



GUIDELINES FOR LAY MINISTERS

Assisting Minister
Communion Assistant
Lector
Greeter
Usher
Acolyte
Altar Guild Assistants
Emergency Guidelines

Galilee is fortunate to have pastor and lay leadership who promote the use of lay ministers. Thank you for volunteering to serve in the ministry here at Galilee. Many people are needed each week to serve as Assisting Ministers, Communion Assistants, Lectors, Greeters, Ushers, Acolytes, and Altar Guild. We hope this booklet will help you complete each of the tasks.

God's blessings to each of you as you serve in His name.

The Worship Team August 22, 2011

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Assisting Minister

The Assisting Minister helps the pastor(s) throughout many parts of the service. The responsibilities of the Assisting Minister vary by service and type of service. Generally the Assisting Minister will enter the sanctuary (process) with the pastor(s) at the beginning of the service, lead the Kyrie (song of glory), lead the Intercessory prayers (prayers of the church), assist in communion, and process out with the pastors at the end of the service. Details of the Assisting Minister's role are presented below.

The Assisting Minister has different responsibilities for the Saturday evening and Sunday morning services.

Saturday Evening Service

The Assisting Minister (AM) reads the Prayers of the Day and assists the pastor with communion. About 10 minutes before the start of the service, check in with the pastor to get a copy of the Prayers of the Day (Intercessory Prayers). You will read only the first names of those on the prayer list. Be sure you know how to pronounce the names of our global prayer partners, as well as the names of the individuals you will be praying for. Ask the pastor for the proper pronunciation of the names if you are unsure.

You will approach the altar with the presiding pastor during the last verse of the Hymn of the Day (the song following the sermon). Please bow to the cross before you step up into the chancel. Feel free to cross yourself, if that is your personal tradition.

Stand to the right of the pastor and join in with the saying of the Creed. You will then read the Prayers. There is a microphone lying on the altar but please speak loudly so that the microphone picks up your voice and projects it so that everyone in the congregation can hear.

(The offerings for this service are placed in a basket near the doors—a collection is not taken in the pews and an offering prayer is generally not read by the AM.) Remain at the altar while the Pastor invites the congregation to communion.

Communion is normally served by intinction at the Saturday service (each communicant dips their wafer into the wine. Only two people are required to serve communion by intinction; therefore, the pastor and the AM serve the communion without the need of a separate Communion Assistant. For this reason, your name will show in the service bulletin as both the Communion Assistant and the Assisting Minister for the evening.

Communion is normally served at a single station in front of the chancel by intinction. The communion elements will be on the altar. The pastor will uncover the elements and place the folded cloths near the back of the altar. Prior to serving communion to the congregation, you will join the pastor in the prayer and communion at the altar, giving communion bread and wine to the pastor after he/she gives you communion. When serving the bread, say "The body of Christ given for you". When serving the wine, say "The blood of Christ shed for you"

After all have communed, return to the altar to cover the elements. The white cloths will be placed over the chalice and the colored cloth will be placed over both the chalice and the wafer tray. Remain at the altar while the pastor says the Communion Blessing. Then read the Post

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Communion Prayer. Return to your seat following the passing of the Peace. You will join the pastor as he/she steps down from the chancel at the conclusion of the service and process out of the sanctuary. At the end of the hymn, you will loudly announce the Dismissal, as written in the bulletin.

After the service, please join the pastor(s) in the narthex to greet people. You may also be handing out bags with cookies and Galilee information to first-time visitors. The pastor(s) will point these people out to you.

Sunday Service

Preparation for Worship

The AM helps the pastor(s) through the whole service. Parts of the liturgy are written to be sung or said by the AM. We use a number of liturgies – varying them at different times during the church year. Please contact the church office the week before you are scheduled, to be informed of the liturgy that is being used. Your contributions are listed as “A:” or “Assistant” throughout the setting.

Prior to the start of the service also confirm with Pastor at what place(s) in the service you will be joining him/her at the altar. This will depend on the liturgy for the particular service.

You also will be reading the Prayers of Day—also marked with an “A:” in the printed liturgy in our bulletins and/or hymnals. About 10 minutes before the start of the service, check in with the pastor to get a copy of the Prayers for the Day.

Please be familiar with all of your readings through-out the service and ask the pastor(s) if you have any questions.

If you will be singing parts of the liturgy, please review the settings with the music director or organist to confirm the setting and, if necessary, rehearse your parts. If you are not a singer, be sure that the choir director and/or organist are aware that you will not be singing—either they or the pastor will sing those parts of the service.

The communion gifts, also referred to as elements, (the bread and the wine) are prepared in two ways by the Altar Guild. Some of the bread and wine is already on the altar, covered by communion cloths. The remaining gifts are waiting on the table just inside the over-flow room and will be carried up to the altar.

Worship

Prior to the start of the service, join the pastor and acolyte(s) at the back of the sanctuary and process up to the front of the church with them. Normally, you will sit in the front pew during the entire service.

You will approach the altar during the Hymn of the Day (the song following the sermon) prior to the Kyrie or following the Readings, depending on the liturgy that is used. Please bow to the cross before you step up into the chancel. Feel free to cross yourself, if that is your personal tradition.

Stand beside the pastor and join with the saying of the Creed. The Assisting Minister (AM) reads the Prayers of Intercession. You will read only the first names of those on the prayer list.

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Be sure you know how to pronounce the names of our global prayer partners, as well as the names of the individuals you will be praying for. There is a microphone at the altar; please try to speak into it so that all in the congregation can hear the prayers.

The AM and Pastor give the offering plates to the ushers. While the offering is being collected, you will uncover the elements (the wine and bread) that are on the altar. You will move to the front of the altar with the pastor to receive the remaining communion gifts from the greeters (or ushers) which you will place on the altar. Receive the offering plates from the ushers and place them on the table behind the altar. You will read the Offertory Prayer.

Remain at the altar while the Pastor invites the congregation to communion.

You will be communing at the altar with the other ministers (Pastor(s), Communion Assistant, Acolytes). Then the group divides to serve communion. Normally there are two groups of servers. If there is only one Pastor you will lead the second group and will present the bread. When serving the bread, say "The body of Christ given for you". When serving the wine, say "The blood of Christ shed for you". This is said to people who choose to take grape juice also.

We serve communion in three ways 1) at the rail serving bread & pouring the wine (most commonly on the first Sunday of the month), 2) in stations serving bread & pouring the wine, and 3) by intinction, serving wafers and having each communicant dip their wafer into the wine. An Altar Guild member is always nearby to help refill the wine chalice (or you can refill it from the Flagon (pitcher) on the altar). After returning to the altar, you will cover the chalices with the white cloths and then cover both the chalices and the bread trays with the large colored cloth. The pitcher will not be covered. Following the Communion Blessing, by the Pastor, you will say the Post-Communion Prayer.

Return to the altar following the passing of the Peace and remain during the Announcements. During the final verse of the Sending Hymn join the Pastor as she/he leaves the sanctuary. At the sanctuary door, announce (loudly) the Dismissal.

After the Dismissal, please join the pastor(s) in the narthex to greet people. You may also be handing out bags with cookies and Galilee information to first-time visitors. The pastor(s) will point these people out to you.

We thank you again for serving as Assisting Minister for this service

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Communion Assistant

The Communion Assistant helps the pastor(s) and the Assisting Minister with serving communion. The Communion Assistant has different responsibilities for the Saturday evening and Sunday morning services.

Saturday Service

The Assisting Minister for the Saturday evening service normally fulfills the responsibility of the Communion Assistant. Because communion is typically served by intinction, a single station is adequate for the service. However, in the event of a special Saturday evening service, including a different style of communion, a Communion Assistant may be appointed. In that case, the guidelines for the Sunday service will be generally followed. The pastor will provide guidance for these special services.

Sunday Service

Approach the altar area immediately after the offering and gifts have been brought forward. You will be communing with the other lay ministers and then serving either the bread or the wine with another person, most often one of the pastors or the Assisting Minister. When serving the bread, say "The body of Christ given for you". When serving the wine, say "The blood of Christ shed for you". This is said to people who choose to take grape juice also.

We serve communion in three ways 1) at the rail serving bread & pouring the wine (most commonly on the first Sunday of the month), 2) in stations serving bread & pouring the wine, and 3) by intinction, serving wafers and having each communicant dip their wafer into the wine. An Altar Guild member is always nearby to help refill the wine chalice (or you can refill it from the pitcher on the altar).

When communion is finished, please stay in the altar area for both the Communion Blessing and the Post Communion Prayer. Then return to your seat.

We thank you again for serving as Communion Assistant for this service

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Lector

The Lector reads the lessons for the particular service. The readings normally include one reading from the Old Testament, a Psalm, and one reading from the New Testament. The pastor will read the Gospel lesson.

Saturday and Sunday Services have the same guidelines, except as noted.

You will receive your reading by e-mail or, if you do not have e-mail, in your church mailbox at the beginning of the month you are scheduled to read. Review the reading so that you are comfortable with pronunciation and phrasing. Please review the service bulletin before the start of the service as occasionally a lesson or the Psalm may be changed or eliminated. Once in a while there will be special music between the readings. Simply sit in the front pew between readings if this happens. Talk with the pastor if there appears to be a change in the readings. Please be aware that the translations of the Psalms in big Bible on the lectern are not the same as the ones in our hymnals.¹ Therefore, if you are reading the lessons from that Bible, carry a red hymnal marked with Psalm up to the lectern with you.

The readings are normally presented immediately following the Prayer of the Day. Please step up to the lectern (Ambo) immediately following the prayer, unless otherwise noted in the bulletin. Be sure that you are speaking directly into the microphone—you can bend it toward your mouth.

The readings are introduced using words “The first reading is from the ____rd, th. or st Chapter beginning at the ____ Verse. Both the first and the second lessons include an explanation about the readings. These introductions can help provide the context of the lesson. If they do add to the understanding, please read that part first. If the context of the lesson is obvious, it might not be necessary to read the introduction.

- After the reading, say the specific phrase as printed in the bulletin. (For example: The Word of the Lord”. The congregation will respond: “Thanks be to God”) It is helpful to write these words on your sheets before the service—then you don’t forget them. The Psalm is introduced using the words “The Psalm today is Psalm____ found following page 338 in your hymnals.” Again, it is helpful to write these notes on your printed sheet. The Psalm can be read in several ways:
- Responsively - Lector reads first part and congregation reads a second part. [In this case, you must be specific in telling the congregation which part(s) they are to read] for example “I will read the odd numbered verses and the congregation will respond with the even verses”.
- Antiphonally – half the congregation reads one verse, other half reads next, etc.
- Lector only; When the Psalm is very short
- All Together. When the Psalm is very short and/or is very well known (i.e. 23rd Psalm)
- Psalm can be Sung -- by you alone or by the congregation. If you choose to have it sung, be sure to talk to the organist before the service.

¹ In addition, the Psalm translations in the hymnal are not the same as in the red Bibles in the pews!

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The second lesson is introduced and ended with the same phrases used for the first lesson. Following the second reading and following "Thanks be to God" invite the congregation to stand for the Gospel Acclamation by saying "Please stand as you are able for the Gospel Acclamation." After this lesson is finished, say "Please stand, as you are able, for the Gospel Acclamation" (or other acclamation as part of the Order of Worship). Again, it is helpful to write these notes on your printed sheet so that you don't forget.

Saturday Service: For Saturday evening service, since we don't sing the Gospel Acclamation, say "Please stand as you are able for the reading of the Gospel".

We thank you again for serving as Lector for this service

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Greeter

Greeters meet the congregation as they come into the church for service. In addition, Greeters bring the communion bread and wine forward to the altar following the offering.

Saturday Service

Due to the small size and informality of the service, our lay ministry does not normally include separate Greeters for the Saturday service. This role is normally handled by the Ushers for that service.

Sunday Service

Arrive 15-20 minutes before the service begins. If you have a church-supplied nametag, please wear it.

Greet inside the entryway outside of the narthex. You are the first friendly face that our members and visitors see. Your smile, handshake, or hug is a warm welcome to all coming into the church. If you have children, please include them as greeters, also.

Please continue to greet until the service begins. Check for late-comers before taking your seat.

While the offering is being collected, please go to the back of church in the overflow area where the gifts of bread & wine will be waiting for you to bring them to the altar. The gifts are brought forward first, followed by the ushers with the offering. Again, feel free to have your children assist you. If you are physically unable to bring the gifts forward, please ask the ushers to help with this task.

We thank you again for serving as Greeter for this service

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Usher

Ushers provide assistance at every Galilee worship service. However, weekend services have differing responsibilities for Saturday evening, Sunday early service, and Sunday late service.

If you are ushering at a special service (Lent, Healing, etc.) please confirm any special responsibilities with the presiding pastor.

Please be familiar with the Emergency Information located at the end of this document and posted in the sacristy. Confirm before the service whether the Parish Nurse will be available during your service. Also note whether any of the medically trained people listed in the Emergency Information in these Guidelines are at your service in the event of a medical need.

Location of Materials

The following items are applicable to all services.

All bulletins are in a basket on the table in the narthex. If for some reason they are not there, check in the sacristy, the office, or with one of the pastors.

Usher “necklaces” are in the basket with the bulletin or in the sacristy cabinet. Pink slips for recording the attendance count are also located in the sacristy cabinet.

Radio receivers are available for the hearing impaired. The receivers, along with an assortment of earphone types are located in a basket on the lower level of the table below the bulletins.

Candle lighters are on a hook in the sacristy nearest the sanctuary door. Matches are in the holder next to them. Wicks are located in the left-hand cabinet along the outside wall of the sacristy. Matches are also located on the table at the entrance to the sanctuary from the overflow room. Normally, Acolytes will light the candles and replace the wicks, if necessary.

Saturday Service

Preparation for Worship

Arrive approximately 20 minutes before the service.

Confirm that all lights are on; controls are at the panel in the sacristy.

Confirm that the PA system is on. If not, push the red button in the sound system box in the music room (Paul Thorgaard's office).

Confirm that the offering basket is placed on the pedestal near the door into the narthex from the Sanctuary.

Put on the usher's necklace.

Plan to light (and extinguish) the candles if there is no acolyte listed for the service. Please check with pastor since the names of the acolytes do not always get in the bulletin. Review the directions for the Saturday acolytes if you will be lighting the candles. Alternatively, please help pastor in identifying someone else who is willing to acolyte.

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Ushers are normally the greeters at the Saturday service.

Worship Service

Approximately 15 minutes before the service starts, stand at the entrance to the sanctuary and hand out bulletins. Offer large-print bulletins to those who ask for one or appear to be in need. Galilee does not usher members to their seats. However, it is helpful to suggest seating when the sanctuary is full. Guide folks to the far side of the sanctuary when possible.

If you do not know the person(s), please introduce yourself. If these are visitors please ask them to fill out a visitors' card to be placed in the offering plate. Then introduce them to the pastor before or after the service, if possible.

Close the sanctuary doors during the opening hymn. Remain near the doors until after the Prayer of the Day. Please ask late-comers to wait in the narthex if the Opening Prayer is being said.

Throughout the service, be alert to congregation's needs, potential disturbances or any emergencies.

Count attendance. The easiest time will be during the reading of the lessons. Be sure to place the pink count slip in the offering plate.

The offering is collected in a basket just inside the sanctuary doors. Ushers are not needed.

Communion is normally served by intinction (dipping the bread into the chalice) at a single station. Normally, the congregation proceeds to the communion station without the direction of the ushers.

End of Service

Open the doors to the narthex during the Sending (closing) Hymn.

At the end of the service walk through the pews cleaning up bulletins and debris from chairs, floor, and book racks. Also make sure hymnals are in order.

Saturday evening bulletins are reused for the 8:00 Sunday morning service. Many people place their bulletins back in the bulletin basket as they leave the sanctuary. Confirm that each of the bulletins that will be reused is complete (including inserts) for use at the Sunday service.

Place discarded papers and incomplete bulletins in the recycle basket near the women's restroom. Return usher necklaces to the usher cabinet in the sacristy or place in the bulletin basket.

Confirm that someone has taken the offering basket for placement in the church safe.

Sunday Services

Preparation for Worship

Arrive at least 30 minutes before each service.

Confirm that the lower east doors adjacent to lower parking lot are open; "Allen wrench" key is located high on the right side of the doors.

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Confirm that all lights are on, controls are at the panel in the sacristy.

Confirm that the PA system is on. If not, push the red button in sound system box in music room (Paul Thorgaard's office).

Confirm that all 4 offering plates are located on the table behind the altar. On the first Sunday of the month, confirm that the “noisy offering” buckets are at the back of the altar if a noisy offering will be taken that morning.

Confirm that the pedestals and communion cup baskets (2 each) are next to the columns if communion will be at stations or at the rail. (See Communion below)

Open the doors to the overflow space.

Put on the usher's necklace.

Plan to light (and extinguish) the candles if there is no acolyte listed for the service. Confirm with pastor since the names of the acolytes do not always get into the bulletin. Review the directions for the acolytes if you will be lighting the candles. Alternatively, please help pastor in identifying someone else who is willing to acolyte.

Worship Service

Approximately 15 minutes before the service starts, two ushers should stand at the entrance to the sanctuary and hand out bulletins. Offer large-print bulletins to those who ask or appear to be in need. Galilee does not usher members to their seats. However, it is helpful to suggest seating when the sanctuary is full. Guide folks to the far side of the sanctuary when possible.

If there are more than two ushers the remaining ushers should stand at the entrance to the sanctuary from the over-flow room to hand out bulletins. Invite visitors with very small children to use the nursery, if they wish (The nursery does not normally include child care).

If you do not know the person(s), please introduce yourself. If these are visitors please give them a visitors' card to be placed in the offering plate. Then introduce them to the pastor before or after the service, if possible.

Close the sanctuary doors during the opening hymn. Remain near the doors until after the Prayer of the Day. Please ask late comers to wait in the narthex if the Prayer of the Day is being said.

Sit in back seats near the overflow room with easy access to an aisle during the service. Be alert to congregation's needs, potential disturbances or any emergencies.

Count attendance. The easiest time will be during the reading of the lessons. Be sure to place pink count slip in offering plate.

Offering

Go up the center aisle to receive offering plates (a total of 4) from the pastor. Depending upon the number of ushers, proceed down the aisles taking the collection. Ask congregation members for aid if necessary.

Once per month, usually the first Sunday of the month, we take a noisy offering for youth. The young people normally take this collection following the normal offering; however, be sure that the noisy offering is not taken while there is special music. Wait until the music is finished then

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let the youngsters proceed with their collection.

After receiving offering, place money into 2 plates. The noisy offering should be placed in a single bucket. Wait for greeters to take the gifts (the bread and wine) to the altar. Let them get at least 4 rows ahead before following with the offering plates and the bucket (normally carried by the youth). If the greeters are unable to carry the gifts forward, please make arrangements to help with the presentation. Return to the back of the sanctuary while pastors prepare communion.

Communion

First Sunday of the month there is communion at the rail; intinction is used for the 2nd & 4th Sundays and for Saturdays. At the 3rd & 5th Sundays communion is served in stations in front of the chancel.

Following the Lord's Prayer, all ushers will move to the front pews.

If there are four ushers, two ushers will take communion first so they can hold baskets for glasses.

Center ushers will direct people to the altar from each side. Musicians and choir are to be ushered through a vacant row. People in the overflow room should be ushered up the center aisle. The ushers take communion last.

End of Service

Open the doors to the narthex during the Sending (closing) Hymn.

Following the service, place the empty collection plates, and buckets, behind the altar.

Retrieve the filled offering plates and bucket and give to counters for the day. Do not mix the plate offering with the noisy offering; they are counted separately.

At the end of the service walk through the pews cleaning up bulletins and debris from chairs, floor, and book racks. Also make sure hymnals are in order. Place discarded papers in the recycle basket in the narthex.

The second service normally uses a different bulletin than the first service. A separate bulletin basket or stack of bulletins will be in the sanctuary. Confirm that first service bulletins are not placed on top of the second service bulletins.

Return usher necklaces to the usher cabinet in the sacristy or place in the bulletin basket.

As congregation exits, make sure newcomers and visitors have been introduced to others, and have recorded their address on the pew card, if they are willing.

Second service ushers

Turn off all marked lights in the sacristy and narthex.

Take care of baptismal font when applicable.

Collect the radio receivers for the hearing impaired. Check that the volume control for each receiver is turned off. Return the receivers to the basket under the bulletins.

Confirm that the PA system is off. (Push red button and red light will go off).

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Close music room door.

Close overflow doors and narthex doors and lock lower entrance door by lower parking lot.

Secure the building. It is your responsibility to secure building before leaving. Many meetings continue following the late service; confirm with pastor or those holding the meeting(s) who will be responsible for securing the building. Normally, you will always secure the lower door. Allen wrench keys hang high on the right side of the doors.

We thank you again for serving as Usher for this service

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Acolyte

The Acolyte is responsible for lighting and extinguishing the altar candles and other special candles at the start and end of each service. In addition, the Acolyte will assist with communion when communion includes bread rather than wafers.

The Acolyte has different responsibilities for the Saturday evening and Sunday morning services.

Saturday Evening

Preparation for worship

Arrive for service 20 minutes before the start of the service. Notify the pastor that you are present and will be serving as acolyte.

Youth acolytes are expected to wear robes when they are acolyting. The robes are located in the coat room; the ropes are located on the shelf above the robes. Choose a robe that extends below your knees but no lower than your ankles. If you do not know how to tie the robe, ask the pastor or other experienced acolyte.

Place a service bulletin and a hymnal on the pew where you will be sitting during the service.

If you are a confirmation student, also place a copy of the sermon note form and a pencil on the pew for your use during the service.

Candle lighters are on a hook in the sacristy nearest the sanctuary door. Matches are in the holder next to them. Wicks are located in the left-hand cabinet along the outside wall of the sacristy. Matches are also located on the table at the entrance to the sanctuary from the overflow room. Normally, Acolytes will replace the wicks, if necessary.

Pastor will tell you when to light the candles just before the service starts. You will enter the sanctuary from the sacristy. Approach the altar at the center break in the railing. Bow to the altar, then step up to the altar. Light the right-hand candle first, then the left and finally, step down from the chancel area and light the Baptismal (Christ) candle, if it is present. When all candles have been lit, bow to the altar, turn and place the candle lighter in the stand located at the base of the right-hand column. Take a seat in the pew next to the sacristy during the service or with your family.

Communion

The Assisting Minister for the Saturday evening service normally fulfills the responsibility of the Communion Assistant. Because communion is typically served by intinction, a single station is adequate for the service and the acolyte does not assist with communion.

In the event of a special Saturday evening service, including a different style of communion, the acolyte might be asked to assist with communion. In that case, the guidelines for the Sunday service will be generally followed. The pastor will provide guidance for these special services.

If you are assisting with communion, when communion is finished, please stay in the altar area for both the Blessing and the Post Communion Prayer. Then return to your seat.

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End of Service

During the Sending Hymn (the final hymn), extinguish the candles.

Retrieve the candle lighter from its stand. Approach the center of the chancel and bow to the altar. Turn and extinguish the Baptismal (Christ) candle first. Then approach the altar and extinguish first the left candle then the right (reversed from the lighting). Step down from the chancel, bow to the altar again and then proceed to the sacristy. Place the candle lighter back on the rack.

Return the robe and rope to the coat room, being sure to zip up the robe so it will not fall off the hangar onto the floor.

Sunday Services

Preparation for Worship

Arrive 30 minutes before the start of the service

Youth acolytes are expected to wear robes when they are acolyting. The robes are located in the coat room; the ropes are located on the shelf above the robes. Choose a robe that extends below your knees but no lower than your ankles. If you do not know how to tie the rope, ask the pastor or another experienced acolyte.

Place a service bulletin and a hymnal on the pew in front of the sacristy for use during the service.

If you are a confirmation student, also place a copy of the sermon note form and a pencil on the pew for your use during the service.

Candle lighters are on a hook in the sacristy nearest the sanctuary door. Matches are in the holder next to them. Wicks are located in the left-hand cabinet along the outside wall of the sacristy. Matches are also located on the table at the entrance to the sanctuary from the overflow room. Normally, acolytes will replace the wicks, if necessary.

Worship

You will gather with the pastor and Assisting Minister at the back of the sanctuary near the overflow room before the start of the service.

As the Gathering Hymn begins, light the candle lighter, and then lead the procession down the center aisle. It is helpful to use one hand as a wind break to keep the flame from blowing out.

Approach the altar at the center break in the railing. Bow to the altar, then step up to the altar. Light the right-hand candle first, then the left and finally, step down from the chancel area and light the Baptismal (Christ) candle, if it is present. When all candles have been lit, bow to the altar, turn and place the candle lighter in the stand located at the base of the right-hand column.

Take a seat in the pew next to the sacristy for the remainder of the service.

Communion

We serve communion in three ways 1) at the rail serving bread and pouring the wine (most

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commonly on the first Sunday of the month), 2) in stations serving bread and pouring the wine, and 3) by intinction, serving wafers and having each communicant dip their wafer into the wine.

You normally will not assist during communion by intinction. If you are not serving take communion with the rest of the congregation.

If you will be assisting with communion, approach the altar area immediately after the pastor says the Invitation to Communion. You will be communing with the pastor and other ministers first. Then you will help serve the wine, normally by carrying the tray of empty glasses as the gifts are given to the congregation. This may be done at the altar rail or at the communion station. Pastor or the Assisting Minister will guide you to your position.

When communion is finished, please stay in the altar area for both the Blessing and the Post Communion Prayer; then return to your seat.

End of Service

During the Sending Hymn (the final hymn) extinguish the candles. Retrieve the candle lighter from its stand. Approach the center of the chancel and bow to the altar. Turn and extinguish the Baptismal (Christ) candle first. Then approach the altar and extinguish first the right candle then the left. Step down from the chancel, bow to the altar again and then proceed to the sacristy. Place the candle lighter back on the rack.

Return the robe and rope to the coat room, being sure to zip up the robe so it will not fall off the hangar onto the floor.

We thank you again for serving as Acolyte for this service

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Altar Guild Assistants

Altar Guild is a separate team within the Worship Team. The Altar Guild prepares the chancel for Communion, prepares and hangs banners, changes & maintains the paraments by season, and so on. For each service, Altar Guild members assist in preparation for and during the Communion portion of the service. Galilee Lutheran Church serves communion in two primary ways: Communion with Bread and Communion by Intinction. Communion with Bread involves serving the wine or juice separately in individual glasses. Communion by Intinction involves dipping the wafer (or piece of bread) into the wine or grape juice chalice. Below are the instructions for the two primary types of communion.

Normally, Communion is served as follows:

- 1st Sunday Bread and wine served at the altar rail
- 2nd & 4th Sundays Intinction at station(s) in front of chancel.
- 3 & 5th Sundays; Bread and wine served in stations in front of the chancel.
- Saturdays: Intinction at station(s) in front of chancel
- Special services may modify this schedule

Altar Guild is responsible for

- preparation of the altar, chancel and communion elements prior to each of the services
- oversight of the elements during communion, and
- clean-up of the altar, chancel and communion elements following each service

Figure 1 shows the names and placement of the sacred communion vessels and linens (the setting).

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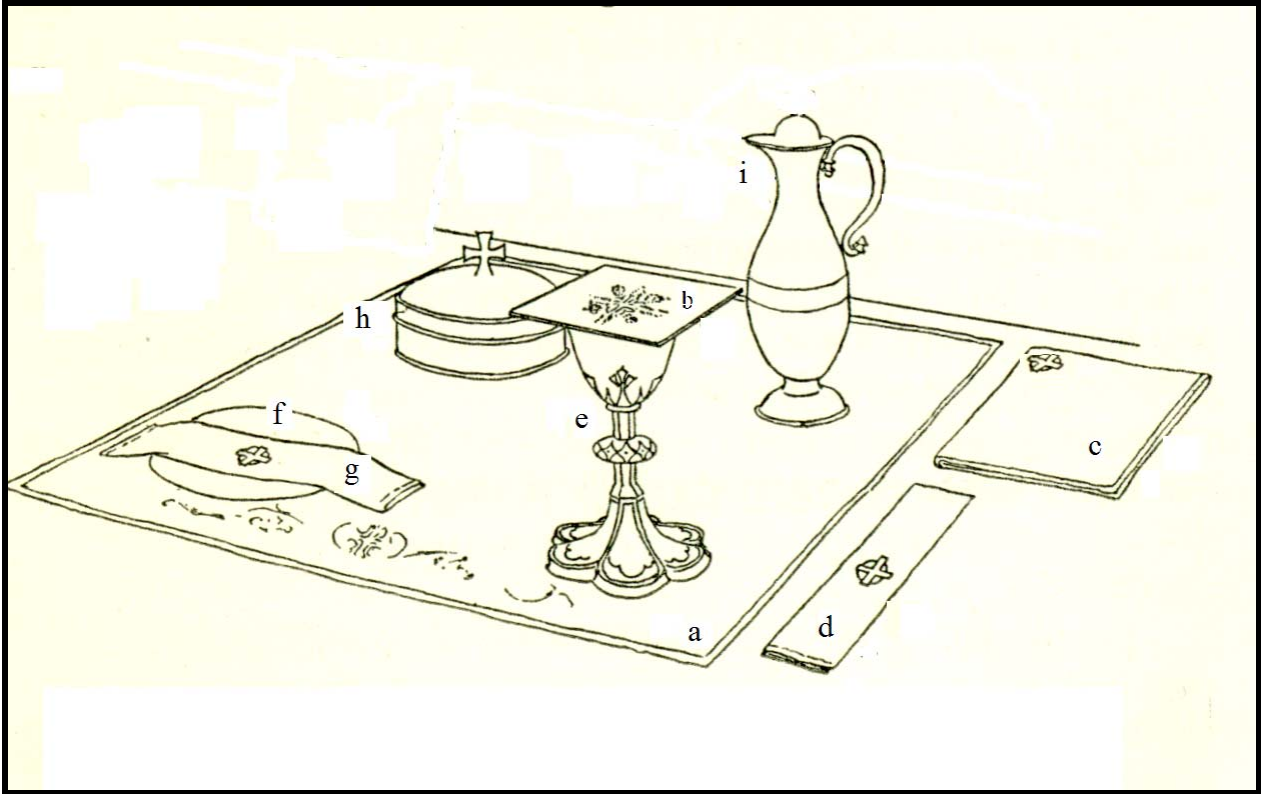


Figure 1: Arrangement of Sacred Vessels and Linens for Communion

- a. Corporal (Cloth placed over Plexiglas platform on altar)
- b. Pall (cardboard cloth placed over the chalice)
- c. Communion Veil (colored embroidered cloth placed over elements before & after communion)
- d. Purificator (cloths used to clean chalice during communion & to cover bread/wafers)
- e. Chalice (vessel for wine)
- f. Paten (plate used for bread and/or wafers)
- g. Bread cloth (covers bread and/or wafers)
- h. Pyx (container for extra wafers)
- i. Flagon (Wine pitcher)

Communion with Bread or Wafers (Not Intinction).

Instructions for cleaning, setting-up, and serving communion with bread or wafers when communion will not be by intinction (dipping the wafer into the wine).

Clean

- vacuum altar area
- dust altar, ambo, organ, and altar windows
- check candles and eternal light
- water plants

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Set up of Altar

- place the missal stand on the altar
- place worship book on missal stand
- place the corporal on top of the Plexiglas, the embroidered cross side toward the front
- place the following in the sacristy for the following morning:
 - 2 chalices with purificators and palls,
 - flagon and six silver cups,
 - 2 purificators,
 - 1 bread plate (patten), and
 - empty baskets with plastic liners for used cups
- place flowers on the altar stand(s)
 - place stand to the left of the altar, near the sacristy, if there is only one bouquet
 - remove both flower stands from the chancel area if there will be no flowers

Serving First Service

- arrange the following on the corporal:
 - 1 chalice with wine (covered with purificator and pall),
 - flagon filled with wine,
 - six silver cups, and
 - 2 purificators
- cover the chalice with colored veil
- fill center cups of trays with grape juice (4 trays for normal service, 6 trays for large service)
- place the trays of cups on table with offering plates behind altar
- place baskets with plastic liners on plant stands on either side of the columns
- cut loaf of bread most of the way through from bottom and place on plate (patten);
- cover bread with “bread cloth”
- partially fill a second chalice with wine; cover with purificator & pall
- take loaf of bread and partially filled second chalice to the back of sanctuary; these will be brought forward prior to communion by the Greeters or Ushers

During communion

- refill chalices for assistants and refill flagon (pitcher) as needed
- watch the trays of cups to be able to exchange for full trays
- refill the trays as needed

After first service

- refill the flagon
- place 2 new purificators on altar, if needed, and six new silver cups
- refill the cup trays with new cups and fill center cups with grape juice, set back on table
- replace bread, partially refill chalice
- return bread and chalice to back of sanctuary
- empty the used cups after counting (write down number of cups in log book in sacristy)
- wipe out and return baskets to plant stands on either side of altar

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Serving second service

- check the set-up before service
- refill chalices for assistants and refill flagon (pitcher) as needed
- watch the trays of cups to be able to exchange for full trays
- refill the trays as needed

After second service

- remove missal stand to its cover and put away worship book
- refold linens that are not soiled and put into correct storage bag in top linen drawer
- if there is soiled linen, rinse in cold water and place in labeled basket
- empty grape juice and wine back into bottles if possible; if not, please pour outside
- wash and dry the communion vessels and put in cupboard after covering
- count empty cups in baskets and write down number of cups in the log book in the sacristy
- wash and return baskets to cupboard
- replace cups in trays, cover trays, and return to cupboard
- take leftover bread home for the birds

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Communion by Intinction

Below are the instructions for Cleaning, Set-up, and Serving communion by intinction.

Clean

- vacuum altar area
- dust altar, ambo, organ, and altar windows
- check candles and eternal light
- water plants

Set up of Altar

- place missal stand on the altar
- place worship book on missal stand
- place the corporal on top of the Plexiglas, the embroidered cross side toward the front
- place the following in the sacristy for the following morning:
 - 2 clay chalices with purificators and palls,
 - silver host box (Pyx)with extra wafers,
 - 2 purificators, and
 - 2 clay plates (patens) for wafers
 - 2 bread cloths

Serving first service

- arrange the following on the corporal :
 - 1 chalice with wine (covered with purificator and pall)
 - 1 plate with wafers and one large wafer on top
 - cover wafers with embroidered “bread cloth”
 - 2 purificators
- cover the chalice with the colored veil
- fill second chalice with wine; cover with purificators and pall,
- fill second plate with wafers and cover with bread cloth
- take the second chalice & second plate to the back of the sanctuary: these will be brought forward by the Greeters or Ushers prior to communion

During communion

- make sure servers have enough wafers

After first service

- replace purificators if needed
- refill chalices and/or flagon (pitcher) if needed
- refill wafer plates if needed
- place another large wafer on altar plate
- return covered chalice and covered wafer plate to back

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Serving second service

- check the set-up before service
- during communion make sure the servers have enough wafers

After second service

- remove missal stand to its cover and put away worship book
- refold linens that are not soiled and put into correct storage bag in top linen drawer
- if there are soiled linens rinse in cold water and place in labeled basket
- empty wine into bottle or pour outside
- wash and dry the communion vessels and put in cupboard
- extra wafers should be put into container in drawer

We thank you again for serving as Altar Guild Assistant for this service

Emergency Information

Location of Materials

- Emergency Exits are clearly marked; please know where they are.
- Fire Extinguishers are located in the narthex near the sacristy door, in the overflow room near the play room, and in the hallway of the administrative wing outside the secretary's office.
- Telephone is located in the entryway of the narthex, outside the women's rest room.
- Automated external defibrillator (AED) is located next to the telephone.
- Wheelchairs are located in the coat closet or in vestibule at front entrance.
- Blue emergency first aid kit (on top of coat closet shelf) containing bandaging supplies, zip lock bags to make an ice pack.
- Tan suitcase with Red Cross (on coat closet shelf) has a padded mat to lay someone on, blankets & pillow).
- Bench bed is located near upper entrance outside the women's restroom.

Medical Emergency

- Plan ahead in your mind what you would do.
- Stay calm...you are not alone.
- If a member feels faint or dizzy – have them lie down in the seats or on the bench bed outside the women's restroom near the upper entrance.
- If a member complains of chest pain, pressure or tightness in the chest, difficulty breathing, slurred speech, or one sided weakness, becomes unconscious or other serious problem immediately call for help.

Call for emergency assistance.

- Use your cell phone if you prefer. (All newer cell phones are GPS enabled so the church location will be identifiable.)
- If you use the Church phone, first DIAL 9 (for outside line) then 911
- State that you are calling from Galilee Lutheran Church

N24 W26430 Crestview Drive (located off of HWY G)
Pewaukee
Phone number: 691-2380

- Designate someone to wait outside to direct ambulance personnel.

Member Resources

If you need assistance, locate members with medical experience.

Mary Mauer, Parish Nurse	
Joannie Bohlmann, RN	Dr. Todd Doenier, GP
Mike Bohlmann, Fireman/EMT	Dr. Jan Doenier, GP
Pam Graham, RN	Mary Viegut, RN
Pearl Mann, LPN	

Galilee Lutheran Church Guidelines for Lay Ministers

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