

**ASSISTING MINISTER GUIDELINES**  
**Good Shepherd Lutheran Church**  
**Spring 2024**

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 pastors of the congregation. 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 administration hallway on the right.

1. Check the schedule to see when you are assigned to serve.
2. If you know a month in advance that you are unable to serve for a specific date or dates, please contact the church Office Coordinator at [office@gslutheran.org](mailto:office@gslutheran.org), so you will not be scheduled.
3. If you cannot serve your assigned time, please first try to switch with another assisting minister. Call the church Office Coordinator with your replacement so that the verger can be informed.
4. The church office can help if you can't find a replacement, but please make every effort to find your own replacement.
5. You will receive an email reminder that also includes the Intercessory Prayers.

**General Guidelines for Assisting Minister:**

Preparation for assisting begins with spending a bit of your time in the sanctuary in actual training: going over the logistics 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 given consistent instruction in preparation for service.

**[8:30 am] When you arrive for the Worship Service: (arrive 15 minutes before service starts)**

1. Put on an alb from the sacristy. Be dressed and ready at least 10 minutes before service.
2. Pick up the assisting minister Binder in the Sacristy.
3. **Put on a microphone**, even if you feel that your voice projects. This is to ensure that those listening online can hear you. Turn the microphone on and test it as you enter the sanctuary. Check to make sure that batteries are fresh.
4. Let the vergers know that you are present and check briefly with the pastor just before service to see if some last-minute change has occurred.

**During the Traditional Service:**

1. During the prelude, process with the pastor, bow, then be seated behind the altar.
2. You will lead the sung Kyrie and Canticle of Praise. Please take some time to practice these with the musician. At this time, assisting ministers for the 8:30 service need to be able to chant.
3. Following the First Reading, stand and move behind the altar. The Psalm will be spoken or sung responsively with the congregation.
4. After the Creed, go to the altar to lead the Intercessory Prayers. Please read through these prayers to ensure that you are familiar with them. At the appropriate time, leave space for intercessions from the congregation to rise.
5. During the offering, the pastor will retrieve the communion elements from the credence table and prepare communion. Be ready to assist if needed.
6. When the offering is finished, move to the front of the altar, then accept the offering plates from the ushers. Turn and lift these up as an offering to God, then place on the credence table behind the altar.
7. After the special music you will lead the Offertory Prayer. Return to your seat location while the pastor begins the Great Thanksgiving. Remain still until the elements have been consecrated.
8. After the consecration of the elements, the pastor will provide a way to sanitize your hands, then commune you and the other communion assistant. Please then assist in communing the pastor.
9. Moving clockwise, offer everyone an individual cup. As they take the cup say to them clearly and individually, looking them in the eyes, "The blood of Christ shed for you." These words are as important as the words the pastor is saying. In these words, each person hears the declaration of Christ's grace individually and distinctly.
10. If some are to receive communion in the pew, follow the pastor into the

- congregation to serve.
11. At the conclusion of the communion help the pastor clear the table and place the elements on the credence table.
  12. After the Post-Communion blessing, you will lead the post communion prayer.
  13. After the Benediction, you and the pastor return to your seats.
  14. If present, the Crucifer will lead the recessional during Sending Hymn, followed by the acolyte. Acolyte will extinguish candles then you and the Pastor will bow towards the altar then recess together to the door.
  15. When the Sending Hymn is concluded, from the back, speak the words of the Dismissal as printed in the bulletin. This is a joyous sending of the congregation out into the world, so speak with joy and conviction.
  16. Before you leave, return the alb, microphone and Assisting Minister Binder to their proper places in the Sacristy.

**[10:45 am] When You Arrive For the Worship Service: (arrive 15 minutes before service starts).**

1. Pick up the assisting minister Binder in the Sacristy.
2. **Put on a microphone**, even if you feel that your voice projects. This is to ensure that those listening online can hear you. Turn the microphone on and test it as you enter the sanctuary. Check to make sure that batteries are fresh.
3. Let the verger 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:**

1. During the opening song you will process with the pastor, bow, then be seated in the front row on the right, facing the altar. If the row is full, please be flexible and adjust as needed.
2. After the Creed, you will lead the Intercessory Prayers from the altar. Please read through these prayers before worship to make sure that you are familiar with them. At the appropriate time, leave space for intercessions from the congregation to be lifted.
3. During the offering, the pastor will retrieve the communion elements from the credence table and prepare communion. Be ready to assist if needed.
4. When the offering is finished, move to the front of the altar, then accept the offering plates from the ushers. Turn and lift these up as an offering to God, then place on the credence table behind the altar.
5. After the special music you will lead the Offertory Prayer. Return to your seat location while the pastor begins the Great Thanksgiving. Remain still until the elements have been consecrated.
6. After the consecration of the elements, the pastor will provide a way to sanitize your hands, then commune you and the other communion assistant. Then you will commune the Pastor.
7. Offer everyone an individual cup. As they take the cup say to them clearly and individually, looking them in the eyes, "The blood of Christ shed for you." These words are as important as the words the pastor is saying. In these words, the person hears the declaration of Christ's grace individually and distinctly.
8. If some are to receive communion in the pew, follow the pastor into the congregation to serve.
9. The Praise Team should come forward to receive communion, but if they don't, follow the pastor into their midst.
10. At the conclusion of the communion help the pastor clear the table and place

- the elements on the credence table.
11. After the Post-Communion blessing, you will lead the Post Communion prayer.
  12. After the Benediction, you and the pastor return to your seats.
  13. If present, the Crucifer will lead the recessional during Sending Hymn, followed by the acolyte. Acolyte will extinguish candles then you and the Pastor will bow towards the altar then recess together to the door.
  14. When the Sending Song is concluded, speak the words of the Dismissal as printed in the bulletin. This is a joyous sending of the congregation out into the world. Speak this dismissal with joy and conviction!
  15. Before you leave, return the alb, microphone and Assisting Minister Binder to their proper places in the Sacristy.