



WORSHIP SERVERS' HANDBOOK

Hope Lutheran Church

“God calls the church to exercise care and fidelity in its use of the means of grace, so that all people may hear and believe the gospel of Jesus Christ and be gathered into God’s own mission for the life of the world.”

The Use of the Means of Grace, principles 1 and 2

Contents

Introduction	Page 1
General Information	Page 1
Server Descriptions	
Worship Assistant	Page 2
Communion Server	Page 3
Reader	Page 4
Special Situations	Page 4
Advent Wreath Instructions	Page 5
Central Worship Notes	Page 6
Southern Worship Notes	Page 8
Lake Weir Worship Notes	Page 9
Glossary	Page 10

A foundation of faith for everything we do

For Lutherans, worship stands at the center of our life of faith. Through God's word, water, bread and prayer we are nurtured in faith and sent out into the world.

Connected with and central to everything we do, worship unites us in celebration, engages us in thoughtful dialogue and helps us grow in faith. It grounds us in our Christian and Lutheran roots, while demonstrating practical relevance for today's world.

While some of the approaches to worship may differ from one ELCA congregation to another, we hold certain things in common. Central to our worship life is the presence of God through word and sacrament. The **word** proclaimed and the **sacraments** —both Holy Baptism and Holy Communion — are called **the means of grace**. We believe that Jesus Christ is present in these means through the power of the Holy Spirit. Sometimes we describe worship as a “gathering around the means of grace.”

There is also a basic pattern for worship among Lutherans. We *gather*. We encounter God's *word*. We share a *meal* at the Lord's table. And we are *sent* into the world. But we do not think about worship so much in terms of what we do. Worship is fundamentally about what God is doing and our response to God's action. Worship is an encounter with God, who saves us through the life, death and resurrection of Jesus Christ.

GENERAL INFORMATION

Lay participation is a key component of Lutheran worship. This handbook outlines the customary practices followed in the Liturgical services of Hope Lutheran Church and the procedures used by the those helping to lead worship. Most procedures are the same at each of the three (3) Hope campuses; however, there will be some variations based on location and pastors' preferences.

Order of Worship: The Worship Administrator in the church office emails the order of worship (bulletin) to the Parish Deacon or Worship Assistant at each site. This is usually emailed on Thursday. If you have not received it by Friday morning, call the church office. Please remember to forward this email to your substitute if you have switched the schedule for your site. This email may also include the communion servers and readers for some of the worship sites.

Reading during the service: It is also important that you have read through your parts of the service even to the point of practicing it prior to the service. There are also sources in on-line apps that help with pronunciations such as www.BibleSpeech.com. When there are congregational responses, the worship server leading this part of the service is to speak into the microphone the words spoken by the congregation so that these words are picked up for the on-line viewers.

Microphone: For those with speaking parts in the service, it is important that you have adjusted the microphone for your height. It is also helpful if you check with the sound booth technician to do a sound check.

Hand Sanitizer should be used by all worship servers prior to communion.

Communion: When the officiating pastor is saying the words to consecrate the communion elements, the Parish Deacon/Worship Assistant is to stand behind and to the side of celebrant—not beside the pastor. Also, the pastor may bow over the host and the wine (either individually or once for both). All those servers in the chancel should bow with them. The communion servers may wish to do this also because it helps them become engaged in the consecration process.

Robes (Albs): If the worship site has a supply of albs, all those assisting in traditional worship may wear a white alb (robe) unless the server sings in the choir. Each worship site may have a location where the white albs are located.

- When wearing an alb, a cincture and a cross are also worn. To tie the cincture, fold the cincture in half. Wrap it around your waist with knots on your right side. Grab the end of the loop made by the fold and overlap. Using your right hand, slip loop over left hand, keeping hold of cincture. Grab knotted end with your right hand. Slip knotted ends through loop (where left hand is making sure that single loop is on top of double cincture.) Feed knotted ends through loop from top to bottom. Drop loop and then tighten around waist. The knot is on left hip.

Wearing Scents: Please refrain from wearing perfume or aftershave. Many people have allergies to scents and can become uncomfortable.

Emergencies: If you are unable to serve when scheduled, please try to find a sub and phone the scheduler for the service you are assigned. Sometimes this is the worship administrator in the church office. If it is extremely last minute, try to phone your serving partner to alert them that you will be absent.

SERVER DESCRIPTIONS and RESPONSIBILITIES

Worship Assistant (WA): Prior to the service, the WA will check with the presiding minister to see if there are any changes in the order of service received by email and to review who will perform each part of the service. This includes any deaths in the congregation that should be included in the prayers of intercession. The deaths to be noted during the prayers of intercession are found the *News In The Pews* which is distributed by email on Fridays.

Duties:

- Assist in recruiting last-minute substitutes if a communion server is not present. There may be a head communion server present who will assist in ensuring an adequate number of servers.

- Light the altar candles approximately 10 minutes prior to the service. When approaching the altar/table show reverence by slightly bowing. Light the candle on the right first followed by the one on the left. *While the order of lighting the candles is not the most important part, what is important is that you act dignified and reverent as you do this.* When extinguishing the candles, they are done in reverse order.
- Read the prayer of the day from the altar unless the pastor chooses to read it.
- Read the lesson of the day from the lectern (or designated area) when no reader is assigned.
- Lead the creed.
- Read the prayers of intercession. Be sure to include the families of any congregation members who have died and any timely petitions due to world events.
- Uncover the ciboriums on the credence table or what serves as a credence table or altar/table while the celebrating pastor uncovers the paten and chalice on the altar. (Only the pastor or parish deacon uncovers the chalice and paten which the celebrant uses during the consecration.)
- Accept the offering plates from the ushers placing them in the appropriate place for each site. Be sure to use the sanitizer after placing the offering plates.
- After consecration of the communion elements, the WA assists the pastor(s) in distributing the ciboriums to the communion servers. At Central, begin distributing at the lectern end of the chancel and move to the pulpit side of the chancel.
- Serve communion at your assigned station. The worship assistant serves communion to the pastor if they have not received it from another server.
- Recover the ciboriums on the credence table after communion.
- Extinguishing the candles during the sending hymn.
- Reading the dismissal, i.e., “Go in peace, to know Christ and make Christ known.” etc.

Communion Server

- Each communion server should be aware of their assigned station prior to the beginning of the service. This helps in avoiding confusion when communion begins. At central, if uncertain, the parish deacon/worship assistant has a chart in their worship folder showing where servers are assigned.
- Communion is done by intinction; i.e., the communicant is given the host (wafer) who then dips it into the wine in the ciborium. The communicant then puts the host dipped in wine into their own mouth. For the larger attended services, there are two people assigned to each station, both serving communion.
- When serving the host for intinction, you are to say, “This is the body and blood of Christ broken and shed for you.” or “This is the body and blood of Christ given for you.” Try to make eye contact with the communicant while you are saying these words. Make serving communion personal to the communicant by using their first name when possible.
- Gluten Free Communion: There is a gluten free communion station at all three worship sites. The instructions for access to those stations are given by the officiating pastor just after consecrating the elements or during the announcements. If you are serving at one of these stations, say the same words as instructed above. *The communion server for this station must also cover the gluten free elements when communion is finished.* If the communion server for gluten-free is also serving the regular communion wafers, it is important not to contaminate the gluten-free wafer by touching it. In this case, let the

communicant pick up their own wafer and white grape juice. Keep in mind you may have to give instructions to visitors for picking up their wafer and wine to visitors.

- After your section has all been served, look to see if there is another section that still has congregants to serve. Go to that station keeping in mind too many servers are confusing for those in line. Just one extra server is all that is necessary. After all the congregation has received communion, the ushers may tell you where someone needs communion while seated in their pew. When all congregants are served, the communion servers are then to serve communion to each other.
- Serving the Choir: Each worship site has instructions where this is to be done. See those instructions specific to the site where you are serving.
- If a host (wafer) is dropped, invite an usher to pick it up for you. However, the ushers are usually not close. If it becomes necessary for you to pick it up, use the other hand to pick it up and hold it in that hand until communion is finished. It is to be set aside near where the ciboriums are placed for disposal by the Altar Angels. If someone drops their wafer in the ciborium, leave it and give them another.
- Another situation you need to be aware of is when someone taking communion is unfamiliar with the intinction procedure. They sometimes place the wafer in their mouth and realize they need to dip it in the wine. It has happened that they will take the wafer out of their mouth and try to dip it in the wine. You need to be diligent about preventing this either by placing your hand over the ciborium or pulling it away. Assure them it is ok and then give them another wafer.
- Children: Usually, a child will be followed by a parent or grandparent. Ask them if the child receives communion. If the answer is “no,” using your other hand (you will have to switch the ciborium to your serving hand), lay that hand on the child (head or shoulder) and give a blessing. You can say something like, “the Lord bless you and keep you” or anything that conveys the love of Jesus.
- The communion servers are to sit in the spot designated for each worship site. Sitting together makes it easier for the pastor or service leader to see that all servers are present. However, it is okay to sit with family somewhere else in the congregation if you announce your presence to the person responsible for making sure all stations have servers. If the server has a partner at their station, try to sit together.

Reader

- Readers are not used at all worship services. However, when assigned, they should be ready to read when the scripture is next in the service. There should be no delay while the reader is walking to the lectern or the microphone for the reading.
- Speak clearly, loudly, and slowly directly into the microphone. Refer to the “Reading during the service” on page 1 for further instructions.

SPECIAL SITUATIONS

Processional: During Festival services, the pastor may ask the WA to lead the procession (crucifer), with the processional cross, to the altar ahead of the pastors. One of the pastors will direct you when to begin, but usually the procession starts during the first verse of the

gathering hymn. After climbing the steps at the altar with the cross, turn to face the congregation until all the pastors have reached the altar and have revered it. Then place the processional cross in its base located at the back of the chancel.

- Sometimes the communion servers join the procession. Stay seated in your pew until someone comes to tell you it's time to line up at the back of the sanctuary. The communion servers follow the crucifer and march two by two to the base of the chancel, bow and turn to the right continuing to their pew. It is helpful to line up with your serving partner.

Recessional: If the processional at the beginning of the service includes carrying in the cross, it should be carried out during the recessional. As soon as the first note of the recessional hymn is played, the WA/ deacon (crucifer) who led the processional should pick up the cross and begin the Recessional. As soon as you descend the stairs, the Communion servers should already be walking toward the bottom of the stairs. Two-by-two, they should meet and face the altar, reverence, and then proceed back down the center aisle to the back of the Church. The Pastors will then finish the recessional by following the Communion Servers.

Candles. For the greater part of the year, the Pascal and Christ candles are not present in worship.

- The first time the **Pascal** candle is present in worship is the beginning of the Easter Vigil. Depending on the structure of the Easter Vigil service, the Pascal candle is carried into the dark sanctuary. At this time, the Pascal candle is to be placed near the Baptismal Font. During the following 50 days of Easter, the Pascal candle is placed near the altar. On the occasions when the pascal candle is present, it is to be lit prior to people gathering--not when lighting the altar candles. The Pascal candle is present until the Ascension (or Pentecost) and at baptisms and funerals. The Pascal candle is not extinguished until the worshippers have left the sanctuary.
- The Christ Candle is present during the Christmas season and is in the center of the advent wreath. The advent wreath is to remain in the chancel until Epiphany.

Advent Wreath Candle Lighting

In order to standardize the lighting of the advent wreath candles during worship at all three sites, these instructions will clarify what the Worship Team would like to see occur.

The order of lighting the candles is the first question asked. The order of the lighting is to be in the form of a cross. When facing the wreath (from the congregation), light the candle in the back first (12:00 position). The second candle is the one in front (six o'clock), followed by the candle (pink candle) in the three o'clock position. The last candle lit on the last week of Advent is the candle in the nine o'clock position.

The Advent Wreath candles are to be lit prior to lighting the altar candles. Keep in mind that each week a candle is lit near the beginning of the service. For example, the first week of Advent there is no Advent wreath candle lit prior to the service because it will be lit near the beginning of the service.

For the second week of Advent, prior to the beginning of service, the candle for the first week (12:00) should be lit prior to lighting the altar candles. The candle in the 6:00 position will be lit during the service.

For the third week of Advent, the candles in the 12:00 and 6:00 positions should be lit prior to lighting the altar candles. The third candle (pink candle) in the 3:00 position will be lit during the service.

For the fourth week of Advent, the candles in the 12:00, 6:00 and 3:00 positions should be lit (in that order) prior to lighting the altar candles. The candle in the 9:00 position will be lit during the service.

The Advent Wreath candles are **not** to be extinguished at the end of the service until the worshipers have exited the sanctuary. This may seem strange for the way we have always done it, but this is the same procedure we have established for Pascal Candle used during the Easter Season. The reason being that the candles are continuously lit symbolically from one worship service to the next service.

WORSHIP HOPE CENTRAL

Seating: During worship, the Assisting Pastor sits in the first chair closest to the altar on the lectern side of the chancel. The deacon or worship assistant sits in the second chair. As a reminder from the instructions above, all those sitting in the chancel are to move away from the chancel during the sermon.

- Communion servers are to sit in the first or second pew in station 4 on the lectern side of the sanctuary. As stated previously, you should be aware of your assigned serving station. The servers and assigned stations are in the back of the Worship Assistant's worship binder. For the 10 a.m. servers, there is a chart on the bulletin board in the robe room with the most up-to-date assignments.

Communion: The communion servers are to stand at the bottom of the chancel steps near their assigned station until they are given a ciborium. Begin serving communion right away. If your station is in front of the chancel steps at central, please keep your heels right up against the step giving more space for the worshipers to pass behind each other. After all congregants in your section have been served, serve communion to your fellow server(s). Wait at your station until someone collects your ciborium before returning to your pew. The choir is served communion at the end of the choir loft closest to the altar. Keep in mind that the choir is usually quite large and may need help when your section is finished.

Instructions for individual stations:

Station 1 serves those seated in the section in front of the pulpit closest to the outside wall. This server is also responsible for the Gluten Free and Alcohol-Free station. If the WA hasn't removed the cover on the individual cup tray and the cloth covering the host, this server will need to perform these duties. When a communicant comes for Gluten Free, the server nearest points to the stand

holding the elements and gives the blessing. In order to prevent gluten contamination, THE SERVER NEVER TOUCHES OR HANDS ANY OF THE ELEMENTS TO THE COMMUNICANT. When communion is finished, the server should replace the host cloth and the tray cover.

- Stations 2, 3 and 4 are all served in the common manner remembering to keep your heels back against the chancel steps
- Station 5 is the Choir and the organist/pianist. There are two stands positioned near the choir. The stand closest to the choir holds the Ciborium with Gluten Free. The server uncovers it but never serves it--only saying the words of "body and blood..." when it is taken. The second ciborium is removed from its stand and held by the server who gives the host to the choir member being served and says the words of "body and blood..." as the choir member dips the wafer in the wine. The front row of the choir is non-ambulatory and will have to be served while seated. It may be necessary to wait to serve the choir and the organist/pianist until the choir is finished singing. When serving the organist/pianist, dip the wafer in the wine and place it on their tongue giving the words of "body and blood..." while they continue to play. When communion is finished, remember to cover the communion elements.
- Station 6 is the back section behind station 4 and all the non-ambulatory persons seated across the back of the church. *The servers for this station should be standing at the chancel steps nearest the choir loft to receive their ciboriums.* There may be 2 servers assigned to this station. Begin with both servers serving everyone standing in the front row starting with the middle of the row working in opposite directions and serving to the outsides of that row. The server who ends at the organ side will remain there and the usher will direct the remaining rows to that server. The server who ends at the door side will be guided by an usher to all non-ambulatory across the back of the church and to the A/V room. During the summer when the choir is not singing, the server for this station will serve the organist/pianist and any soloists not served at the 8:00 service.
- Station 7 is the back section behind station 1 (nearest the Chapel). If no one is assigned to Station 7, communicants will go forward served with Section 1. If there are non-ambulatory in this section, they will also be served by the server from station 6. At High Season (Christmas and Easter), Station 7 has its own servers assigned and will be served in the same manner as Station 6.
- The Saturday 6:00 pm service usually has only one worship assistant/communion server. This requires that server to pick up their own ciborium at the credence table and return it after serving the pastor communion. Usually, another server may serve at the gluten-free station. Make sure this person receives communion and has covered the gluten-free elements.

Robes: At Central, the robes (albs) are located in the choir robe room (hallway to right of choir loft - room on right). During festival worship services such as Easter and Christmas, the pastor may indicate that all servers wear robes.

- All albs are numbered for ease in locating the one that best fits you. The albs are in numerical order with shorter sizes closest to the door. The albs should be returned in number order with snaps fastened. When an alb becomes soiled, please place it in the

designated basket for laundering. At Central, the basket is located on the floor below the albs.

Emergencies: As stated previously, emergencies do happen when a worship server is unable to be present. Please make every effort to find your own substitute and inform the worship administrator in the church office or the chief scheduler for your service.

Offering: The WA is to receive the offering from the ushers when it is brought forward. Let the ushers place the offering plates into your hands. Turn back to the altar and present the offering plates to God by raising them up in front of the altar before placing them on the stairs of the pulpit or on the credence table. Please use the hand sanitizer after receiving the offering.

WORSHIP SOUTHERN SITE

Seating: The WA and family sit in the front row, on the choir side. The reader should sit near the front so they can easily get to the microphone without any delay. Communion servers also should sit where they can easily get to their assigned station.

Candles: Approximately 10 minutes before the service begins, the WA will light the altar candles. The Bic Lighter is provided in the supply box brought from Central each Sunday. The box may have been moved to the altar/table or be on the stage directly behind the screen. Following the dismissal, the candles can be extinguished. During Advent, please refer to the Advent Wreath lighting instructions on page 6.

Offering: The ushers will bring the offering forward, placing the plates in the WA hands. The WA will then turn back to the altar and present the offering to God by raising the plates up in front of the altar before placing them on the stage behind the altar. Please use the hand sanitizer after receiving the offering.

Communion: Communion is done continuously by intinction. For the 8:00 service, usually there are three communion servers in addition to the presiding minister and deacon/WA. The pastor and WA stand on either side at the head of the center aisle in front of the altar/table. Two other servers are positioned at the outside ends of the altar/table and one at the credence table on the window side of the room to distribute gluten-free and alcohol-free elements.

For the 10am service, there are two additional servers distributing communion in the aisle between the front and back sections of the congregation. These servers should stand near the center aisle so there is room for anyone who may have gone to the front to receive communion to return to their seat.

If the ushers don't have people ready to commune, gesture with your hand to those in the first pew that you are ready to begin. Always serve those who are non-ambulatory in their seats. The ushers will help identify them and lead you to their seats. The choir will get in line

and commune last. When serving the pianist, dip the wafer in the wine and place it on their tongue giving the words of “body and blood...” while they continue to play.

Microphone: Only the pastor wears a head set microphone. All others participating in the service use the microphone stand positioned next to the choir side of the altar (table). A notebook or clipboard is helpful for readers. There is no place on the altar table to place your order of service.

Robes (Albs): When participating in the Liturgical 8:00 AM service, the worship assistant wears a white alb. Currently, each WA is assigned an alb, cincture, and cross from Hope Central, maintains it and brings it with them when assigned to serve. Due to a lack of storage space, communion servers do not wear albs. Robes are not worn at the Contemporary 10:00AM service.

LAKE WEIR

Seating: The Worship Assistant wears a white alb and sits in a chair beside the pastor when not participating in the service. The lecturer (reader) reads the lesson of the day (and the Psalm when included in the service). The reader usually sits close to the front in order to get to the lectern/pulpit in a timely manner when he/she reads the lesson.

Candles: Currently, Lake Weir sometimes has an acolyte who lights and extinguishes the candles when his family attends worship. When the acolyte is not present, the candles are lit by the WA or an usher. The lighter hangs on the wall next to the sanctuary door. There is a lighter on the shelf in this same area.

Offering: After the offering plates are brought forward by the ushers, the Worship Assistant presents them to God and places them on the stand behind the chancel.

Communion: The Pastor and the WA stand on the carpet on either side of the altar opening. After consecration, the gluten-free alcohol-free ciborium is handed to a third communion server. That server stands near the lectern. The choir usually gets in one of the serving lines to receive communion.

Microphone: At this worship site, only the WA/Deacon and Pastor wear a headset microphone. The reader uses the microphone on the lectern/pulpit. When using this microphone be careful not to stand too close. The sound technician will make adjustments so that the reader is heard clearly.

GLOSSARY

Alb — The white robe worn by servers and pastors.

Celebrant – The ordained pastor officiating over the consecration of the communion elements.

Chancel – The raised “stage” area around the altar.

Christ Candle – is used during the Christmas season and is in the center of the advent wreath.

Ciborium – The individual communion chalice containing wine and having a tray on the bottom for holding the communion host (wafers).

Cincture – The rope belt worn with an alb.

Credence Table – The table behind or adjacent to the altar where the bread and wine sit for communion.

Crucifer – The person carrying the cross during the processional and recessional.

Host – The wafer which is the body of Christ.

Intinction – The method of serving communion where the server places the bread/wafer in the communicant’s hand/fingers, and communicant dips the bread/wafer in the wine and places it in their mouth.

Lectern – A reading stand where the Old and New Testament lessons are read during the worship service; located to the left of the altar when facing the chancel.

Pascal Candle – Used during the Easter season as described previously. This candle is not used at all services, but when present, it should be lit prior to the service and extinguished last.

Pulpit – The raised platform where the pastor may deliver his/her sermon.