



***Zion Worship
Ministries Guide***

Zion Worship Ministries Guide

Greeter

-Any Persons May Serve-

Welcomes arriving worshipping members and visitors

- Arrive at church at least 15 minutes before the service starts.
- Prop open back portico doors if weather permits, otherwise open doors for each member and visitor.
- Joyfully greet with voice and non-verbal communication. No shaking of hands at this time.
- Welcome each arriving person saying 'Good morning, welcome to Zion' or 'Good Morning' (use their name if you know it) or whatever greeting seems appropriate and comfortable for you.
- Welcome Visitors: invite them to fill out visitor attendance book; direct to restrooms, introduce to others

Acolyte

-Any Persons May Serve-

Lights candles before and extinguishes them at the end of worship

- Check with Pastor, Worship Monitor or Usher for any special instructions
- See Liturgical Calendar (inside Usher's closet door) and determine which candles to light.
- 15 minutes before service starts, walk forward and light candles, and then return to your seat.
- After the service and ending Facebook Live feed, extinguish the candles.
- One candle lighter and an igniter are kept in the chancel area.

Ushers

-Any Persons May Serve-

Makes worshippers comfortable during worship services.

- Arrive at least 15 minutes before the service starts, stand at the table in the Narthex to hand out bulletins, and greet members/visitors as they arrive for worship. Educate about mask-wearing during service and encourage social distancing by sitting in pews by hymnals. Encourage placement of offerings in the plate when entering the sanctuary.
- Light Candles if Acolyte is not available
- Keep doors to the back of the sanctuary OPEN during service.
- After service starts, sit at the rear and watch for late arrivals. Before, after, and during services, watch for persons in distress, look lost, or are looking for something, and offer to help.
- During Continuous Communion, Usher will start on one side of the church in the front, dismiss the first pew of individuals via the center aisle, and instruct them to the back of the church for communion. It is encouraged to keep a space between families. Once that pew is almost through the communion line, the next pew can head to the back. Individuals will remain in the center of the aisle to avoid congregating by ends of pews. Once one side is completed, return to the front of the church to begin the opposite side. Confirm with servers in the back that sides have been switched. If more than one Usher, the other Usher can stand by the trash can and monitor proper mask-wearing.
- Communicate with servers if an individual(s) requests communion served at the seat.
- Complete head count for attendance and put this number and the date in the notebook located in the back sanctuary closet. Consult with Worship Monitor if questions.
- Once service is completed, look at each pew, pick up papers, and return items to their place.

Readers

-Any Persons May Serve-

Reads scripture passages during worship services.

- Come forward to the microphone in front of the first pew when Readings are to start (see the bulletin)
- Read with confidence and clarity as masks must be worn: Weekly readings will be sent to the reader's email address before your scheduled Sunday.
- Return to your seat as the Pastor reads the Gospel.
- Check with the Pastor for any special instructions.

Worship Monitor

-Experienced Adult Members May Serve-

Manages media equipment and assists worship volunteers

- Monitors Media - sound system, video, recording, lights, heating system, etc., during worship services.
- Remain in the booth and be attentive to worship needs.
- Turn on overhead fans before service and turn off post service.
- Confirm the worship team has arrived (usher, greeter, readers, and communion servers) and that they are familiar with their role for the day. An updated list of volunteers is located on the main table in Narthex, but use caution as last-minute changes could have occurred.
- Trains other volunteers and anyone new to a specific role. Additional coaching may be necessary, especially with updates to protocols.
- Recruits, assists, and fills in for other worship volunteers as required.
- Monitor security procedures during and after worship services.

Technology Assistant

-Adult or Teen May Serve-

Manages technology equipment

- Arrive 20 minutes before service
- Prepare phone to go Live on Facebook following directions
- Go Live at 0900 and confirm Live stream with Musician
- During the ending hymn, stand by the phone in preparation to end the Live stream at the conclusion of the hymn, then publish to Facebook page.

Altar Guild

-Any Persons May Serve-

Prepares Altar area for Worship Services

- Manages and prepares worship elements and chancel accessories before and after worship services
- Maintains Candles, Decorations, Banners, Funeral Pall, Flower purchases, Paraments etc.

Communion Server

-Any Trained Person May Serve

Assists with Serving Communion

- Before communion, assistants will walk to the back of the church, utilize hand sanitizer, and don disposable gloves.
- Obtain communion elements already placed on a table in the back, stand on the same side of pews that the usher is dismissing, and switch sides when the usher does.
- Serve bread via tong.
- Serve juice/wine by picking it up from the top of the cup, and the individual receiving will pinch it from the bottom of the cup. The cup will then be placed in the trash can.
- Communion Assistants will go to the individuals unable to come to the back of the church for communion. Usher must be notified to help direct.

Zion Evangelical Lutheran Church

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