

ASSISTANT MINISTER HANDBOOK 2010



T O P I C S

Introduction

Job Description
Scheduling

Liturgy

Chanting
ELW Worship Settings
Psalm Tones and Refrains

Preparation for Worship Time

Resources
Worship Checklist
Managing Worship Assistant Absences

Order of Worship

Liturgy of the Word
Liturgy of the Meal

Setting the Table

Saying the Prayers

Communion Procedures (available in a separate document)

Healing Sunday Procedures (available in a separate document)

Prayer Procedures (available in a separate document)

Gospel Procession (available in a separate document)

INTRODUCTION

Assistant Ministers participate in the service, assisting the Pastor with the actual service. Assistant Ministers take part in the liturgy and lead the congregation in prayers and other participatory sections. Assistant Ministers assist with communion, baptism, liturgy and special events. Assistant Ministers guide the acolytes, crucifers, lectors, ushers, and cantors throughout the service.

Assistant Ministers in ELCA Lutheran churches lead the congregation through Sunday morning worship activities. They are also congregational leaders. Regular and faithful attendance is essential for any Christian to develop a deeper relationship with Christ. Accordingly, it is *mandatory* for Assistant Ministers to be diligent about attending worship services to be effective in this ministry. This ministry is open to all confirmed members.

The **Worship and Music Liaison** schedules the Assisting Ministers and Cantors. Scheduling is completed in two-month blocks. Assisting Ministers can opt to serve in chunks of one service for the month, or in increments of two weeks, filling both services on a Sunday. Adjustments can be made to accommodate special situations, such as illness and family emergencies. Changes in the schedule are managed by the Worship and Music Liaison in conjunction with the Pastor and the Director of Music.

During Lent, one Assistant Minister is usually assigned to serve for all of the Wednesday Mid-week services, because of the highly lyrical setting that is used. This also applies to Holy Week.

LITURGY

The individual components of the liturgy have developed over the centuries, but most of the texts have some kind of origin in the scriptures. The core phrases and images of the liturgy are derived from the Bible and provide an important connection to the scriptures. More detailed information on the liturgical roots is available at: <http://www.elca.org/Growing-In-Faith/Worship/Learning-Center/FAQs/Biblical-Roots.aspx>

CHANTING

Unless otherwise instructed, Assisting Ministers chant the Kyrie, Glory to God, and the Psalm. Exceptions are dictated by the Worship and Music Liaison or the Minister of Music in advance. It is essential that you practice this music independently during the week before you serve. The serving accompanist can also be enlisted for help. You will also rehearse/warm up with the accompanist a few minutes before worship time. **Remember that chanting is not singing, but *intoning* the notes: recite in a singing tone.**

ELW SETTINGS

Settings are selected by the Worship and Music Team during regular meetings. Each setting is continued for about 3 months. Trainings are held frequently through the year to learn the music for these settings. An ELCA CD is also available for your use in teaching yourself the music. The ELW settings that are most frequently used at Peace are listed below:

Setting I

Setting II

Setting III

Setting VIII



PSALM TONES AND REFRAINS

Psalm tones and Refrains are preset. There is a CD resource in the back of the **Psalter** for these tones. The Psalter for Worship for the proper year will indicate the tones and refrains for the Sunday by calendar date. The **Director of Music** or **Worship and Music Liaison** can assist you in determining exactly which ones you need for your service date.

PREPARATION FOR WORSHIP TIME

As you plan your prayers and practice the various parts of the liturgy that are chanted, there are resources you can access.

1. SUNDAYS AND SEASONS: Sundays and Seasons is both a website and a textbook. The textbook is available from the Worship and Music Liaison, the Director of Music, or the Pastor. The website is accessible at: <http://members.sundaysandseasons.com/index.php>. It is called “Assisting Ministers” and the login username is “PLCAMs.” There are *Celebrates*, hymn texts and samples, prayer resources, informational resources, and an array of worship resources and ideas.

2. ELCA WEBSITE: Visit this link: <http://www.elca.org/Growing-In-Faith/Worship/Learning-Center/FAQs/Biblical-Roots.aspx>. From the ELCA website, click on “Growing in Faith.” Then, click on “Worship.” At this point you will see a sidebar with many topics that can be invaluable in deepening your understanding about what God is calling you to do as an Assistant Minister. Click on “What We Believe.” There you will click on “Prayer Center,” which will display Prayer Network, Prayer Resources and Prayer Ventures, all of which can help you develop your own prayers and broaden the scope of your prayer life.

THE MISSAL SETUP

The Missal is the liturgical book that includes the instructions, settings, and texts we use during the worship service. Each time you serve as Assisting Minister, just before the service, you will need to make sure that you have pre-marked the pages using the page markers attached to the Missal. Take care that you are in the correct setting for the day by referencing the bulletin heading for the day. Start the markers at the Kyrie, rather than the Confession and Forgiveness, as that liturgy is spoken before the Processional and Gathering Hymn. You will mark the following pages:

1. Kyrie (Assistant Minister)
2. Glory to God (Assistant Minister)
3. Great Thanksgiving (Presiding Minister)
4. Holy, Holy (Congregational, led by Assistant Minister after preface by PC)
5. Communion liturgy (Presiding Minister) depending on the Sunday we are on (for instance, Advent, Ash Wednesday...).



Refer again to the bulletin for the day to confirm which text to use. After the first worship service, you will need to redo the setup. After the second service, you may want to set the Missal up for the following Sunday.

The reason that you do not mark every section has to do with our bulletin practices and the order of worship at Peace. Since the entire worship service is presented in the bulletin, there are prayers that you will say that are different from those in the Missal. Please use the prayers for Offering and Communion that are printed in the bulletin, unless PC, Director of Music, or Worship and Music Liaison indicate otherwise.

T H E W E E K B E F O R E

1. Consider practicing in the Sanctuary if your schedule permits. Otherwise, do so in front of the mirror or using a video recorder at home.
2. Practice the spoken liturgy.
3. Practice reading the Lessons and Gospel.
4. Practice chanting the Kyrie, Glory to God, and the Psalm.
5. Write the Prayers you will use. If using the Celebrate Prayers, you might just add some original petitions. Check your verbiage to see that it aligns with Lutheran practice. Check the Prayer Concerns list in the bulletin for important petitions.

W O R S H I P C H E C K L I S T

Here are the Assistant Minister duties for Sunday morning in a rough priority order. Avoid allowing others to distract you from this procedure. Your comfort during worship is connected to the time you spend here.

| COUNTDOWN TO WORSHIP TIME | ASSISTANT MINISTER ACTION <i>(need about 30 minutes to do these actions)</i> |
|---------------------------|---|
| 10 | Alb on; wireless mic from Sound person. |
| 9 | Check in: Greet the Presiding Minister and make sure there are no special considerations for the day. Ask about emergent prayer requests that may have been called in during the week. |
| 8 | Missal: Set up the Missal, which is on the Altar, using the day's bulletin to confirm which pages to bookmark. Refer to the Missal Setup section of this manual for directions on how to set up the book. |
| 7 | Put a Celebrate on the table cloth in the center of the Altar. Make sure that Prayer of the Day is facing upward. |
| 6 | Communion Elements: Check that the Altar Team has prepared the elements for Communion and placed them in the correct locations: Flagon (wine) and Paten (bread) are at the back of the Sanctuary on the little table to the LEFT side of the doors as you face the back. Silver cup tray and Chalices, napkins are on the little table at the BACK of the Altar to the LEFT as you face the brick wall. If these things are not in place, check the Worship Assistant list in your bulletin to see who is serving and follow up to see that they are there. This needs to be in place before the start of worship. |
| 5 | Warm up with organist: <i>Kyrie, Glory to God, Psalm</i> . Go to the piano to do so; not from the Altar. If organist is not present, warm up solo or ask Worship and Music Liaison, or your mentor to assist. |
| 4 | Check worship assistants as described in this manual, referring to worship assistant list in bulletin. |
| 3 | Check Acolytes: lighters, wicks, albs, bulletins on chairs, hymnals. |
| 2 | Stand at back of church during Prelude; check your materials: glasses, water, hymnal, bulletin, pen, prayers... |
| 1 | Presiding Minister starts with the Welcome...take a deep breath... |

MANAGING WORSHIP ASSISTANT ABSENCES

It is worth noting that it is rare for more than a couple of people to be absent on a given service. *Tardiness* can be more prevalent. If you notice repetitive issues, please inform the **Worship and Music Liaison** at worship@myplc.org.

Worship Assistant Check: 15 minutes before worship, begin to check the Worship Assistant list in your bulletin to confirm that the people are present. Find replacements for absentees if they are still not present at 5 minutes before worship. Refer to the addendum in this manual, “Managing Worship Assistant Absences” for resolutions for these situations. Ask a substitute to serve, *unless they see the assigned worship assistant arrive* before the part of the service during which they are needed.



| WORSHIP ASSISTANT | ASSISTANT MINISTER ACTION |
|--------------------------------|---|
| Lector | Assistant Minister is the default Lector |
| Acolyte | Direct the single acolyte to light all the torches. You will have to find a volunteer to help that acolyte at Communion to retrieve the cups. |
| Eucharistic Minister | Find a replacement before worship |
| Children’s Sermon | Inform the Presiding Minister immediately so that they can substitute. |
| Ushers | Find one replacement, asking that person to find a partner. |
| Sound Tech | Use default directions on the Sound desk in the Loft. |
| Children’s Time/Nursery | Tell the Ushers, so that no children are sent to those activities. Announce during the “Sermon Notes” after the Prelude, before worship starts. |

See the example of the list:


 Peace Lutheran Church
 This Week's Worship Assistants

Our thanks for those who served this week...

| | 8:30 am ELW Setting 10 | 11:00 am ELW Setting 10 |
|-----------------------------|------------------------|-------------------------|
| Altar Care | B. Van Sickle | D. Foster |
| Acolytes | Jeremy D., C. Drew | Christina P., Katie P. |
| Assisting Minister | G. Williams | G. Williams |
| Cantor | G. Williams | G. Williams |
| Lector | L. Finamore | B. Simperts |
| Eucharistic Minister | C. Crawford, T. Taylor | H. McGee, D. Pedersen |
| Children's Time | G. Collinson | J. Fronck |
| Children's Sermon | S. Altman | E. Layton |
| Nursery | L. Denton | L. Denton |
| Greeters | S. Altman | |
| Ushers | M. & L. Garner | B. & PJ Conrad |
| Organist/Pianist | S. Johnson | S. Johnson |
| Special Music | | |
| Sound Tech | E. Wells | E. Wells |
| Tellers | | C. & E. Bender |

ORDER OF WORSHIP



KEY:

Black = Presiding Minister speaks

Blue= Assistant Minister speaks

Red= Congregational singing

Liturgy of the Word

Prelude

Worship Notes

Confession and Forgiveness

Gathering Hymn/Processional

Kyrie

Glory to God

Prayer of the Day

Special Music or Anthem

Readings and **Psalm**

Gospel

Sermon

Hymn of the Day (Sermon Hymn)

Creed

Prayers of Intercession

Peace

Offering (AM is setting the table for Communion; format is on the Altar under the Missal)

Offertory Response (AM receives the flagon or paten from the acolyte/usher; raise to cross and place on Altar.)

Offertory Prayer (in the bulletin)



Liturgy of the Meal

Great Thanksgiving

Holy, Holy...

Lord's Prayer (everyone speaks)

Lamb of God (AM/PC commune each other, EM, acolytes.)

Invitation to Communion

Communion(AM gives bread)

Healing Service (on 5th Sunday; blessing on each)

Table Blessing

Post-Communion Canticle

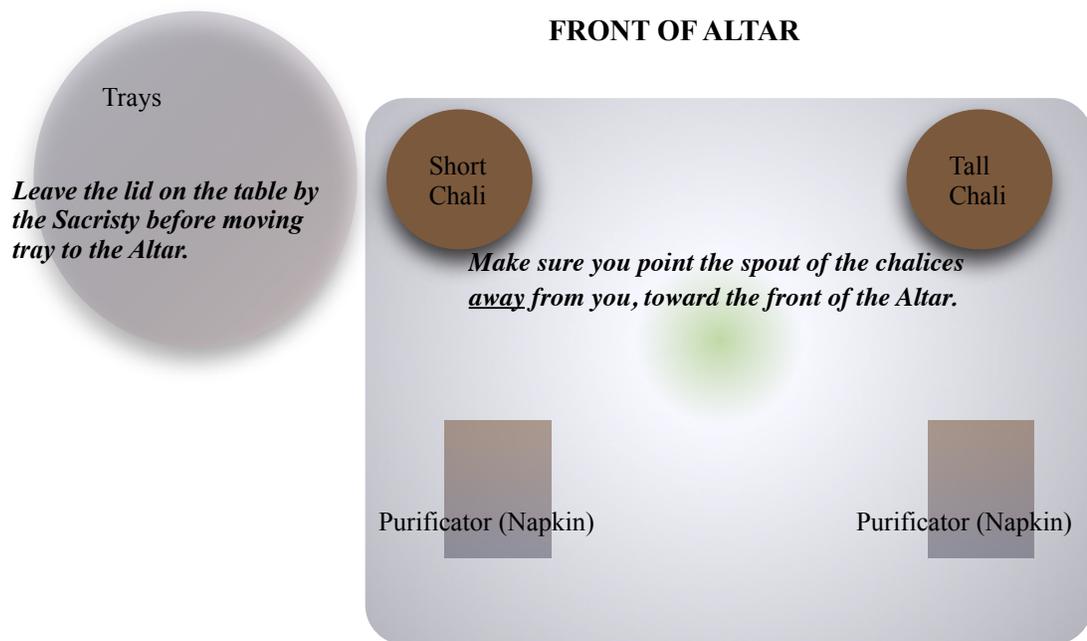
Prayer after Communion

Sending

Announcements

Blessing

SETTING THE TABLE

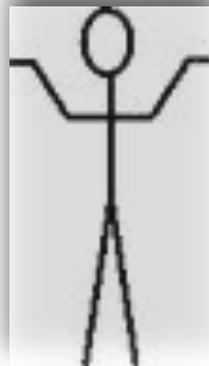


The Assistant Minister sets the table during the Peace, finishing by the time the Offertory Response begins. Acolytes and ushers are bringing the Flagon and Paten to the Altar as the table is set. Work with deliberation, but do not rush.

Again, make sure you point the spout of the chalices away from you, toward the front of the Altar.

SAYING THE PRAYERS

The Assistant Minister assumes the *orans* position when doing the Prayers of Intercession, the Offertory Prayer and the Prayer After Communion. See diagram:



Speak slowly and avoid the impression that you are reading.

Practice saying the prayers in front of a mirror or by recording your voice and listening. You may also ask the Worship and Music Liaison to arrange to meet you in the Sanctuary to practice using the microphone.