

## Assisting Minister Guidelines

**LITURGY is "the work of the people." Worship on the weekend prepares us for our "liturgy" during the week in job, home, and all interactions with others. Good worship draws on the gifts of all the assembled people, and as Assisting Ministers, your gift helps to equip the people to go out and do "liturgy."**

The Assisting Minister provides leadership during specific parts of the worship and to assist the pastors before, during and after worship, assists the presiding minister with communion preparation and distribution; leads prayers and dismissal; assists with special events.

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Guidelines (These are *guidelines* only, and are meant to assist you in defining your own degree of comfort and style.)

1. Arrive with enough time to robe and read through the pre-printed Prayers for the Day (on front altar).
2. Check with the pastors for any special events (baptism, new members, etc.)
3. Note if there is anyone in the congregation who will need communion brought to them and notify the presiding pastor.
4. Select a robe that hangs close to your ankles. Select a cincture (belt) that does not interfere with going up and down the altar steps.
5. Assist other ministers by checking their robes and vestments and adjust if needed.
6. Gather in the narthex (choir room if no procession) with other worship leaders for prayer right before worship.
7. Gather at the rear of church for the procession. Order of procession: crucifer, acolytes, choir, assisting minister, preacher, presiding minister. If there is no procession, sit on chair in the front.
8. During the procession, as you approach the crucifer in front, bow and reverence the cross.
9. Retrieve the prayer book during the Gospel procession and read through names and prayers. Sit in the front pew during the sermon.
10. Return to a chair in front at the *Hymn of the Day*.
11. Go to the altar with presiding minister after the *Hymn of the Day* for creed and prayers.
12. While at the altar, stand comfortably with hands folded or at your side. The presiding minister stands in the center of the altar; the assisting minister stands to their right, close enough to access liturgy binder, but allowing enough room for the presiding minister's movements.

13. The orans posture is commonly used when reading the prayer petitions (Latin word for "prayer"). The orans posture is used when the prayer is read by the assisting minister only, not when the congregation reads the prayers. The assisting minister reads all petitions except the final petition, which is read by the presiding minister.
14. During the sharing of the peace, set the table (front altar). Remove chalice pall, veil and burse from large chalice, fold and lay on back altar. (The major vessels are placed in the center, while others are set off to the side.) (Also, check the diagram in the liturgy binder.)
  - remove corporal from burse and place on the center of front altar
  - place large chalice and empty paten on the corporal
  - place chalices off to left side near lectern
  - place small bowl and spoon to the front edge of the altar
  - assist presiding minister, if needed, to place the gifts brought by ushers (bread and wine) on corporal
15. Lead the congregation in the Offertory Prayer.
16. During the Great Thanksgiving, assist the presiding minister with the text by guiding the reading with your finger.
17. It is customary, but optional, to show reverence by bowing during the Sanctus ("*Holy, Holy, Holy...*") and rise and make the sign of the cross at the words, "*Blessed is He who comes in the name of the Lord*" in remembrance of our baptism.
18. Stand at altar with other worship leaders and be prepared to indicate to the presiding minister which element you will distribute.
19. Distribute a wine chalice. (Communion assistant and crucifer distribute 2nd wine chalice and grape juice.)
20. Although the purificator (napkin) is not intended to keep the chalice sterile, it is adequate in providing a clean surface for each communicant who chooses to drink wine from the chalice. To wipe the chalice completely without displaying the "lipstick stains" to the congregants, put the purificator over your index finger and hold it between your other fingers, which will enable you to wipe both the inside and outside of the chalice at the same time. Rotate the chalice after each person drinks. Shifting the position of the purificator periodically will allow for using the cleanest portion of cloth.
21. When communicants partake of the meal by intinction (dipping the bread in the wine), it is sometimes unavoidable that pieces of the communion bread remain in the chalice. Use the small spoon to remove the bread from the chalice and place the pieces in the bowl.
22. After congregation communes, receive communion with other worship leaders.
23. Distribute bread and wine to presiding minister.
24. Take vessels from the presiding minister and place all linens and vessels on the back altar.

25. Return to front altar with presiding minister for post communion blessing (said by the presiding minister) and post-communion prayer (said by the assisting minister).
26. Return to the chair for the closing hymn and recess by following the choir. (Preaching and presiding ministers will follow you.)
27. Announce the dismissal with boldness from rear of church.
28. Baptisms – hold the hymnal for pastor, hand the water pitcher to the pastor, light the baptismal candle from the Christ candle, process to the front of the church, pray the blessing and hand lit candle to sponsor.
29. Special Events – assist as requested by the pastors.
30. For any special events for which you need to hold a hymnal, prayer book, etc., feel free to ask an acolyte to assist you by holding the books for you so your hands are free.
31. As preparation for worship, you might want to read the lessons and psalm during the week. (You can find the lessons in the previous week's bulletin or on the ELCA website - <http://www.elca.org/worship/default.asp>).

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