

WORSHIP PARTICIPANT FUNCTIONS

Assisting Minister

Before the Sunday of your service:

- Be aware of the service that is going to be used. You may want to take a copy home with you. The parish administrator can give you a copy. Read through the service and see where and when you will have parts. Practice aloud the language and music of your parts of the service. You should project your voice to the last pew.
- Read through the lessons for the Sunday of your service, so that you can prepare relevant prayers. You may wish to contact the person who will serve as presiding minister, and the preacher to see what themes that they will be using. Prepare your prayers using the format noted in the service folder. If you need help, call one of the pastors or one of the other assisting ministers.
- You are responsible for the day that you have agreed to serve. If you find that you are unable to serve, then you will need to first contact the parish administrator. If at all possible, arrange for someone else to take your place, and give that name to the parish administrator as well.

When you arrive:

- You should arrive at church thirty minutes in advance of the liturgy. Once there, report immediately to the sacristy.
- Make certain that any prayers or other materials you will need during the service are placed either at the lectern or at your seat. Please do not carry them with you in the procession.
- Vest in an alb and deacon's stole, and ask the presiding minister if you can help with any arrangements. The presiding minister will brief all the other ministers of the service prior to the service beginning. Make certain that the lectionary is marked for the proper Sunday.
- After the presiding minister leads the devotion, take the lectionary binder and proceed with the other ministers to the narthex by way of the parish hall.

ENTRANCE RITE

If the liturgy starts with a confession and forgiveness, go out with the **presiding minister** and hold the book for the him/her to read.

Entrance Hymn:

The procession enters the church in the following order:

Crucifer
Assisting Minister
Preacher

Presiding Minister

Once the people begin singing the hymn, the **crucifer** will lead the procession into the church. You will be carrying the **lectionary**. When carrying the book, hold it in both hands, symbol facing forward, up over your head.

Do not carry any other service materials, since your liturgical task is to bear the book. You will probably not be able to sing the hymn, unless you know it from memory. At the chancel step, stop briefly but do not bow (since you are carrying the scriptures) and place them on the lectern. Then go to your seat and remain standing.

Apostolic Greeting:

Proceed to the lectern with the **presiding minister** and hold the book for the presiding minister.

Kyrie Intercession:

Lead the Kyrie intercession from the center of the lectern. You may wish to hold your hands in the prayer position.

Hymn of Praise:

Stand with the presider as it is sung.

Prayer of the Day:

Hold the book for the presiding minister to lead the prayer of the day.

THE LITURGY OF THE WORD OF GOD

First Lesson *Be seated.*

Psalm *Remain seated.*

Second Lesson *Remain seated.*

Alleluia Verse: *Stand for the verse*

Holy Gospel:

Receive a blessing from the **presiding minister**.

Take the book from the lectern and follow the crucifer to the middle of the aisle, stopping just a few feet from the crucifer. Gather with all the other people around the book of the Gospels. Following the reading there will be a few moments of silence for meditation. As people return to their seats, walk to the chancel, stop briefly at the altar. Return the book to its place of honor at the foot of the statue of Jesus and be seated.

Sermon: *Remain seated.*

Hymn of the Day:

Stand for the hymn of the day. *During the final verse, proceed to the lectern.* If there is a creed after the hymn, follow the presiding minister and stand next to the lectern).

Creed (when it is said):

Stand to the side of the chancel while the presiding minister leads the creed.

Intercessions:

Stand at the center of the lectern and lead the people in the intercessions. Once you have completed your bids, return to your seat, allowing the **presiding minister** to complete the Intercessions.

The Peace:

Greet the other ministers and people. Once you have completed your greetings, return to the altar.

THE LITURGY OF THE EUCHARISTIC MEAL**Offering:**

As the ushers begin to receive the offerings, go to the altar.

At the lavabo bowl, wash your hands and wipe them with the lavabo towel.

Make certain that a service folder is placed to the right of the chalice and is opened to the offertory hymn. Assist the presiding minister with his/her preparations. Stand to the right of the presiding minister.

Offertory Hymn:

Proceed with the crucifer to the front of the altar and receive the gifts of the people. You will receive the bread and wine; the crucifer will receive the offering plates and food basket. After all the gifts have been received, return to your place at the altar.

Offertory Prayer:

Lead the offertory prayer from your place at the altar. Hold your hands in the prayer position.

The Great Thanksgiving:

Remain standing at the altar. You can be helpful to the presiding minister by turning pages in the service folder.

The Prayer of Jesus: *Remain standing at the altar.*

The Agnus Dei:

During the Agnus Dei (Lamb of God) receive the Eucharist along with the other ministers of the service.

Communion:

Once all have received, you will be communing people with the chalice of wine. Take the chalice and begin communing people on the north side of the altar. Commune them with the words: *"the Blood of Christ shed for you."* Stand at the side as the presiding minister says the blessing.

After all have been communed, make certain that any disabled people in the pews who wish to be communed there are communed. Return to the altar, and there commune the presiding minister. Once his/her devotions are completed, assist with the clearing of the altar.

The Post Communion Canticle: *Remain standing at the altar.*

The Prayer:

Lead the people in the prayer from your place at the altar. Hold your hands in the prayer position.

The Benediction:

Remain standing at the altar. After the benediction is completed, return to your seat.

The Recession:

When the crucifer has left to retrieve the processional cross, retrieve the lectionary, and stand waiting to follow the processional cross in the recession.

The Dismissal:

At the doors of the church, lead the people in the dismissal.

After the Liturgy:

When those greetings are completed, return to the sacristy and take off your alb, returning it to the closet in the sacristy. Return your stole to the stole drawer.