

# Family Service Group



## VOLUNTEER OPPORTUNITIES

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**Thank you for your gift of time, talent and treasure!**

**Our Mission:** *Teaching the Word. Reaching the World.*

**Our Values & Purpose:**

- *We seek changed lives through the power of the Holy Spirit.*
- *We believe that change happens through the formation and sustenance of life-long, personal faith in God through Jesus Christ.*
- *We implement this by engaging in cross-generational ministry and radical hospitality as it is revealed by God's Word and by connecting to others within our congregation, our community, and the world.*

Mission statements, and more specifically, purpose, vision, or value statements help an organization gain a sense of direction and meaning in the work they seek to undertake. For example, the mission statement of the Lego Group, maker of the popular building “toys” and a company that has been to the brink of destruction in the business world, describes their mission and vision like this:

**Mission:** *'Inspire and develop the builders of tomorrow'*—Our ultimate purpose is to inspire and develop children to think creatively, reason systematically and release their potential to shape their own future - experiencing the endless human possibility.

**Vision:** *'Inventing the future of play'*—We want to pioneer new ways of playing, play materials and the business models of play - leveraging globalization and digitalization...it is not just about products, it is about realizing the human possibility.

The name of the toy itself—Lego—comes from the Danish words "*leg godt*," which means “play well.” Their website describes their history in this way: *"It's just a matter of getting the imagination going – and letting a wealth of creative ideas emerge through play. ...Systematic creativity is a particular form of creativity that combines logic and reasoning with playfulness and imagination."* Everything about Legos flows from their mission and vision for creativity and possibility.

Even if you were to buy a particular kit—for a pirate ship, let's say—you can build that pirate ship. Or, you can build an endless array of other things from those pieces, limited only by your imagination. **That is what Lego intends through its mission and vision. And, they expect their company and their customers both to be fruitful as they are all wrapped up together in Lego's mission and vision.**

We too have a mission and vision here at South Santiago Lutheran Church. Our mission and vision flows from the biblical story of God's love and grace poured out for God's creation, a creation made good by God's hand, yet fallen and in bondage through our hands. That story of love and grace is made most visible through the life, teachings, ministry, death, and resurrection of Jesus of Nazareth. And that story is passed on to us through the on-going story of the church, the vessel of the Holy Spirit, in all its warts and blemishes.

**Our story, our mission, and our vision—or as we call it here, our value-purpose statement—help us as a congregation gain a sense of direction and meaning in the work we seek to undertake as the Body of Christ.** *Everything* we do here as a congregation should connect directly to that mission and our values and purposes, with the very spirit of God's love flowing *through US*, even with our own warts and blemishes. **When we strive to make that mission of reaching and teaching visible, when we strive to live out our values and purpose of changed lives, growing faith, relating across our generational divides, welcoming, and seeking connections within our congregation and world around us, we should expect meaning, blessing, joy, and fruitfulness.**

When we do not refer to the compass of our biblical story; the mission we have teased out of that story; and the values and purposes that give our mission legs in the world, we should expect to wander and to flail.

It is our prayer, then, that you not receive this booklet as a “job catalog” or a soul-less “to do” list; **rather, it is our prayer that you find in here an invitation to be a part of the story, the mission, and the values that we believe God has given our congregation.** And, in responding to that invitation, **it is our prayer that you find a sense of that meaning, blessing, joy, and fruitfulness—*NOT* in checking off a list—but in being connected with God’s loving presence.**

## Acolyte

**Introduction:** Our Acolyte ministry can easily be seen as simply lighting a candle and putting out a flame. It is easy to get lost in the tasks at hand for this ministry and for young people that may volunteer to do it, there could be thousands of other people and ways that this ministry could happen. Often the perception can seem that this is an unimportant mission as the task seems too simple. There is more to this ministry than what it may seem on the surface and often we need to be reminded that each ministry here offers others a chance to witness God at work in the lives of God's people.

### **Our Acolyte's live out the mission of South Santiago Lutheran by...**

- Carrying the light of Christ into the congregation of SSLC and inviting Christ to be a present part of worship and faith formation as the congregation lives out its purpose. Offering a visual encounter with Christ's presence through carrying Christ's light into the congregation.
- When the candles are extinguished Acolytes carry out of the sanctuary the light of Christ that is as present in worship as well as our daily travels outside of this space.
- Presenting the first invitation and the last word to our congregation's values of "Teaching the Word; Reaching the World."
- Engaging in Cross-Generational mission by learning from our head ushers, adults and others that may walk alongside of them as they offer their gifts in the act of worship.

Our aim is that this ministry becomes more than a job but a witness to God at work. **As Acolytes you carry a message of hope that God has not left or abandoned his people wherever they go reminding us of the ever present God in our daily life.**

Acolytes should be in the ushers room 15 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.
- Light the candle to your right first, then the one to your left, then the tall Baptismal candle.
- When to go to get ready to put out the candles:
- Watch the bulletin for whatever is right before the last song. Quietly sneak out before the song is done and an usher will help get your robe back on.
- 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.
- Before you extinguish the last candle, whether that is on the altar, the advent wreath, or Baptismal candle---relight your candlelighter so that the Light of Christ goes out into the world with you and the rest of those who have worshipped here.
- Extinguish your candlelighter when you get back into the narthex.
- Hang your robe and candlelighter in the usher's room.

More details are in the Acolyte Training manual available in the church entry.

**Parents: Please help your children sign up for the times you will be at worship.**

## **Sound & Projection**

**Introduction:** In terms of the mission, values, and purposes of our congregation, our Sound & Projection Servants may be more behind the scene; but, they nonetheless play a vital role in fulfilling our mission, values, and purposes. ...the ministry of our Sound & Projection Servant supports our mission, values, purposes, and worship & music ministries by...

- managing the sound quality of what is spoken or sung;
- managing the projected words and visuals of the service itself; and
- does these in a way that make our worship services accessible to almost all worshipers.

Almost every aspect of our worship service might include teaching, learning, and growing. For example, when we are invited to confess our brokenness and bondage to sin, we very well might grow in our understanding of the fallen human condition; and, we very well might learn something about the nature of the God to whom we confess, namely, *"that when we confess our sin, God, who is faithful and just will forgive our sin and cleanse us from all unrighteousness"* (1 John 1:9).

**YOU are directly a part of all of that, however behind the scenes you might think of yourself, by helping to manage our sound and projection.**

### **Sound and 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 projectors. 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.  
Turn and point remote at rear facing projector, push button until green light comes on

### Directions for turning off Projectors:

- The SILVER remote that is sitting in the sound booth controls the projectors. 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. Do the same for the rear facing projector.

### ***\*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 Mediashout software:

- Turn on the monitors and computer.
- Make sure the Projectors are on!
- When the computer has started press the "Mediashout" button.
- Open "Copy" icon on desktop, then open "Staff" folder
- Open "SSLC Worship", then "2015 Worship"
- Choose by month, then date. Then open Mediashout file.

### Running a Slide Show at Worship:

- Follow Along with the Play button or Right arrow remote button.
- If you see places like the sermon that should have a blank screen. Hit the Blank Screen Button on the lower right corner.
- To advance following a blank screen. Hit the right arrow remote button, 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!

## **Kitchen Servers**

**Introduction:** Serving in the Kitchen can often feel as though you are simply offering cookies to kids, or filling up coffee cups rather than ministry in action. The checklist is long and the dishes still need to be washed. As we have looked at the mission we have come to realize that our kitchen and this ministry plays a vital role in welcoming the stranger. It creates space and opportunities where people can interact about the daily struggle of life over a cup of coffee or lemonade. It is a place where we quite literally feed the “least, the lost and the lonely.” Practicing radical hospitality as we encounter one another on life’s journey.

### **Our Kitchen Servers engage in the mission of South Santiago Lutheran by...**

- Practicing “Radical Hospitality” by offering their gifts of service to those worshiping with us. There is more to kitchen ministry than just a warm cup of coffee and a cookie. It offers a chance to feed the hungry, care for the souls of those we encounter, and bless each other with the warmth of a loving God.
- Providing a way for those in our midst to encounter one another while sharing in a common meal, and creating a reason for people to engage rather than simply exit the building following worship.
- The kitchen servers create space for God to encounter each of us through caring conversations shared over a cup of coffee or cookie.
- The kitchen often becomes the hub of activity in any home. Often the place where families share deep, meaningful conversations while preparing a meal for one another. The kitchen ministry at South Santiago can be that same place. Teaching areas of service to one another as well as a chance to connect over a shared love for feeding our neighbors.

Kitchen servers offer more than just a cookie. Though at times the tasks may seem heavy or undervalued your gifts in this ministry create a place where a stranger can feel welcome. As Jesus fed his disciples we too share a meal with one another. Offering a place where the afflicted can find peace and the stranger find company.

### **Kitchen Servers Set-Up**

#### Making Coffee:

1-30 cup Pot (Decaf): 1½ cups grounds for each 30-cup pot, amount may vary because of what is going on that Sunday.  
(make sure correct basket and stem are in pot)  
1-100 cup Pot (Regular) 3 1/2 cups grounds each 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 (last cupboard towards dishwasher). Place a plastic cover over tray (found in pantry). People are scheduled to bring cookies or bars. There is usually extra cookies and bars in refrigerator. Use some of these if there are not enough brought in to fill 4 plates. Left over cookies should be stored in refrigerator.

#### Setting up the Counter:

Cups for coffee and lemonade-use either real or disposables  
Napkins-found in pantry  
Stir sticks-found in pantry  
Sugar & Creamer-found in pantry  
Donation baskets-on counter

Please tidy up kitchen after serving. Wash dishes, counters, and sink. Please do not immerse coffeemakers or carafes in water, just rinse to clean.

After second service, clean up all dishes and plates. Return stir sticks, sugar & creamer, and napkins to pantry.

### **Checklist for Kitchen Clean up for special events**

- Wash and dry all dishes used. Put them away in their appropriate cupboard or storage location.
- Rinse out coffee pots, set to air dry
- Rinse out coffee carafes, set to air dry.
- 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 waste basket liners and dispose into the large trash can in the storage room off the kitchen. Put clean liners in the waste baskets (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 notes located in the rack 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/lemonade should only be kept if the event is on a Saturday and can be used the next day for coffee hour. Please use a note 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.
- 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.

## Head Usher

**Introduction:** It can be tempting to think of ushering, not to mention being the HEAD usher, as simply grunt work: make sure the lights and sound are on; make sure the candles are lit; collect the offering; etc. When this becomes the case, we approach a point in the life of our congregation of “just doing tasks that need to get done” instead of *“offering yourselves as living sacrifices, holy and pleasing to God, which is your spiritual act of worship”* (Romans 12:1). **One of these is more apt to offer meaning, purpose, joy, and more, as fruits of being a part of the mission and ministry of God’s love in this world!**

Of course, that is the aim of our Mission and Value-Purpose Statements that you can find in the front of this booklet. ...**the ministry of our Head Usher supports our mission, values, and purposes by...**

- ...overseeing the preparation of our building for worship (as detailed below) in such a way that our worship leaders are supported and freed for their preparations for teaching and reaching;
- overseeing the preparation of our building for worship (as detailed below) in such a way that our space is comfortable, accessible, and welcoming for all worshipers, and especially guests and new-comers;
- kindly and graciously connecting to others within our congregation in recruiting for help with tasks for worship (as detailed below) in such a way that relationships are built across generational lines and those recruits themselves have a sense of their part in the mission and ministry of our congregation;
- welcoming worshipers, seeking especially to connect with faces that are unfamiliar;
- welcoming worshipers by being prepared to answer questions about our building (i.e., “Do you have a nursery?” or “Where are the bathrooms?”), as well as our worship practices (i.e., “Can I take Holy Communion here?”); and,
- overseeing all of this with a sense of joy in the service of God through the service of others.

Sunday morning's worship and hospitality carry with them a number of tasks. You have much to do, not just with "getting the jobs done," but as much with building up relationships and welcome within our congregation, both with those whom you might ask to serve with you, as well as new-comers and guests. **As Head Usher, YOU serve on the "front line" of our congregation's mission and Sunday morning ministries.**

### **BEFORE FIRST WORSHIP SERVICE OF THE DAY**

Be at the church at least 30 minutes before service and unlock front doors.

- Turn on entry lights (switch near glass doors).
- Turn on top 2 breakers marked "Main Lights" on electrical panel (top one in each column). Air exchanger should start running.
- Turn on both fan knobs to marked line. (When turning "OFF" it has to click).
- Turn on "south shelf", and "cross", and parking lot (if needed) toggle switches (marked by Happy Face stickers).
- Turn on switch (on south end above counter top) for power in projection booth.
- Push sliders on light panel to correct settings for worship.
- Turn on power strip in sacristy closet, low switch on side of amplifiers.
- Check all thermostat settings, adjust if necessary.
- Turn on eternal light. Pick up candle unit from red globe, switch is on bottom. Plug in any other lights at front of sanctuary.
- Put song numbers up from bulletin (numbers are inside altar, center door on back).
- Set tables and chairs up before service - 4 tables and all chairs on cart on office side of narthex.

## **FOR ALL WORSHIP SERVICES**

- Find 4-6 other people to help with offering and 1 person to help usher for communion.
- Assist Acolytes with robe and candlelighter.
- Light candles 10 minutes before service if no acolytes are available.
- Ring bell six times at start of service.
- Close doors into sanctuary at start of worship.
- Count people in worship during readings or sermon and record in the office on the bulletin board.
- Usher offerings during worship on all Sundays, and Noisy offering on the 4<sup>th</sup> Sunday of each month.
- Usher for communion during worship
- Open doors at end of worship service.
- Extinguish candles during the last verse of the closing hymn if there is no acolyte available.

## **AFTER LAST WORSHIP SERVICE OF DAY**

- Take down all tables and chairs and return to storage room.
- Turn sacristy closet power switch off.
- Turn off eternal candle on altar. Pick up candle unit from red globe, switch is on bottom. Unplug any other lights in sanctuary.
- Turn control power switch off in projection booth.
- Turn off all 3 projectors with silver remote control from projection booth. The lights will go from green to yellow.
- Turn off both fan knobs to marked line, (needs to click to be off).
- Turn off "south shelf", "cross", and parking lot toggle switches.
- Push all sliders on light panel to bottom EXCEPT NO. 1.
- Flip off top two breakers in electrical panel. (top one in each column)
- Check to make sure ALL LIGHTS are turned off in Sacristy, Sanctuary, Sunday School rooms, Bathrooms, and Kitchen and that all WINDOWS ARE CLOSED.



- Leave storage room doors open.
- Lock office door.
- Lock Front doors.
- PLEASE STAY UNTIL EVERYONE HAS LEFT.
- YOU WILL BE THE LAST PERSON TO LEAVE unless other specific arrangements have been made
- THANK YOU FOR SERVING!

## **Greeters**

**Introduction:** In terms of South Santiago's mission, value and purpose statements our greeting ministry takes on a vital role. The greeter on Sunday mornings is often the first person people see when they enter the doors of our congregation. For some, this might be the first friendly and familiar face. For others, this might be the first person to ease their mind about coming to a new congregation. It is our congregation's first attempt at "radical hospitality" as we have to come understand it.

### **Our Greeters live out the mission of South Santiago Lutheran by...**

- Welcoming the stranger in our midst. Often the first face of a new families experience we provide not only a chance to greet a new face but an opportunity to connect them with another person.
- As we seek to reach out to the world, our hope is that people feel a profound connection to God's love as it moves in our community.
- Providing a connecting point to the congregation's mission and ministries as they exist that day. Encouraging others to actively find ways to use their gifts.
- Providing a calm, loving place of welcome for all who enter our congregation's doors.

### **Greeters**

- Be at church 30 minutes before worship service begins.
- Stand by podium and greet everyone as they enter; give each family a bulletin and any other handouts for special occasions.
- Smile!! Show everyone how important they are and how glad you are they came out!
- Assist visitors to sign the guest book, and answer any questions they may have.
- Stay at your post until just before worship starts.

## Reader

**Introduction:** Our Sunday morning readers do more than just simply read a text to the congregation. Our first instinct is to get lost in the uncomfortable places where reading in front of groups might push us. The beautiful reality is that our reading ministry offers a place the Gospel can be proclaimed loudly to all who may need to hear a message of hope or challenge in their week. It is one of the many places where we live out our mission of "Teaching the Word" in a genuine, tangible sort of way.

### **Our Readers live out the mission of South Santiago Lutheran by...**

- Proclaiming loudly to the world the message we all need to hear. Sharing the Biblical story in another voice with a different way of reading the text.
- Creating another way for people encounter God in their everyday life that may not be the Pastor or Staff's voice.
- Provide a tool for teaching the word, and encountering God in our midst.

*"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 week prior to reading, pick up readings from the church office from the drawer in the office marked "Family Service Groups" or have the church office 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 help from the pastor.
- Pray in preparation to reading that God's Word and the Holy Spirit may lead all to faith.
- 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, "This is the Word of the Lord".

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 Assistants

**Introduction:** It is often easy to think of our Communion Assistant ministry as serving a piece of bread and a glass of wine. We often worry about the right words to say, or not messing up a blessing, or which hand do I hold the bread in when giving a blessing, and often blow past the significance of this ministry. As a wise member of our congregation once stated, "serving communion has more to do with offering grace and forgiveness than it does anything about the means by which we offer it."

### **Our Communion Assistants carry out the mission of South Santiago by...**

- Declaring to all involved that through the body and blood of Jesus Christ we are forgiven and called to that forgiveness through the sharing of a meal.
- Practicing a radical sense of hospitality through the invitation for all to come and be a part of the gifts that God has offered his people.
- Blessing and encouraging young people to be reminded of God's promises at the waters of Baptism through the blessings given to you.
- Engaging cross-generational ministry by intentionally inviting others into the service we share together at the meal.
- Inviting others to witness the power of the Holy Spirit as it moves and transforms lives through God's gift.

## **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 the Pastor 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.

- 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

**Introduction:** It can be tempting to think of getting the altar area set-up for worship as simply “grunt work.” It is truly a tall order to make sure communion is set-up; the appropriate banners and paraments are adorning the sanctuary; the necessary items for baptism are prepared, when needed; and more. When this attitude becomes the case, we approach a point in the life of our congregation of “just doing tasks that need to get done” instead of *“offering yourselves as living sacrifices, holy and pleasing to God, which is your spiritual act of worship”* (Romans 12:1). **One of these two options—“just doing tasks” v. “your spiritual act of worship”—is more apt to offer meaning, purpose, joy, and more, as fruits of being a part of the mission and ministry of God’s love in this world...the ministry of our Altar Guild supports our mission, values, and purposes by...**

- overseeing the preparation of our altar area (as detailed below) in such a way that our congregation’s gathered worship is joyfully prepared and ready;
- kindly and graciously connecting to others within our congregation in recruiting for help with tasks for worship preparation (as detailed below) in such a way that relationships are built across generational lines and those recruits themselves have a sense of their part in the mission and ministry of our congregation;
- partnering with the pastor in teaching new altar servants about the purpose and meaning of our worship practices like baptism and communion, as well as our worship tools, like the paraments, banners, and more, not so much with a focus on “the right way” as much as with a focus on “what God is seeking to do through this practice or tool”;
- overseeing all of this with a sense of joy in the service of God through the service of others.



Sunday morning's worship carries with it a number of tasks. You have much to do, not just with "getting the jobs done," but as much with building up relationships and welcome within our congregation. **As the altar guild, YOU serve on the "front line" of our congregation's mission and Sunday morning ministries of receiving and spreading God's love.**

### Setting Up Communion:

- Arrive 30 minutes before the service.
- Fill six trays (three on each side of the altar.)
- Fill seven glasses of grape Juice and place in center of tray. Fill the rest with wine in each tray.
- Use the grape juice and wine that are in the jars in the small refrigerator first, then use the full bottles. Put covers on the trays and set on altar.
- The first and third Sundays, we use wafers. Put them on the two brass plates, cover with white napkin. Set on altar.
- The second and fourth Sundays we use communion 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. Set on altar.
- DO NOT put wine in the brass chalice. Put pall over the chalice then a communion napkin and place on altar.
- When serving communion intinction style, you will need to fill the divided chalices with both wine and grape juice.
- Set out baskets for glasses on each side of altar.
- Stand at each side of altar during communion. Servers will nod to you when they need more wine or bread. Bring it down to them.
- When communion is done, cover trays 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 after worship. 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 bread plates need filling. Any wine or grape juice left in glasses, pour back into bottle and place in refrigerator. Fill trays with empty glasses and put trays in cupboard. Wrap extra bread in Saran Wrap, put in zip-loc bag and put in freezer in kitchen.
- Wipe out chalice and bread plates with the paper towel. (Do not use water on them.)

### 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.
- If candles need filling, fill them before first service. They last through both services.
- 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 Tuesday because of Labor Day. We decorate the Christmas tree in December.

If you are interested in being an alternate for Altar Guild and filling in as needed, please Contact Sandy Empting at 320-743-2626.