

## Assisting Ministers

### INTRO

Leadership of worship is a shared leadership. Assisting ministers are needed to read the scriptures, offer prayers and intercessions on behalf of the congregation, assist at the altar, help distribute the bread and wine, and dismiss the congregation for service in the world. These assignments are weighty responsibilities, but they also bring great joy, nurture spiritual growth, and deepen the faith of those who offer themselves as leaders of worship.

### **THE ROLE OF ASSISTING MINISTER**

The assisting minister may sing the Kyrie, Hymn of Praise, and in addition, leads the prayers of the people and the dismissal. The assisting minister helps distribute communion and when an acolyte is not present, assists in that role also. Assisting ministers are able to carry themselves with dignity and a calm presence. If you are comfortable with the singing responsibilities, please call Joy Bauer a few days before your particular Sunday so that she can go over the music with you. You can also call Ginny Grauel to help you.

### **ASSISTING MINISTER PROCEDURE**

Please meet the Pastors in the sacristy 10-15 minutes before your assigned service. At that time, the presiding minister can give any last minute instructions and you can ask if there are any additional prayer requests. (I usually take a pencil into the service so that if someone in the congregation has a prayer concern I can jot it down at that time.) This also gives you time for prayerful preparation in order to lead in the presence of God and the Christian assembly.

A choir robe is worn at all three services. (Try to find one that goes down to your ankles.) Robes can be found in the sacristy. The cincture is tied around the waist. (Please ask a Pastor to help with this as there is a certain method!!)

If there is no acolyte present, you will need to light the candles on the altar. Use the acolyte stick which is located near the acolyte's chair. (There is a holder on the floor for the stick.) After lighting the acolyte stick in the sacristy, make your way to the front of the altar. When you are square with the altar, pause, bow gracefully from the waist and proceed to light the right candle. Then square up with the altar pause again, bow, and light the left candle. Square up to the altar and bow again to complete the lighting. Please return the acolyte stick to the stand. Follow the service in the bulletin until the Kyrie.

If you are singing, lead the Kyrie from the altar. At the close of the Kyrie, move back to your seat and remain standing for the Hymn of Praise, which everyone participates in singing.

If you are singing the antiphon, for the psalm, Joy will play the melody first on the organ and then you will sing the melody alone with her accompanying. The congregation then repeats the antiphon. Start singing the psalm verses that are

**NOT** highlighted while using the tone (short melody) that is written in the bulletin. (Joy and I can help you with this!) During the 11:00 service, the choir is present and will lead in the singing of the Psalm!

As the Gospel verse is played on the organ, turn slightly so that you are facing the Pastor who will begin reading from the pulpit.

After the Creed is recited, move toward the microphone to say the prayers of the congregation. If you would like, you may remind the congregation what they are to say following each petition. ...For example, "After each petition I will say God of Grace, please respond with, hear our prayer." The response for that particular Sunday is written in the bulletin. The pre-printed prayers will be sent to you by email at least 4-5 days before your particular Sunday. You may use these prayers or you may add some of your own. The Lutheran Book of Worship offers a basic outline that can be used for writing the prayers of the people that include petitions for:

- \*the whole church
- \*the nations
- \*those in need
- \*the parish
- \*special concerns
- \*confession
- \*thanksgiving for the faithful departed

A helpful process for composing the prayers of the people might be:

Read the appointed gospel for the day along with the other readings and psalm. Highlight important phrases.

Pray that God would inspire you so that your prayers might truly be the prayers of the faithful.

Keep in mind the season in the liturgical year.

Think about the life of the parish and specific events in the lives of congregational members.

Read a newspaper and be aware of what is happening in the world.

Be brief. One or two sentences should be more than adequate for each petition.

**Sharing of the Peace.** After you shake hands with the Pastors and Joy (and anyone else that may be up at the altar with you) please go into the congregation to share the peace.

At the start of the Offertory, if there is no acolyte present, pick up the offering plates by the sacristy door. Stand in front of the altar and give each usher a plate. Pass them out from your left to right. Return to your seat with the large plate until the anthem is completed. At the beginning of the Offertory, stand in

front of the altar to receive the filled plates from the ushers. Collect them from your left to right. Turn around to the altar so you are square with it. Raise the plates upward toward the cross. You are presenting these gifts to God! Then return the plates to their original location and sit back down.

Offertory Prayer – Start the prayer for the congregation.

Communion – Stand and receive communion with the worship leaders and the musicians. If there is only one Pastor present, then you need to give him/her communion. Upon giving the bread, say “This is the body of Christ given for you.” Upon giving the chalice of wine, say “This is the blood of Christ shed for you.” Then proceed to give communion to the congregation. At the 8:00 service, communion is always done by kneeling. If you are giving out the wine, it is to be poured in the small cups. Please hold a cloth or purificator under the lip of the chalice to catch any drops of wine that are not poured into the small communion glass. Some people will choose to take pre-filled cups of grape juice. Don’t forget to say to them, This is the blood of Christ shed for you.” Intinction (dipping of bread into the cup) usually occurs during the 9:30 and 11:00 services. Children that come forward, who do not commune, are blessed by the Pastors. After the ushers have received communion, a Pastor and the assisting minister will attend to anyone in the pews who cannot come to the altar to take communion.

Recite the Post Communion Prayer

If there is no acolyte present, you will need to extinguish the candles during the last verse of the closing hymn. Make your way to the front of the altar. When you are square with the altar, pause, bow and proceed to extinguish the left candle. Then square up with the altar pause again, bow, and extinguish the right candle. Square up to the altar and bow again before returning to your seat.

Say the dismissal, which is written in the bulletin, after the final hymn is finished.

## **HELPFUL HINTS**

Speak clearly, slowly and directly into the microphone.

The assisting minister sections are marked with an "A" in the bulletin.

Before Sunday, read through the service and highlight (if this helps you) where and when you participate.

Look for any words that might be difficult to pronounce. A great website to help with this is: <http://netministries.org>. Click on Bible Basics (on left). At the bottom of the screen click on Pronouncing Biblical words.

Read through the lessons and Gospel so you can prepare relevant prayers. You may wish to contact Pastor Judy or Pastor Jim to find out what themes they will be touching on in their sermon.

In your prayers, please pray by name those hospitalized, homebound, recuperating at home or nursing facilities, and the families of those that have died.

Chris Dawson will send you pre-printed prayers for your particular Sunday. Feel free to use them as a guide or not at all!

Bring a pencil into the service to add any additional prayer concerns that are announced at the beginning of the service.

If for any reason you can't serve on your scheduled Sunday, please call someone on the list to trade with you. For any changes, please contact Chris Dawson in the church office at 410-825-1725 by Tuesday morning before your scheduled date, so that the bulletin can be updated.

Call (410-252-2328) or email ([ginny@grauelfamily.com](mailto:ginny@grauelfamily.com)) me for help. I am happy to meet you at church or my home during the week to go over the service with you.

## PRAYER RESOURCES

Lutheran Prayer Ministries

<http://web.wt.net/~wayne/halpm.html>

The ELCA site

<http://www.elca.org/>

The Youth page has great prayer writing resources

<http://www.elca.org/youth/>

[www.studylight.org](http://www.studylight.org)

[www.biblegateway.com](http://www.biblegateway.com)

[www.textweek.com](http://www.textweek.com)

Go to Google... and type in "Prayers for Various Occasions"

This will lead you to various websites

Ascension Lutheran Church library

Greenleaf Christian Bookstore

<http://www.greenleafchristianbooks.com/index.html>

Assisting Ministers & Readers by Gerald Spice (Augsburg Press)

*Assisting Ministers and Readers: A Worship Handbook by Gerald Spice;*  
*ISBN 0-8066-4290-4; \$5 plus shipping*

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*ISBN 0-8066-4290-4; \$5 plus shipping*