



Zion Worship Ministries Guide

Zion Evangelical Lutheran Church
Huron, Ohio
Worship Volunteer Ministries
Instruction Booklet

Greeter

Any Persons May Serve

Welcomes arriving worshiping members and visitors

ARRIVE AT THE MAIN ENTRY DOORS AT LEAST 15 MINUTES before the service begins. If weather permits, prop them open. Otherwise open the door for each worshiper as they arrive.

STAY IN PLACE UNTIL SERVICE BEGINS and wait a couple more minutes for late arrivals. Joyfully greet with your voice and a smile. Welcome each person saying 'Good morning, welcome to Zion' or 'Good Morning' _____! using their name if you know it or whatever greeting seems appropriate and comfortable for you.

WATCH FOR WORSHIPERS who might be having some difficulty getting into the building and go out to offer to help if you can. They might need some assistance if it is windy or the weather is nasty.

Acolyte

Any Persons May Serve

Lights and Extinguishes Service Candles

ARRIVE 15 MINUTES EARLY and check with the Worship Monitor or an Usher for any special instructions. Light all candles in the Chancel area. Exception - Christmas Advent Wreath candles are usually lighted during the service opening – ask the Worship Monitor. A spare candle lighter and an igniter are also kept up front in the chancel area.

-- NOTE: If you arrive late the candles may have been already lighted by an Usher

LIGHT CHANCEL CHANDLES at least 10 minutes before service is to begin

EXTINGUISH THE CANDLES. after the congregation is dismissed.

Reader

Any persons May Serve

Reads the Service Liturgy Lessons and Psalm aloud

READ THE WEEKLY SERVICE READINGS that are noted in the bulletin and published on our website zionhuron.org. Paper copies are also available from the church office.

IT IS GOOD TO READ THE LESSONS AND THE PSALM first to yourself and then ask the Pastor or the church office manager about questionable pronunciations of words.

SPEAK CLEARLY, SLOWLY, AND CONFIDENTLY. Do not rush.

COME FORWARD to the pulpit microphone and read the first lesson and then read the psalm responsively with the congregation and then read the second lesson. Pastor reads the Gospel for the Day.

Worship Monitor
Experienced Adult Members May Serve

Manages audio procedures and technical equipment, trains and assists worship volunteers
ARRIVE AT LEAST 20 MINUTES EARLY – Meet briefly with Pastor and/or Organist to communicate any ‘special’ service needs or concerns.

CHECK PASTORS WIRELESS MICROPHONE TRANSMITTER BATTERIES: Turn both W1 and W2 microphones ON and verify that they have ‘4 bars’ power for at least 30 seconds. If not, replace the batteries that are ‘LOW’. Fresh batteries are kept in the back sound booth cabinet.

MONITOR SOUND SYSTEM, recording, lights, HVAC system, etc. during worship services and remain stationed in or near sound booth - always attentive to worship service needs.

TURN ON OVERHEAD FANS – if needed, to the ‘SERVICE’ setting indicated on the control switch and **OFF** after services. The fan switch is located in the Usher closet. These fans are not normally used if the A/C is on.

VERIFY WORSHIP VOLUNTEER TEAM – Ushers, greeter, readers, and communion servers have arrived and that they are familiar with their guidelines for the day. An updated list of the volunteers scheduled for the day printed in that day’s worship bulletin.

TRAIN AND COACH VOLUNTEERS – especially about new, special and changed guidelines and protocol. Timely coaching may be necessary with instruction updates and protocol changes.

RECRUIT, ASSIST AND FILL-IN – for no-show worship volunteers.

MONITOR SECURITY PROCEDURES during and after worship services. Confirm that doors & windows are secured after the service and all upper and lower level lights are off before leaving.

Technology Assistant
Trained Adults or Teens May Serve

Manages video/podcast procedures and technical equipment

ARRIVE 20 MINUTES EARLY. Prepare podcast equipment to Live Stream the worship service.

AS THE WORSHIP SERVICE ENDS, stand by in preparation to end Live stream at conclusion of worship service.

CHECK WITH TECHNOLOGY TEAM MEMBERS - for latest Guidelines and procedure updates.

Usher
Any Persons May Serve

Make worshippers comfortable during the worship service

ARRIVE AT LEAST 15 MINUTES before the service begins and stand in the Narthex to greet worshippers as they arrive. Greet each person, give them a service bulletin, and offer a mask if the prevailing protocol suggests.

LIGHT CHANCEL CANDLES 10 minutes before service if an Acolyte is not scheduled or has not yet arrived.

KEEP DOORS AT THE BACK OF SANCTUARY OPEN during service, stay alert, and sit at the back of the sanctuary. Watch for late arrivals, persons in distress, and persons who seem to be looking for something and offer to help.

MAKE COUNT OF PERSONS ATTENDING - count 'every breathing soul' and put this number in the Attendance Journal in the Ushers Closet. A good time to do this is at the beginning of the Pastor's sermon.

GATHER OFFERINGS at the proper service time. Both ushers should walk forward together to the front to receive offering plates from the Pastor and then pass the plates from the center aisle to each side. Return filled offering plates to the Pastor and then return to the rear via the side aisles. After the service, secure the contents of the plates in the sacristy lock box if the financial secretary has not already done so.

CHECK AFTER THE SERVICE – confirm that: all candles are extinguished, all lights are turned off, all windows are closed, all outside entry doors are closed and locked, hymnals are replaced, and pews are clear of trash and lost or loose items. This also applies to upstairs and downstairs areas.

STARTING COMMUNICANTS FORWARD

- WHILE STARTING COMMUNICANTS FORWARD – be aware of those who would like communion brought to them in their seat so you can notify the servers when you commune last.

--A-- TABLE STYLE COMMUNION - Kneeling at the Communion Rail- After all servers are ready, 2 ushers in the center aisle start a group from each side of no more than 5 to 6 persons per side, forward to the communion rail. We should not split families but still limit groups to 5 to 6 to avoid crowding and allow proper social distancing. Stay alert and start the next table's groups soon enough to avoid 'gaps'.

--B-- CONTINUOUS STYLE COMMUNION – One station at the front – After servers are ready to start, 1 usher starts persons forward from one side into the center aisle, single file, forward from one side of pews, toward the front for communion. Do not split families and try to keep about 5 to 8 persons in the center aisle queue to allow a smooth flow with proper social distancing. When all are served on one side, start people forward from the front of the other side.

-- C-- CONTINUOUS STYLE COMMUNION -Two stations at the front - Wait until all servers are ready, then similar to above, ushers are to start persons forward each side at the same time. Try to keep about 5 to 8 persons in each queue to allow a smooth flow and proper social distancing

USHERS ALWAYS COMMUNE LAST – and then notify the communion servers if there are any persons who wish to have communion served to them at their seats and guide the servers to them.

Bread Server/Assistants and Wine/Juice Servers

Any Trained members may Serve

Serves and Assists the Pastor in the serving communion elements to Worshipers

PRIOR TO SERVING, always apply hand sanitizer.

THE PASTOR is usually the bread server and an assistant may carry a tray of bread beside them. Optionally, the presiding pastor alone or a lay-person Bread Server/Assistant alone may serve the communion bread.

COMMUNION TO SEATED PERSONS – Pastor and/or Servers are to serve communion to persons in their seats when directed by an Usher.

COMMUNION STYLES

--A-- *TABLE STYLE COMMUNION* - Kneeling at the Communion Rail – Bread and then the wine/juice is served first followed by the wine/juice from one end of the communion rail across to the other.

---B-- *CONTINUOUS STYLE COMMUNION* – One station at the front – Bread and wine/juice are served continuously to one side section of pews and then to the other side section of pews.

-- C-- *CONTINUOUS STYLE COMMUNION* -Two stations at the front - Bread and wine/juice are served continuously to both sections of pews at the same time.

You may also need to similarly serve communion to persons in their pew when directed by an Usher.

Communion Bread Server/Assistants

Any Trained members may Serve

Serves and Assists in the Serving of Communion Bread/Gluten-free wafer to Worshipers

-SERVING TO PERSONS SEATED IN PEWS - You, with or without the Pastor, may also need to serve communion to persons in their pew when directed by an Usher.

- IF THE PASTOR IS THE ACTUAL BREAD SERVER - Follow the Pastor to the seated communicant and 'assist' by holding the bread tray for the Pastor.

- IF YOU ARE TO DIRECTLY SERVE THE BREAD - Be aware for persons requesting a gluten-free wafer instead of bread and serve what is requested while saying "THE BODY OF CHRIST GIVEN FOR YOU".

Communion Wine/Juice Servers

Any Trained members may Serve

Serves Communion Wine/Juice to Worshipers

-SERVING TO PERSONS SEATED IN PEWS - You may also need to serve communion to persons in their pew when directed by an Usher. Be aware of people requesting "juice" rather than wine.

-WHILE SERVING THE WINE/JUICE say: "THE BLOOD OF CHRIST SHED FOR YOU". Offer the juice/wine cup by picking it up from the tray by the top of cup and carefully placing it in the person's hand. Afterward the empty cup will then be placed in a tray at a side windowsill by the communicant. If the communicant is seated in a pew, take the empty cup and replace it into the wine tray.