service). **Put on a microphone. Turn it on and test it as you enter the sanctuary.**
- Pick up the assisting minister Binder in the Sacristy.
- Let the vergers know that you are present and check briefly with the pastor just before service if some last-minute change has occurred.

During the Service:

- **You will meet with Pastor in the sacristy to pray before service about 10min before.**
- **During the prelude process with the pastor and be seated behind the altar.**
- You will lead the "Psalmody" if it is scheduled that day. Following the "First Reading", stand and move to the altar. **The Psalm will be spoken or sometimes sung responsively with the congregation.**
- After the apostle's creed, go to the altar on the right of the pastor you will lead "The Prayers of Intercession"
- During the offering, assist the pastor in preparing the Holy Communion and then sit or stand with the pastor. Sanitize your hands.
- **After the offering, you and the Pastor will wait at the front of the altar to receive the offering and Pastor will retrieve the communion elements. You will place the offering plates on the altar.**
- After the special music you will lead the "Offertory Prayer." Return to your seat location while the pastor begins the "Great Thanksgiving."
- After the communion rite, the pastor will commune you and one of the youth assisting with serving communion.
- Offer everyone an individual cup. As they take the cup say to them clearly and individually, **"The blood of Christ shed for you."** *These words are as important as the words the pastor is saying for in them the person hears the declaration of Christ's grace, and they should be said to each person communing individually and distinctly.*
- At the conclusion of the communion help the pastor clear the altar and return to the altar at the pastor's right hand.
- After the "Post-Communion blessing." You will lead the post communion prayer.
- After the "Benediction" you and the pastor return to your seats.
- **If present the Crucifer, they will lead the recess during Sending Song, followed by the acolyte. Acolyte will extinguish candles then you and the Pastor will recess to the door.**
- **When the hymn is concluded, speak the words of the "Dismissal" as printed in the bulletin.**

Before you leave, return the alb and Assisting Minister Binder to their proper places in the Sacristy.

Nuts and Bolts: Guidelines for Assisting Minister Duties: [10:45 am]

Preparation for assisting ministry begins with some “nuts and bolts”, which will initially include spending a bit of your time in the sanctuary in actual training: going over the “nuts and bolts” of coming in, going out, where to sit or stand, and so on. The guidelines below help to prepare you for this and other elements of your duties but are not a replacement for training. Even if you are experienced in another congregation, or even this one, it is important to attend scheduled training to ensure all assisting ministers are “on the same page” and are given consistent instruction in preparation for service.

When You Arrive For the Worship Service: (arrive 15 minutes before service starts).

- Pick up the assisting minister Binder in the Sacristy and put on a microphone. Turn it on and test it as you enter the sanctuary.
- Let the vergers know that you are present and check briefly with the pastor just before service just in case some last-minute changes have occurred.

During the Praise Service:

- **During the opening video you will process with the pastor and be seated behind the altar.**
- You will lead the prayers from the altar.
- During the offering, assist the pastor in preparing the Holy Communion and then sit or stand with the pastor. Sanitize your hands.
- **After offering has been collected, you will receive the plates from the ushers. Pastor will collect the communion elements.**
- **Pastor will commune you and the assisting acolyte first, then you will commune the Pastor.**
- Pastor will hand you a tray of wine and you will commune all members with the acolyte following behind you.
- As you serve the individual cups say to them clearly and individually, **“The blood of Christ shed for you.”** *These words are as important as the words the pastor is saying for in them the person hears the declaration of Christ’s grace, and they should be said to each person communing individually and distinctly.*
- At the conclusion of the communion help the pastor clear the altar and return to the altar at the pastor’s right side.
- After the post communion blessing, you will pray the “Post-Communion Prayer.”
- When the “Sending song” is concluded, speak the words of the “Dismissal” as printed in the bulletin.

Before you leave, return the assisting minister Binder and microphone to its proper place in the Sacristy.