

## Assisting Minister Duties

- Read (and re-read!) the lesson(s) for the week. Review any unfamiliar word and name pronunciations. There are several pronunciation guides for Biblical names online. Here is an example: <https://biblespeak.org>. Dawn in the office will email you the bulletin and prayers ahead of service.
- If you are experiencing any symptoms of COVID-19 or have been in contact with someone who has tested positive for COVID-19, please stay safe at home and ask someone to substitute for you. The church office can assist you with this.
- Arrive 20-30 minutes before service begins.
- **If you are vaccinated, please remove your mask while speaking from the pulpit. At this time we are encouraging ALL to wear a mask in worship.**
- There will be no processional at this time. Please take your place at the front of the sanctuary.
- Each worship leader will have their "zone." The Assisting Minister's "zone" is the Pulpit and the chair behind the Pulpit. You will lead prayers and offer the reading at the pulpit. Printed bulletin and prayers will be there for you.
- Your parts will be marked in the worship bulletin with an "A" for Assisting Minister and an "L" for Lector.
- After helping set the table for communion, you will come to the altar with the other attendants during the "Lamb of God". Attendants will be communed together before being dismissed to serve. Please use hand sanitizer just before coming to the altar. If you are not vaccinated, we ask that you not help distribute communion. Please let us know if this is the case so we can have another assistant fill this role.
- You will help commune the assistants. Follow Pastor (who will have the bread) with the small tray of filled cups of wine. Offer the words,

“The Blood of Christ, shed for you” to each assistant and allow them to take a cup of wine or juice.

- After Pastor dismisses the attendants, you will distribute communion on the pulpit side of the Sanctuary. In most instances, you will be pouring the wine into individual cups which the congregation will pick up before getting to you. Fill the cup and offer the words, “The Blood of Christ, shed for you.” Offer the same to those picking up an already filled cup of juice. We plan to have one distribution point of wafers by the Pastor in the center aisle and have folks branch off for wine on the pulpit and font sides depending on which side they are seated. Follow Pastor’s lead should anyone need to be communed in the pew.
- We will not be using prayer cards. Instead, we will invite folks to offer prayer concerns aloud (or quietly within) during the prayers of intercession. This time is indicated by “a longer pause” note in the prayers.
- During the “Offering and Anthem,” retrieve the offering plate from the entrance of the sanctuary, offer it (lift it up) before the altar, and place it in the credence niche.
- The Pastors will recess so they can greet folks. Please wait to give the sending from the pulpit before leaving.

## Greeter/Communion Assistant Duties

**Please Arrive 30 minutes prior to worship and prop the doors open if weather allows. Updated signage will be posted at both entrances. The sign post no longer needs to be moved outside.**

Greeters will be at both *entrances (under the green canopy and at the entrance to the Narthex)* on Sundays. Only the door under the canopy will be used on Wednesday evenings.

Stand outside if possible and welcome folks to worship. Physical contact is still discouraged since we can't know who is and who is not vaccinated.

While we are not asking COVID questions any longer, folks with symptoms or exposure shouldn't enter. The signs will indicate this, and you should be prepared in case you get a question. Other changes include:

- Masks and physical distance are **required for those not vaccinated**
- **Masks are encouraged for ALL during worship and for Sunday School.**
- Ushers will record names for attendance and tracing (if necessary) at the door to the Sanctuary.
- Communion will be distributed at the altar (wafer and poured wine or juice) by vaccinated attendants.
- Hand Sanitizer stations and disposable masks are available just inside both doors.

### Communion Assistance

2 assistants (vaccinated only please) will be needed to help with communion.

***Greeters please fill this role IF there is no acolyte or crucifer present.***

Come to the altar during the "Lamb of God" to be communed with the other assistants.

After the Pastor dismisses the group, take an empty tray from the altar and stand on the inside of the rail closest to the aisle. Offer each person the tray of cups. They should choose one and move to the attendant pouring the wine. *The tray will contain a few prefilled cups of juice (white grape) for those that don't consume wine.*

An Altar server will be present to replace your empty tray with a full one should you need it.

## Usher's Duties

Arrive 30 minutes prior to worship.

Turn on Narthex lights

**We should have an acolyte present at most services. IF NOT, please light the altar candles during the prelude. The paschal candle needs to be lit if there is a baptism. The candle lighter/snuffer should be in the usher's closet.**

Unlock doors. *The Narthex monitor will not be used for announcements.*

Turn on sound system if not already on. Instructions are posted above the system in the usher's closet. Turn on the 4 light switches on the wall in the usher's closet.

These turn on the wall fixtures in the sanctuary and the lights behind the altar.

### **Attendance**

2 clipboards are in the bin in the 4 square table in the Narthex marked "ushers' supplies" for your use to take attendance. **Please record the names rather than sitting the clipboard out for folks to sign-in. We are trying to limit contact of items by many people AND it is much more hospitable to welcome folks and take their names (and easier to read one person's handwriting too).**

As people arrive at the Sanctuary doors, greet them and ask their names and record on the attendance sheet. *(Most will be members and already in our database so spelling doesn't have to be perfect).* **If someone mentions that they are a visitor or if they seem like they don't know there way around, PLEASE ask if this is their first time here! In this instance please also collect an email address or phone number.** Alert Pastor to this if you can. Please leave attendance sheets in the Secretary's mail slot before leaving

Remind folks to pick up a bulletin from the table. Kids' bulletins are also available on the low counter.

Please also remind folks to enter a pew on the end with the bow and to only sit as far down as the green tape. *(This will allow for social distancing for those that want or need it. Vaccinated members may sit with others outside of their household if they choose.)* If someone is already in the pew, they should be asked if they mind sharing before new people join the pew.

### **Offering**

The assisting minister will come down the aisle to get the plate and take it forward. Ushers don't need to do anything with the offering.

## **Communion**

Dismiss rows to come to the altar for communion starting with the front rows and working back. Don't forget the band and choir areas.

Communion (wafers and poured wine) will be distributed and consumed at the chancel rail. We will have one person distributing wafers in the center and then the line will branch off to each side for folks to pick up a cup and receive wine or juice before returning to their seats.

Folks that can not come to the altar for communion will be instructed to alert you that they need communion brought to them. If this happens, alert the pastor distributing wafers as you come to receive your communion.

No trash collection will be needed!

## **Dismissal**

When the sending hymn begins, open Sanctuary doors and prop open Narthex doors

Move offering table to the side or into the Narthex so it is out of the way and move recycle bin where it is easily seen in the Narthex for bulletins (they are not to be reused)

**Pastors will greet folks at Sanctuary doors.**

Turn off lights and sound system and lock the entry doors if you are serving at the late service.

Thank you!

## **Cleaning/Sanitizing Duties**

**Those cleaning should wear masks and disposable gloves. Gloves and cleaning supplies are located in the closet in the men's restroom near the coatroom.**

### **Cleaner 1:**

#### **Sanctuary**

Spray Max 64 disinfectant on hard surfaces of pews, door handles, light switches, pulpit and other touched hard surfaces. Wait 10 minutes before wiping disinfectant off with paper towel.

Dispose of paper towels, masks and gloves in trash can.

### **Cleaner 2:**

#### **Restrooms**

Spray Max 64 disinfectant on counters, partitions, flush handles, faucets, sinks, paper towel dispensers, door handles (inside and out) and any other touch surfaces. Wait 10 minutes before wiping disinfectant off with paper towel.

#### **Entry area near canopy**

Spray Max 64 disinfectant on door handles, push bars, light switches and any other touch surfaces. Wait 10 minutes before wiping disinfectant off with paper towel.

#### **Narthex**

Spray Max 64 disinfectant on counters, door handles, push bars, light switches, (including the "family room") and any other touch surfaces. Wait 10 minutes before wiping disinfectant off with paper towel.

Dispose of paper towels and gloves into trash can.