Sunday Worship Assistant Roles
(as of 11/2/26)

Following are general instructions for each role. Contact the church office for details and sign-ups.

Greeter (ideally 2)

Please arrive at least by 9:20am (earlier is better). Set out the black Welcome sandwich board sign outside by the narthex entry.

1) Welcome everyone briefly as they walk in the door.

2) Ask if they already have a name tag (to gently remind members to get their permanent name tag themselves, and also make it clear who visitors are without directly asking). Make sure you wear yours. ;-)

3) If they are visiting, invite them to make a sticker name tag and marker/pen (located near the sign-up clipboard).

4) Encourage everyone (especially visitors) to sign-in sheet on the clipboard so we can collect contact information..

5) After the service, head back to the Narthex to say goodbye to folks as they exit.

Assisting Minister (1)

- The AM generally assists the Pastor (who might need to change something during the service) as needed during the service. For example, perhaps collecting the blue Prayer Cards, etc.
- At the beginning of the service, process from the narthex with the Pastor and Acolytes & Crucifers.
- Read the Greeting and the Prayer of the Day.

  Please leave the chancel area during the sermon (crucifers and acolytes should too).
- Return to the chancel for Hymn of the Day. Lead the Apostles Creed and then read the Prayers of the Church (*written prior to the service) and Offertory Prayer
- Help Pastor serving communion.
- Read Prayer After Communion.
- Recess with the Pastor and Acolytes & Crucifers during the last verses of the Sending Hymn. Read the Dismissal (usually from the back of the church).

*Please send your written prayers to the office by the Wednesday prior to your Sunday (earlier if possible) to Pastor Steve at *pastorsteve@graceboone.org* If you don't have a chance to do this, the ***Sundays & Seasons*** standard prayers for that week will be used. You can also access the weekly Worship webpage which should have the current Worship Bulletin posted for your reference, usually by Tuesday before your Sunday to serve.

Altar Guild (1-2)

For specific directions about preparing the table and other duties regarding altar guild, please contact a member, such as Beth Reavis bethsmt1@gmail.com.

Communion Set Up and Clean Up

SET UP

- PLEASE WASH HANDS FIRST THING
- Fill chalice with small amount of juice, cover with purificator (found in credence cabinet).
- Place about 160 cubes of gluten free bread (found in freezer in FH) on 2 patens, cover with linen (found in sacristy cabinet).
- Place corporal (found in credence cabinet) on the center of the altar.
- Place one paten of bread on the credence shelf and the other on the center of the altar on top of corporal beside the chalice.
- Fill four trays with wine/grape juice; inner circle with grape juice; middle and outer circles with wine. Four trays will serve 160.
- Place one empty tray on top.
- Cover and place trays on each end of credence shelf. (If more trays are needed, fill even number of trays.)
- Empty baptismal bowl and clean with antibacterial soap.
- Replace and refill with a pitcher of water.
- Fill candles with oil and check acolyte sticks for oil.
- Water flowers/greenery if needed.
- Place paper cup of fresh water on pulpit shelf.
- Let ushers know that you are prepared to serve 160. They should let you know if the number they count is more than what you've prepared for so that you can prepare more of the elements.

CLEAN UP

- Pour unused juice from the chalice on ground in the garden. If there is unused left over wine and juice in the trays, cover with saran wrap and store in kitchen frig.
- Week old gluten free bread should be discarded outside on the ground in the garden. Fresher bread can be packaged and stored with the trays.
- Wash ALL containers with soap and water, dry and return to storage.
- Return all linens to storage unless they are soiled.
- Flowers can be lifted out of vases and taken by donor in their containers.

Coffee Hour Host (1-2)

- Coffee Hour hosts serve coffee and breakfast items from 9:00–9:45am, and clean up afterwards.
- If you would like to serve a light snack like donuts or fruit, please feel free. However, this is not required. It is helpful to have some kind of gluten-free option and diabetic friendly option, if possible.
- Coffee is set up to go off automatically by Jennifer Stamey.

Lector (usually 1)

- The lector typically does the first two readings. Pastor almost always reads the gospel.

- The weekly Worship webpage should have the current Worship Bulletin posted for your reference, typically on Tuesday before your Sunday to serve. It contains the readings that you need.

- If you'd like the readings before that Tuesday, then please contact the office.

Usher (2)

Grace ushers are crucially important members of the worship team and provide a vital service that contributes to the orderly flow of the worship services. If you are unable to be present on a Sunday when you have volunteered to serve, please acquire a substitute and let the Church Office know of the change.

BEFORE SERVICE

- Arrive to the narthex at least 40 minutes prior to service (9:20am).
- Unlock the side narthex door using the Allen Wrench key hanging on the wall to the right of the door.
- Keep usher closet door closed when not in use prior to and during the service.
- Wear an "usher" nametag (located in the usher's bulletin cart).
- Turn on all lights in the sanctuary, narthex and hallway when you arrive.
  Three narthex and hallway light switches are on the hallway wall outside the Usher Closet.
  Two sanctuary cove lighting switches are just inside the left-center sanctuary door.
  Main sanctuary lights are controlled with the breaker box just inside the usher's closet. Turn on all breakers with a white label that says "Yes."
- The Greeters posted near the side narthex door and sign-in clipboard greet everyone. Ushers are also encouraged to welcome people.
- Hand out bulletins to adults.
- Point out to families with kids where the children's bulletins and worship bags are in the Little Lutheran Corner (inside the Sanctuary).
- Be attentive to the needs of worshippers, provide directions to the bathroom, nursery, etc. as needed.
- Provide hearing impaired devices (in the usher's closet) if requested. Use a sterile pad to cleanse the ear device just prior to member/guest usage.
- Assist with sanctuary seating, as needed. Pew cushions are in the usher closet if they are needed.
- Monitor the parking lot and offer assistance, as needed.
- Close the doors between the narthex and sanctuary when the announcements begin.

DURING SERVICE

- At the start of the worship service, lock the narthex door. One usher should check to make sure all exterior doors are closed and locked. At least one usher should remain in the narthex throughout the service to assist latecomers and to ensure security. Be aware of anything unusual. Ask other ushers or a member of the security team for assistance if needed, especially for medical and security needs. On the wall in the Usher Closet is a list of medically trained members.
- During the reading of the lessons, one usher should go to the balcony and nursery to count attendance. The second usher should count those in the sanctuary. Record the total attendance on the attendance sheet on the clipboard (located on the podium).
- Throughout the service, if possible, one usher should occasionally monitor the building to make sure that all doors are closed and locked and check other areas of the building. The other usher should remain in the narthex.

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OFFERING

- The lockable, wooden offering collection box is located on the usher table. For information about the key, please contact the office.
- *Following the worship service, two ushers take the offerings to the Sacristy. Place the offerings in a zipper bag on the safe, and put the bag in the safe. Make sure that it drops to the bottom of the safe.

COMMUNION

- It is usually served at the head of the aisle. Two ushers stand in the center aisle to direct communicants forward in an orderly manner to provide a continuous flow; offer assistance to those who need help getting up and down.
- Most Sundays, the choir communes first. Ushers commune last.
- If communion is served up around the railing, communicants should be instructed to kneel around the rail. All communicants return to their seats by the side aisles.

AFTER SERVICE*

- During the closing hymn, open all Sanctuary doors, including the two large main front doors, as weather permits, during the last verse of the closing hymn.
- Tidy the Sanctuary. Place hymnals in the racks with the ribbons inside the hymnals, collect bulletins and put them in the recycle bins, and put all trash in the wastebasket in the narthex.
- Turn off narthex and sanctuary lights, unless otherwise instructed by a worship leader.
- Return usher nametags to nametag box in the usher's bulletin cart or large nametag wall holder.
- Ensure all exterior doors are latched and locked before leaving.

FIRST AID

- In case of any emergency, please use your cellphone to call 911.
- There is a first aid kit, an AED, and a trauma kit in the usher's closet. The kit may contain packages of glucose squeezes for diabetics (hypoglycemic), blood pressure cuff, stethoscope, etc. There is grape juice in the Sacristy in the refrigerator. Please notify the church office of items that need to be replaced.
- There is a wheelchair in the usher's closet. Please return it to the usher's closet after use.
- There are two blankets in the usher's closet for emergencies, both for warmth and to smother fire. Return the blankets to the usher's closet after use. If blankets need cleaning, notify the church office.
- In case of a medical emergency (an individual becomes ill, passes out, etc.), call 911 if needed. On the wall in the Usher Closet is a list of medically trained members. If a member of the Safety and Security Team is present (Jonathan Stamey, Alex Peter, Mick Kreszock, Andy Burgess) contact them. If needed, take a note explaining the situation to the worship leaders. (Go to the Pulpit via the Fellowship Hall and Sacristy to get the attention of one of the worship leaders).
- It is appropriate to stop the service temporarily, if needed.

FIRE

- Ushers should familiarize themselves with the exit maps available throughout the building and know where the fire extinguishers are located.
- In case of fire, two ushers should work as a team to check the exits for possible obstructions before directing anyone to evacuate.
- If needed, the ushers can obtain a fire extinguisher from the following locations:

Narthex by the door
Choir loft at the top of the stairs
Alcove to the left of the Pulpit
Office hallway

Fellowship Hall kitchen
Downstairs kitchen
Upstairs at the head of the stair

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- If a fire extinguisher is needed to extinguish a fire, spray the base of the fire first. Work in pairs--one usher use the fire extinguisher while the second usher directs the evacuation process.
- If evacuation of the sanctuary is necessary, both ushers should check the exits for possible obstructions first. If exits are free of obstacles, one usher should direct the front third of the rows to leave single file from either the door leading to the parking lot and/or the door leading to the chapel. Another usher should direct the back two-thirds of the rows to leave double file from the double doors in the back of the sanctuary. Don't panic. Direct people to move slowly but steadily to the exits. Ushers leave last.

Communion Assistant (ideally 2)

- You can sit as usual during the service. As far as when to come forward to assist, you do that when Pastor Steve starts giving communion instructions, such as...

  Please be seated. This is the Lord's Table; all who seek Christ's true presence promised through this bread and wine are welcome and invited to partake in communion. You'll receive bread first (it is gluten-, nut-, soy- & dairy-free) and then wine (grape juice is available). Please alert an usher if you require the sacrament to be brought to you.

- If you are serving bread, as you share each piece to each person, you say: "The body of Christ, given for you."

- Or if you are distributing wine, you say: "The blood of Christ, shed for you."

- Unless otherwise noted, communion is served at the head of the aisle near the font. On rare occasions (and would be announced) communion is served up around the rail.

Sanctuary Lamp Sponsor (1)

Please send a check payable to Grace Lutheran Church for $5.00 for the Sanctuary Lamp for each Sunday you sponsor the lamp.

If you would like to have a dedication printed in the bulletin please, email or call the Grace Office with your dedication. If you don't contact the office with a special dedication, the bulletin will read, "Given to the Glory of God."

Chancel Flowers Sponsor (usually 1)

Sign up to sponsor Chancel Flowers by first contacting Gail Hauser hausergailg@gmail.com (828) 264-6936
You may add your name to the Flower Chart in the narthex if that has not already been done.

Please send a check payable to Grace Lutheran for $84.00 for the flowers, with CHANCEL FLOWERS in the memo OR by paying online on our website "DONATE" page OR by placing it in the Narthex collection box..

If you would like to have a dedication printed in the bulletin, please email or call the Grace Office with your dedication. If you don't contact the office with a special dedication, the bulletin will read, "Given to the Glory of God."

Online Liturgy Reader (1)

The liturgy for Grace's online service is recorded in 3 separate takes. Two takes are in front of the altar and one is behind the altar.

The reader is given a pre-written script to read that uses portions of the Grace bulletin from that week, along with pre-written prayers from Sundays and Seasons. The script contains the following:

- Confession and Forgiveness/Thanksgiving for Baptism
- Greeting
- Prayer of the Day
- The Creed
- Prayers of the Church*
- Offering Script
- Offering Prayer
- Lord's Prayer
- Blessing
- Dismissal

*If a reader would like to write their own prayers for the online service, reach out to Sam no later than 2 weeks before their recording date.

The reader may wear a robe from the Sacristy, but it's optional.

Recordings usually take place on Thursdays at 12:30pm, but may be scheduled at a different time by reaching out to Sam.

Nursery Volunteer (1+)

1. Opening Procedures

Please complete the following tasks before children arrive:

1. **Welcome Table and Child Information Cards**
    - The welcome table is located to the left of the nursery entrance.
    - Each new child must have a child information card completed by their parent or guardian.
    - Returning children do not need a new card unless their information needs to be updated.
    - Please make sure the necessary information is available to caregivers before care begins.
2. **Prepare the Nursery**
    - Check that toys and supplies are organized and ready for use.
    - Make sure the nursery is clean, safe, and welcoming.
    - Review any updates or improvements communicated by the nursery coordinator.
3. **Check Supplies**
    - Supplies are kept in the supply cabinet with the changing table.
    - If we are running low on diapers, wipes, cups, tissues, or other essentials, please notify the nursery coordinator so supplies can be replenished.
4. **Prepare the Environment**
    - Play appropriate music for the children if requested.
    - Make sure toys and play areas are ready for use.

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2. Closing Procedures

Before leaving the nursery, please complete the following:

1. **Clean Surfaces:** Wipe down tables, counters, and other frequently touched surfaces using the appropriate cleaning supplies.
2. **Put Away Toys:** Return toys to their designated locations and make sure the play areas are organized.
3. **Remove Trash:** Take out the trash and replace the liner with a new bag.
4. **Check the Room:** Make sure the nursery is clean, orderly, and ready for the next service.
5. **Report Supplies:** Notify the nursery coordinator of any supplies that need replenishing or any issues that need attention.

Please do not leave closing tasks for the next caregiver or other church staff.

3. Nursery Rules and Daily Expectations

To maintain a safe and consistent environment, all caregivers are expected to follow these rules:

Food and Eating

- Children should eat at the designated circle table.
- Keep food and drinks in the designated eating area to help maintain a clean play space.

Diapers and Toileting

- **Caregivers do not change diapers.** If a child needs a diaper change, please contact their parent or guardian.
- If a child needs to use the bathroom, step out and take them. Maintain appropriate supervision and follow the two-person rule whenever possible.

Play and Movement

- Play appropriate music during nursery hours if requested.
- **Children are not permitted to go outside.**
- No gymnastics, tumbling, or similar activities are permitted.
- Children must not sit or climb on the train table. The train table is for its intended play activity only.

Age Range: The nursery serves children from approximately 6 months through kindergarten. Caregivers should be mindful of the different developmental and supervision needs of infants, toddlers, and older children.

4. The Two-Person Rule and Child Safety

The nursery follows a **two-person rule** to help protect both children and caregivers.

- At least two approved caregivers should be present while the nursery is operating.
- Caregivers should work together to maintain appropriate supervision and ensure that no child is left unattended.
- Brief situations, such as contacting a parent for a diaper change or coordinating bathroom assistance, should be handled according to the nursery's current environment. If another caregiver is needed, a parent is always willing to help.

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- If you have concerns about the number of children, available caregivers, or your ability to supervise safely, notify an available parent in the church service for immediate assistance.

5. Our Purpose and Approach to Care

The nursery is intended to provide a safe, caring environment for children while giving parents an opportunity to attend church services, connect with one another, and enjoy a break from their usual responsibilities.

- Parents are always welcome to stay in the nursery with their children if they prefer.
- Treat every child and family with patience, kindness, and respect.
- Remember that some children may need extra reassurance, especially when they are new to the nursery.
- Communicate concerns or questions to the nursery coordinator.
- Work together as a team to create a positive experience for both children and parents.

We have welcomed many new babies over the past year, so please be especially attentive to the needs of infants and families who may be new to our nursery.