

## Assisting Minister Guidelines

9/14/13

**LITURGY is "the work of the people." Worship prepares us for our "liturgy" at work, home, and with everyone we encounter. Good worship draws on the gifts of all the assembled people, and 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 assists the pastor before, during and after worship, assists the pastor with communion preparation and distribution; leads prayers and dismissal; assists with special events.

### Preparation

1. You will receive the prayers for the day via email the week before, to print out and bring with you. Feel free to add any petitions to the prayers, or make changes to the language or images in the prayers (e.g., current events)
2. As preparation for worship, you may want to read the lessons and psalm during the week. (You can find the texts on this Website: [www.workingpreacher.org](http://www.workingpreacher.org).)
3. Arrive with enough time to robe and check with the pastor for any special events (baptism, new members, etc.).
4. A large bulletin, as marked up by Pr. Michael, will be placed in a colored folder (to coordinate with the church year). This will help to ensure that both he and the Assisting Minister are on the same page.
5. Note if there is anyone in the assembly who will need communion brought to them and notify the pastor.
6. Select a robe that hangs close to your ankles. Wearing a cincture (belt) is optional. Choose one that does not interfere with going up and down the altar steps. Please remember that the robes are light-weight and see-through, so wearing something light colored without a lot of pattern keeps the assembly focused on worship and not your clothes.
7. Attach a wireless mic.
8. Assist other ministers by checking their robes and vestments and adjust if needed.

### Beginning of Worship

9. Gather in the narthex (choir room if no procession) with other worship leaders for prayer right before worship.
10. Gather at the rear of the church for the procession. Order of procession: crucifer, choir; assisting minister and pastor walk side-by-side. If there is no procession, be seated on chair in the front.
11. During the procession as you approach the crucifer, bow and reverence the cross, and then go to front chair.

### The Word

12. Hold the pastor's folder any time he is speaking and he will hold yours when you are speaking.
13. For the Gospel Procession, carry the Lectionary Book, closing it completely and carry it high with the cross facing out. Follow the crucifer to the center of the assembly; turn to face the front and hold the book so the pastor can read the Gospel. After, follow the crucifer back to the front; replace the book; go to back to retrieve the prayer book and then be seated in the front pew near the ship for the sermon.
14. Return to a chair in front for the *Hymn of the Day*.

### Prayers and Peace

15. After the Hymn of the Day stand at chair with the pastor for the creed and prayers.
16. Prayers and leadership are most always done from the chairs. Face the assembly when speaking. If the call and response in the prayers of intercession not match what you see in the bulletin, change yours to match the bulletin.
17. When asking to say names of those to pray for, silently or aloud, leave several seconds of silence before ending the petition.
18. The orans posture is commonly used when reading the prayer petitions (Latin word for "prayer") and is used when the prayer is read by the assisting minister only, not when the assembly reads the prayers. The assisting minister reads all petitions except the final petition, which is read by the pastor.
19. During the sharing of the peace, set the table (front altar). Remove chalice pall, veil and burse from large chalice, fold and lay on rear altar. Remove the corporal from burse and place on the center of front altar. Place only an empty chalice and the square under-linen (corporal) on the altar.

### The Meal

20. If you want to cleanse your hands before serving the grape juice, go to the robe sacristy and use the anti-bacterial hand cleaner and then return to the altar.

21. The pastor will receive the offering plates. You will receive the bread and wine.
22. When praying the offering prayer at the altar stand at the center. Pour wine into a chalice, then step to the side and allow the pastor to take the center position.
23. After the Eucharistic liturgy, the other vessels and cups should be placed on the table; all placed to the left side of the main chalice and paten. Place the gluten free vessels and small bowl/spoon at the front edge of the altar
24. While standing at the altar, stand comfortably with hands folded or at your side. After the offering prayer, the pastor 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 pastor's movements.
25. During the Great Thanksgiving, assist the pastor with the text by guiding the reading with your finger if desired by pastor.
26. 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. Reverence can also be done after both the bread and wine are consecrated. These movements are optional and an expression of personal piety.
27. Stand at altar with other worship leaders and be prepared to indicate to the presiding minister which element you will distribute.
28. Distribute the bread; breaking bite-size pieces to give to each communicant, saying, "The body of Christ broken for you."
29. If you are asked to distribute a chalice, 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.
30. 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.
31. If someone requests a gluten-free wafer, be sure that you allow them to take it from the bowl themselves, to avoid any cross contamination with the bread that you have touched. Offer the gluten-free chalice and use its separate purificator.
32. If a child does not commune, either make the sign of the cross on the forehead, or touch the shoulder and say, "God bless and keep you all of your days" (or something similar). Use the same method when an adult comes forward with hands crossed for a blessing, but does not wish to receive.
33. After the assembly communes, receive communion with other worship leaders and then distribute bread and wine to pastor.
34. Communion assistants will clear the front altar and had you the vessels and linens at the rear altar.
35. Return to chairs with the pastor for post communion blessing (said by the pastor) and post-communion prayer (said by the assisting minister).

### **Recessional and Dismissal**

36. Follow the choir in the recessional.
37. Announce the dismissal with boldness from rear of church.

**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.

**Special Events** – assist as requested by the pastor. For any special events for which you need to hold a hymnal, prayer book, etc., feel free to ask the crucifer or acolyte to assist you by holding the books for you so your hands are free.

### **Glossary**

<p><b>Burse:</b> square pocket made of altar parament fabric, and holds one corporal</p> <p><b>Chalice:</b> cup which holds wine; the chalice used by the pastor to preside at the table is called the presiding chalice</p> <p><b>Chalice Pall:</b> square cloth, usually seven by seven inches, with a cardboard or plastic insert</p> <p><b>Corporal:</b> square linen used as a "placemat" on front and back altars</p> <p><b>Flagon:</b> wine pitcher</p>	<p><b>Paten:</b> plate or basket for bread</p> <p><b>Priest Host:</b> large wafer</p> <p><b>Purificator:</b> rectangular napkin (folded in thirds) used to cover chalices and bread on paten</p> <p><b>Pyx:</b> small container for wafers</p> <p><b>Veil:</b> large square cloth in the color of the day, draped over the presiding chalice</p> <p><b>Vessels:</b> serving wear used during communion</p>
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