

FAMILY SERVICE GROUP TRAINING DAY 2010

Mission Man wants you....The REAL superheroes of the church are the people who give time, effort and love to make our ministry happen every week. We want to equip everyone to serve God right here at SSLC. His kingdom needs ALL our gifts.



INSTRUCTION MANUAL

Table of Contents

Acolyte Training	Page 3
Sound & Projection System	Page 4
Nursery Volunteer	Page 7
Kitchen Serving Set-Up	Page 8
Checklist for Kitchen Clean up	Page 9
Duties of the Head Usher	Page 10
Greeters	Page 11
Sunday Morning Reader	Page 12
Communion Assistant.....	Page 13
Altar Guild	Page 15

Acolyte Training

Acolytes should be in the Acolyte Room 10 minutes before the start of worship. Please make sure that you are robed and ready to go before worship starts.

Things to know:

- Make sure your robe fits, and the string is tied. If you need help the ushers will be happy to help you.
- Once your wick is lit watch it while you are walking down the center isle to make sure that your candle stays lit. Add the appropriate wick as you need to help it stay lit.
- As a sign of respect we ask that you would pause on the first platform for a second before going up to the altar and on your way down from the altar.
- If there is a baptism the usher will instruct you to light the baptismal candle. You can tell there is a baptism by the blue banner on the back wall.
- When to go to get ready to put out the candles:
- Watch the bulletin for whatever is right before the last hymn. Quietly sneak out before the hymn is done and an usher will help get you ready.
- When putting out the candle you don't have to force the snuffer onto the candle top. Just hold it over the lit candle and it will snuff out.

Sound & Projection System

Directions for turning on Lights: (typically be done by the Ushers)

- In the Ushers Closet (Located in the narthex behind the sound booth) there is a circuit panel on the wall. Turn on the top two breakers on the board numbers 1 and 2. These are both labeled "Main Light Switch."
- In the Sound booth: The far right board is for the lights. On the bottom row there are sliders marked 1-6. Turn all of them up.

Directions for turning off Lights: (typically be done by the Ushers)

- In the sound booth: The far right board is for the lights. On the bottom row there are sliders marked 1-6. Turn all of them down.
- In the Ushers Closet. (Located in the narthex behind the sound booth) There is a circuit panel on the wall. Turn the top two breakers on the board; Numbers 1 and 2 off. These are both labeled "Main Light Switch."

Directions for turning on Sound:

- In the sound booth: Under the monitor tucked in the pillar is a light switch. This switch turns on all necessary components of the sound system. Flip it on.
- In the Sacristy: (behind the altar) in the left door of the closet there is a series of amps all connected together. If you look to the lower right of the stack there is a power strip. Turn the power strip on.

Directions for turning off Sound:

- In the Sacristy: (Left Door behind the altar.) In the left door of the closet there is a series of amps all connected together. If you look to the lower right of the stack there is a power strip. Turn the breaker on.
- In the sound booth: Under the monitor tucked in the pillar is a light switch. This switch turns on all necessary components of the sound system. Flip it on.

Directions for Turning on Projectors

- The SILVER remote that is sitting in the sound booth controls the projector. Take the remote and walk to the front/center of the church just behind the projectors. The one remote powers both projectors. Push the power button until you see a green light on both projectors.

Directions for turning off Projectors:

- The SILVER remote that is sitting in the sound booth controls the projector. Take the remote and walk to the front/center of the church just behind the projectors. The one remote powers both projectors. Push the power button twice until the light under the projector turns to a SOLID yellow.

****Please look at colors on the indicator light on the ceiling projector.***

Green- Power is on. Projector should be working.

Yellow Solid- Power is shutting down. (Will turn red on its own!)

Yellow Flashing- Projector will shut down and turn back on!

Make sure it is solid!

Red- Projector is off.

Directions for Running PowerPoint:

- Turn on the monitor and computer.
- Make sure the Projectors are on!
- Password for the computer is *worship*
- When the computer has started hit the start button in the lower left corner.
- Find "My Computer" Click on the icon
- Find "Drive G" Double Click the icon (red flash drive should be plugged into computer)
- This will open up the files for the announcements and worship. They will typically be the only two files on hand.

Directions for Running the Announcements:

- Double Click the Announcement file on drive G
- Click the button on the top of PowerPoint program labeled "Slide Show"
- Click "View Show"
- Show will automatically run.

Switching from Announcements to Worship:

- Push the esc (Escape) button on the keyboard.
- Double Click the Worship file on Drive G
- Click the button on the top of PowerPoint program labeled "Slide Show"
- Click "View Show"

Running a Slide Show at Worship:

- Follow Along with the Right Arrow.
- If you see places like the sermon that should have a blank screen. Hit the Blank Screen Button on the upper right corner. (YOU WILL LOSE THE CURSOR!!!) Move the mouse around on the main screen until it shows up again.
- To advance following a blank screen. Once you have found the mouse. Hit the right arrow key or select the next slide in the order on the left column.
- If you make a mistake click the back arrow or the slide along the left side. Mistakes happen! We understand! Take a deep breath and catch up!

Switching from Worship to Announcements:

- Push the esc (Escape) button on the keyboard.
- Double Click the Announcements file on Drive G
- Click the button on the top of PowerPoint program labeled "Slide Show"
- Click "View Show"
- To End the Show: Hit Escape.

Nursery Volunteer

"And Jesus took a child and put him in the midst of them, and taking him in his arms, he said to them, "Whoever receives one such child in my name receives me, and whoever receives me, receives not me but him who sent me." (Mark 9:36-37)

Your role is to provide safe, secure, nurturing, clean and efficient care to our children.

Service Expectations:

- Arrive 15 minutes before scheduled service time.
- Every child's diaper should be changed before parent's pick up if needed. Potty training children should 'try' at least once.
- Oversee the check-in process. All children should have name stickers on their back. All cups and bags should also be labeled.
- Make sure children are picked up by their parents or approved siblings.
- Clean and straighten the room after the children leave.

Interacting With Parents:

- Always thank the parent for bringing their child. It is our privilege to serve them.
- Always smile (even when you are tired).
- Always tell the parents about any diaper or feeding events.

Kitchen Serving Set-Up

Making Coffee:

2-30 cup Pots: 1½ cups grounds for each 30-cup pot, amount may vary because of what is going on that Sunday.

Make: 1 pot regular and 1 pot decaf

(make sure correct basket and stem are in pot)

If you run out of coffee and need to make more, use the Bunn

Coffee Maker: 1/3 cup grounds per pot.

Making Lemonade:

2 gallons to start with. Use large blue 1-gallon pitcher with white cover to mix in. Use 1 ½ cups lemonade powder per gallon. Mix well; pour into colored 2-quart pitchers for serving. They are easier to handle for serving!

Setting up Cookies & etc.

Put cookies on serving plates, which are stored in island cupboard, right hand side. Place a plastic cover over tray (found in storage room). People are scheduled to bring cookies. There is a large tote in the refrigerator with extra cookies in. Use some of these if there are not enough brought in to fill 4 plates. Left over cookies should be stored in tote and refrigerated.

Setting up the Counter:

Cups for coffee and lemonade

Napkins

Stir sticks

Sugar & Creamer

Donation baskets

Please tidy up kitchen after serving. Wash equipment, counters, tables and sink. Sweep Floors when needed. Please do not immerse coffee carafes in water.

Trash:

Please empty all garbage cans in the kitchen into the large garbage can located in the storage room across from the kitchen (where the tables & chairs are).

Checklist for Kitchen Clean up

- Wash and dry all dishes used including coffee pots and crockpots. Put them away in their appropriate cupboard or storage location.
- Wipe down all counters.
- Make sure all sinks and dishwasher are rinsed of all food particles and the sink plug cleaned.
- Wipe down the dishwasher and attached counter of standing water.
- Remove the garbage can liners and dispose into the large garbage can in the storage room. Put clean liners in the garbage cans (these are located in the bottom drawer next to the stove).
- If food is left in the refrigerator, please label it with the date that it was stored using the post-it notes located in the box next to the phone. If the food is for a particular event, please note that. If the food is simply for general use, also note that.
- Pitchers of juice/lemon-aid should only be kept if the event is on a Saturday and can be used the next day for coffee hour. Please use a post-it to designate what is in the container and what day it was stored.
- All personal food containers should be taken home following serving. If the owner is not in attendance, wash the container and stack neatly on the cart for later pickup.
- Sweep the floor using the broom and dustpan located in the pantry. Mopping is NOT required. The custodian will mop.
- All dirty/wet towels should be taken home and laundered and returned to the kitchen as soon as possible by one of the kitchen workers or can be left in a neat pile next to the dishwasher and the custodian will take home to launder.

Thank you for helping us keep our church kitchen a clean and enjoyable workspace for everyone to use.

Duties of the Head Usher

Be at the Church 45 minutes before service and unlock front doors
Turn on lights, sound and make sure HVAC is on (listen for fans)

- Turn on top 2 breakers in electrical panel (top one in each column)
- Turn on both fan knobs to line. (When turning off has to click)
- Turn on "south shelf" and "cross" toggle switches.
- Turn on wall switch on south end above counter top
- Turn on power panel in sacristy low switch
- Open and lock back push bars on all sanctuary doors
- Check to see that all thermostats are on
- Light eternal light
- Put numbers up (numbers are under altar)
- Set tables and chairs up before service and take down after coffee
- Pass out bulletins and communion cards
- Assist Acolytes
- Light candles 5 minutes before service
- Ring bell six times at start of service
- Count people during readings or sermon and record in the office on the bulletin board.
- Collect offering and noisy offering on the 4th Sunday
- Assist with communion ushering
- Extinguish candles during the last verse of the closing hymn
- Turn off speaker system
- First, Turn sacristy power off
- Last, Turn control power off
- Flip off top two breakers in electrical panel and lock sacristy door. (top one in each column)
- Check to make sure lights are turned off in Sacristy, Sunday School rooms and Bathrooms, Kitchen and that all Windows are closed. Turn off all Fans and Lock up Front doors. Leave storage room doors unlocked.

Greeters

- Be at church ½ hour before service begins.
- Find your name in Family Service Group drawer in office and put in name tag holder.
- Stand by front door and greet everyone as they enter.
- Smile!! Show everyone how important they are and how glad you are they came out.
- When service begins return names to FSG drawer.

Thank you for helping. God Loves You!

Sunday Morning Reader

"As the rain and snow come down from heaven and do not return to it without watering the earth and making it bud and flourish, so that it yields seed for the sower and bread for the eater, so is the word that goes out of my mouth; it will not return to me empty, but will accomplish what I desire and achieve the purpose for which I sent it" Isaiah 55:10-11

- In weeks prior to reading, pick up readings from the church office from the drawer in the office marked "Family Service Groups" or have Deanna email them to you
- Double check with pastor or office staff if you have any questions about the readings or the worship service
- Check pronunciation of difficult words ahead of time using dictionary, computer or the pastor
- Pray in preparation to reading that God's Word and the Holy Spirit may lead all to faith
- Check microphone level prior to worship service
- Read slowly and with appropriate volume
- Use good voice inflection without drawing attention to yourself. The reading need not be "dramatic". God's Word is the object of our attention.
- Introduce reading using chapter and verse. Example: "The first reading is from Isaiah chapter 55". It is not necessary to read the number of verses included in the text.
- Conclude each reading using the words, "Here ends the reading".
- The psalm is read responsively by verse.
- Typical Sundays will include three readings from the bible: an Old Testament reading, a psalm, a New Testament reading and a Gospel text concerning the life of Jesus.

Lutherans believe that the Bible is the "cradle of Christ". All of scripture is important for teaching, faith and learning but its paramount importance is in pointing us to him. The faithful Sunday morning lector brings God's Word to our ears so the Holy Spirit may create faith.

Communion Assistant

"For I received from the Lord what I passed on to you; The Lord Jesus, on the night of his betrayal, took bread..." 1 Corinthians 11:23

- Sign up prior to the Sunday on which you will serve so that worship leaders are assured that there are enough communion servers. Each Holy Communion service requires three lay servers to assist Pastor Jeff with the Lord's Supper.
- During worship service, come forward and receive Holy Communion after the words of institution and Lord's Prayer. Once you have received the body and blood of Christ, you will be handed elements for serving—either the bread or the wine.
- Lutherans confess that Christ is truly present at the Lord's Supper. This meal is more than merely "remembering" what Jesus did for us. He says, "This is my body...this is my blood" so we take him at his word that he will be there in the elements. This is the first important belief we hold about the Lord's Supper: He is present! So we say as we administer this sacrament, "The body of Christ..."
- We do not attempt to explain how Christ is present. The pastor does not "change" the elements but rather we confess that he is there "in, with and under" the bread and the wine.
- The second great truth of Holy Communion is found in the words, "...given for you" and "...shed for you". This meal is a means of grace through which God sustains our faith. Christ is here, our sins are forgiven, and salvation is ours because of what he has done on the cross and at the empty tomb of Easter.
- Whoever believes these words, "...given and shed for you for the forgiveness of sins" has exactly what they say—forgiveness.

Communion (Cont'd)

- Lutherans believe that outward preparations for the Lord's Supper are important. Fasting and prayer are part of our heritage and we encourage all to come to Holy Communion with humble hearts. However, "that person is well prepared and worthy who believes these words: given and shed for the forgiveness of sins" (Luther, small catechism). We do not judge the readiness of others to receive this meal. God knows the heart and leads us to faith.
- In speaking the words, "This is the body of Christ, given for you" and "This is the blood of Christ, shed for you" you proclaim Christ's forgiving presence in the bread and wine.
- Here at South Santiago we offer first communion to those in sixth grade and above. When someone comes forward and you are not sure of their age, it is proper to discreetly ask if they receive the Lord's Supper. Since practices differ from one church to another, it is likely that someone younger than grade six may come to take communion—they may be visiting us for the day. It is proper for them to come to the Lord's Table here as well.
- Small children may come forward for a blessing. Most of the time, they are eager receive something as their parents/older siblings take communion. Pastor usually says, "By the waters of your baptism, the Lord has promised to bless you and keep you". Anyone may offer a blessing in this fashion.

"For whenever you eat this bread or drink this cup you proclaim the Lord's death until he comes" 1 Corinthians 11:26

Altar Guild

Setting Up Communion:

- Communion is the first and third Sunday of the month.
- Arrive 30-45 minutes before the service.
- Fill six trays (three on each side of the altar).
- Fill seven glasses of grape Juice and the rest with wine in each tray.
- Use the grape juice and wine that is in the jars in the small fridge first then use out of the bottles. Put covers on the trays and set on altar.
- The first Sunday use the wafers. Put them on the two brass plates, cover with white napkin. Put on altar.
- The third Sunday use bread. Put a piece of Saran Wrap on bottom of plate and put four halves of bread on plate. Cover with Saran Wrap and lay bread napkin on top.
- Put a small amount of wine in the chalice (a communion glass full) Put pall over the chalice then a communion napkin and place on altar.
- Set out baskets on each side of altar.
- Stand at each side of altar during communion. Servers will nod to you when they need more wine or read. Bring it down to them.
- When communion is done cover with tray covers and bread with cloth. Wait until each side is done before going back to pew.
- When serving at the 8 am service bring communion trays into sacristy and count the empty glasses and record on the calendar. Throw empty glasses away. Fill the trays with empty glasses for the 10:30 am service.
- When serving at 10; 30 service fill the glasses with wine and grape juice and check to see if the chalice needs wine and the bread plates need filling. Count empty glasses and record on calendar. Any wine or grape juice left in glasses, pour in jars and put them in fridge. Fill trays with empty glasses and put trays in cupboard. Wrap extra bread in Saran Wrap, put in baggie and put in freezer in kitchen. Wipe out chalice and bread plates the paper towel. (Do not use water on them.)

Altar Guild (Cont'd)

Baptism:

- Put candle in holder and set on altar with candle box behind the candle.
- Fill pitcher with hot water and set on altar.
- Put baptismal napkin on the font.(napkin in top drawer and labeled on bag) After service empty water from font outside.

Paraments and Candles

- There is a calendar inside the cupboard door that shows what color parament should be. If necessary change them. Curt will change the big banner.
- If candles need filling, fill them before first service. They last through both services. Usually they won't have to be filled as Curt or I fill them.
- The advent candles are filled before the first Sunday in Advent. They are wrapped in white paper in the top drawer.

Altar Guild meetings are held on the first Monday of the month in March, June, Sept., and Dec. except Sept. which are held on Tues. because of Labor Day. We decorate the tree in Dec.

If you are interested in being an alternate for Altar Guild and filling in as needed, please Contact Donna Pozorski at 763-856-8474.