

# *Worship Lay Ministers Guidelines*

Thank you for volunteering to serve in the lay ministry here at Galilee! Many people are needed each week to serve as Acolytes, Assisting Ministers, Communion Assistants, Greeters, Lectors, Ushers and on the Altar Guild.

Galilee's philosophy is to promote the inclusion of lay ministers throughout all services.

***Please arrive 15-20 minutes before worship service to prepare***

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

***~ The Worship Ministry Team~***

## **Acolytes**

Acolytes are youth worship leaders who light the altar and chancel candles at the beginning of worship symbolizing the light of Christ, and extinguish candles at the end of the service. Acolytes help serve communion. Acolyte training is available for students 5th grade and older. It is a required activity for 7th and 8th grade confirmation students.

## **Assisting Minister**

The Assisting Minister will be helping the pastors throughout the entire service. Sections of the liturgy are written to be sung or said by the Assisting Minister. We use a variety of liturgies, so please contact the church office the week before you are scheduled to be an Assisting Minister to learn which liturgy will be used. Your contributions are listed as **A:** in the bulletin.

You will be reading the intercessory prayers listed as **A:** in the bulletin. A separate prayer sheet will be given to you by the pastor before the service

While the offering is being collected, uncover the wine and bread, then receive the gifts with one of the pastors when they are brought forward. After communion is completed, cover the wine & the bread. Refer to the guidelines under Communion Assistant for serving communion.

After the service please join the pastors in the narthex to greet people. You will also be handing out Welcome Bags to first time visitors. The Pastors will point these people out to you.

## **Greeters**

Please wear your nametag, and encourage other members to wear theirs as well. Greet from inside the entry way outside of the narthex at the Welcoming Table. 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. You may be seated when the service begins.

During the service, 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 please include your children.

## *Worship Lay Ministers Guidelines*

### **Communion Assistant**

The Communion Assistant will approach the altar area immediately after the gifts and offering have been brought forward. You will be communing with the other servants, and then serving the bread or the wine with another person, most often one of the pastors.

*When serving the bread say, "The body of Christ given for you."*

*When serving the wine say, "The blood of Christ shed for you."*

*(Said to people who choose to take grape juice, as well)*

We serve communion either at the rail or in stations; and either by intinction (dipping wafers into the wine) or with bread & cup. An Altar Guild member is always near by to help refill the wine chalice or you can refill it from the Flagon (pitcher) on the altar. When communion is finished, please stay in the front for the blessing and then return to your seat.

### **Lector**

You will receive your reading in your church mailbox at the beginning of the month that you are scheduled to read. Please always refer to the bulletin before reading as occasionally a lesson or the Psalm may be changed or eliminated.

The readings are introduced in this form or something similar:

**"The first lesson for the (5<sup>th</sup>) Sunday of (Pentecost) is from the (4<sup>th</sup>) chapter of (Genesis)."**

*(An introduction will usually be included with the reading., that may also be read)*

After the reading:

**"Here ends the reading" or "The Word of the Lord"**

The Psalm is introduced. You can read it: Responsively - lector reads first part and congregation reads **bold** or alternating verses; Antiphonally – side to side; Lector only; all together; or it can be sung either alone or as a congregation. If you choose to have it sung be sure to talk to the organist before the service.

The second lesson is introduced in the same way as the first. After this lesson is finished say:

**"Please stand for the Gospel Acclamation (or Lenten verse) (or Alleluia)"**

You may then return to your seat

## *Altar Guild Guidelines*

### **Altar Guild Instructions for Cleaning, Setting-up and Serving Communion**

#### **Clean (Saturday)**

- Vacuum altar area
- Dust altar and ambo, altar windows, piano & organ
- Check candles & eternal light, refill - replace as needed

#### **Set Up of Altar (Saturday)**

- Place missal stand on the altar
- Place worship book on missal stand
- Place the corporal on top of the plexiglass with the embroidered
- Place the following on the sacristy counter for Sunday morning:

# *Altar Guild Guidelines*

## **Communion with Bread**

2 chalices with purificators and palls  
2 purificators  
Flagon & 6 silver cups  
Bread plates  
Baskets with plastic liners

## **Communion by Intinction**

2 ceramic chalices with purificators and palls  
Silver host box with extra wafers  
2 purificators  
2 ceramic plates for wafers

## **Before 1st Service - Communion WITH BREAD**

Arrange the following on the corporal:

1 chalice with wine covered with purificator and pall  
Flagon filled with wine  
Six silver cups  
2 purificators

Cover the chalice with colored veil of the season

Place the trays of cups on table with offering plates behind the altar after filling the center cups with grape juice

Place baskets with plastic liners on plant stands on either side of the altar

Cut loaf of bread most of the way through & cover with appropriate linen

Take bread and partially filled second chalice to the back of the sanctuary to be brought forward as part of communion service

## **During 1st Service - Communion with Bread**

Exchange empty trays of cups with full trays at communion stations

Refill juice and wine as needed

Refill chalices for communion assistants and flagon if needed

## **After 1st Service - Communion with Bread**

Refill the flagon

Place 2 clean purificators and six clean silver cups on the altar

Refill the cup trays with new cups, filling the center cups with grape juice

Place the trays of cups on table with offering plates behind the altar

Replace bread and partially fill second chalice, take to the back of the sanctuary to be brought forward as part of communion service

Count the used communion cups in the basket & record totals in notebook

Wipe basket liner and return to the plant stands on either side of the altar

## **Before 2nd Service - Communion with Bread**

Check the set-up before the service

Exchange empty trays of cups with full trays at communion stations

Refill juice and wine as needed

Refill chalices for communion assistants and flagon if needed

# *Altar Guild Guidelines*

## **Before 1st Service - Communion by INTINCTION**

Recording number of communicants is determined by number of wafers used

Place the following on the corporal:

1 chalice with wine covered with purifactor and pall

1 plate with wafers\* and one large wafer on top, cover with appropriate linen

\*Count the number of wafers placed on plate, record total

(wafers remaining after communion will be counted & recorded in notebook)

2 purifactors

Cover the chalice with the colored veil

Fill the second chalice with wine. Cover with purifactor and pall

Fill the second plate with wafers, cover with appropriate linen

Take second chalice & second plate to the back of the sanctuary to be brought forward as part of communion service

## **During 1st Service - Communion by Intinction**

Make sure there are enough wafers on the plates, keep count of additional wafers used

## **After 1st Service - Communion by Intinction**

Replace purifactors if needed

Refill chalices with more wine, if needed

Refill wafer plates noting number of total wafers. Place a large wafer on top to cover plate on corporal

Take second chalice & second plate to the back of the sanctuary to be brought forward as part of communion service

## **Before 2nd Service - Communion by Intinction**

Check the set-up before service

## **During 2nd Service - Communion by Intinction**

Make sure there are enough wafers on the plates

## **After Second Service**

Remove missal, place in cloth stand cover. Put away worship book

Refold linens that are not soiled and put into correct storage bag in top linen drawer

Empty wine into bottle, or pour onto ground outside. Do not dump wine down sink

Wash/dry communion vessels, place silver in specified cloth bags. Put away in cupboard

Rinse soiled towels in cold water & hang under the sink

### ***Communion with Bread***

Count used cups in baskets, record number used in notebook.

Wash basket linens, put away in upper cupboard

Replace cups in trays, cover and put away in lower cupboard

Take left over bread home or spread outside for the birds. Do not throw into trash

### ***Communion by Intinction***

Count remaining wafers, record number of wafers used in notebook

Put unused wafers into container in drawer

# *Ushers Handbook*

## III. WORSHIP SERVICE PROCEDURES

- There should be two ushers inside the sanctuary and two ushers at center aisle, all with bulletins.
- Be alert, smile, greet people as you hand them a bulletin while asking for their seating preference. If possible, try not to have people walk in unescorted.
- Do not allow anyone down aisle during opening prayer. Wait until pastors are in place before seating late-comers.
- Ushers should sit in back seats or stand during sermon and keep alert.
- Ushers must count attendance. Be sure to place pink count slip in offering plate.
- Two ushers will go up center aisle to receive offering plates from the pastor, while side ushers go down each side and wait at first pew. Ushers on left side will pick up the choir offering.
- After receiving offering, place it in two of the plates. Stand at the back of the sanctuary and wait for greeters to take the gifts to the altar. Let them get at least 4 rows ahead before following with the offering plates. Return to the back of the sanctuary while pastors prepare communion.

## IV. COMMUNION INSTRUCTIONS

- The first Sunday of the month communion is at the rail; the remaining Sundays and Saturdays communion is served at two stations.
- When they are finished with the prayer, all four ushers will return to the front pew.
- Side aisle ushers will take communion first so they can hold baskets for cups. When communion is by intinction, ushers may return to the back of the sanctuary.
- Center aisle ushers will direct people to the altar from each side. Organist and choir are to be ushered through a vacant row. Keep flow moving as smoothly as possible. Center aisle ushers will take communion last, indicating all others have been served.

**Please inform pastor of any person unable to come forward for communion.**

## V. END OF SERVICE

- During last verse of closing hymn all ushers will go down side aisles (taking empty offering plates to the front), stopping at front pew until congregation starts to leave church.
- At this time ushers are asked to go through pew racks, picking up bulletins and debris from chairs, floor, and book racks. Also make sure hymnals are in order. Do not throw bulletins into wastebasket; place in recycle basket in the narthex. Please return usher pins to the usher cabinet in the sacristy.
- Greeters are to be available to pastors as congregation exits. Check to make sure this is happening.
- Second service ushers are to:
  - ◆ Turn off all marked lights in the sacristy and narthex.
  - ◆ Take care of baptismal font when applicable. Water should never be put down the drain, but poured into a plant or onto the earth outside
  - ◆ Turn off PA system (just push red button and red light will go off). Close music room door.
  - ◆ Close overflow doors & narthex doors and lock lower entrance door off lower parking lot.
  - ◆ Secure the building. It is your responsibility to secure building before leaving, unless some other authorized person tells you otherwise.
- Be alert for congregation's needs, potential disturbances or any emergencies. Designate one usher to intervene in these situations.
- If you have anything brought to your attention that is out of order or needs repair, bring it to the attention of the proper person, i.e. have the head usher write it up for Building & Grounds Ministry Team Leader.

# *In Case of Medical Emergency*

## **Plan ahead in your mind what you would do.**

If someone feels faint or dizzy – have them lie down in the seats or on the bench near the upper entrance. (If they don't lie down they will usually fall down.)

If someone complains of—

- CHEST PAIN, PRESSURE or TIGHTNESS
- DIFFICULTY BREATHING
- SLURRED SPEECH or ONE SIDED WEAKNESS
- BECOMES UNCONSCIOUS
- OR OTHER SERIOUS PROBLEM

DIAL **9** (for outside line) + **911**

**The PHONE is located in entry way to the narthex (outside women's rest room)**

If you call 9-911 – state that you are calling from  
Galilee Lutheran Church

**N24 W26430 Crestview Drive ~ Pewaukee (off of HWY G, north of HWY SS).**

Phone number is 262-691-2380

NOTE: Main entrance is off Prospect Avenue

Have one usher wait outside to direct ambulance personnel.

Close narthex doors to decrease noise level.

STAY CALM...YOU ARE NOT ALONE.

Comfort measures everyone can do:

- Listen
  - Reassure
  - Apply a cold compress to a forehead
  - Hold someone's hand
  - Prayer
- all help the healing process begin!!

To learn more – sign up to attend a basic first aid or CPR course.

If you need assistance, locate members with medical experience. Look for:

Shirley Allison, Parish Nurse  
Joannie Bohlmann, RN  
Mike Bohlmann, Fireman/EMT  
Jalane Bowen, LPN  
Barry Carpenter, Fireman  
Ken Coshun, Pharmacist  
Dr. Todd Doenier, GP  
Dr. Jan Doenier, GP  
Pam Graham, RN  
Chris Groth, Pharmacist  
Pearl Mann, LPN  
Mary Viegut, RN

**Remember—**

- Our goal is to provide a comfortable, orderly, rewarding and God-pleasing worship service for all who attend.
- Remain alert for any situation in which you could be of service.

# Coffee Fellowship Task Description

## **Before Early (8:00am) Sunday Service – try to arrive by 7:30am**

### Make Coffee:

- There are two options for making coffee, either using coffee urns (located in the cabinets in the kitchenette area of the narthex) or using the coffee maker & air-pots (located in the kitchenette area of the Overflow Room). See posted instructions for preparation.
- Estimated time needed to prepare using the coffee urns is 15 minutes.
  - Make a full urn (60 cups) of REGULAR coffee
  - Make ½ urn (30 cups) of DECAF coffee.
  - Make ½ urn (30 cups) of WATER for tea and hot chocolate.
- Note: When using urns, brew **two urns per electric outlet**, otherwise circuits will trip in the narthex. (For example: regular & decaf coffee urn on the kitchenette counter, water urn on table plugged into floor outlet – or brew 1 air-pot of water through the coffee maker)
- Estimated time needed to prepare using the coffee maker & air-pots is 30 minutes.
  - Make 3 air-pots (45 cups) of Regular Coffee
  - Make 2 air-pots (30 cups) of Decaffeinated Coffee
  - Make 1 air-pot (15 cups) of Water for Tea and Hot Chocolate.

NOTE: Additional coffee may need to be brewed between services when using air-pots.

### Set the table:

- Estimated time to set the table is 10 minutes
- There should be an 8' table set-up in the narthex. If not, tables (and tablecloths) are located in the Overflow Room closet.
- Cookies are stored in the freezer located in the Overflow Room closet. Place cookies in baskets, lined with a napkin and place on the serving table.
- Ministry teams are welcome to supplement or replace cookies with other snacks!
- Set out juice. Pouring juice into a pitcher makes it much easier for kids with small hands to handle, and helps eliminate spills.
- Make sure tongs, napkins & cups (both hot & cold) are available.
- Make sure sweeteners, stir-sticks & creamers are full. (Refills are located in a cabinet in the kitchenette area of the narthex)
- Set out "Free Will Offering" basket/jar on the table

### **Clean-up after Late Service**

- Estimated time to clean-up is 30 minutes
- Count Freewill Offering, place in envelope (located in left hand drawer under refrigerator in narthex), sign envelope & hand to an usher, Leadership Board Member or Pastor to put in the safe.
- Store opened juice in refrigerator. Place an un-opened bottle of juice in refrigerator, so it chills for the following weekend. (Un-opened juice is located in a cabinet in the kitchenette area of the narthex)
- If there are leftover cookies, place in cookie jar.
- Wash, dry & put away used tongs, juice pitcher(s), urns or coffee pots, etc. (There is no hot water for the sink in the narthex).
- NOTE: Leftover coffee may be transferred to the air-pots in the Overflow Room, staff will drink it during the week by warming in the microwave
- Place soiled towels in box on sink in Overflow Room marked "Soiled Towels"
- Make sure lights are off and door is locked, if you are the last one to leave.

## *Kitchenette Etiquette*

***This small space is shared by many Ministries!  
Out of respect for each other, please let's follow these guidelines:***

Make sure all food is taken home after your event. There are "To-Go" containers & zip lock bags located in drawers in the Overflow Room kitchenette and in the closet off the Overflow Room.

There is not enough room to store food in the small refrigerator, so please make your purchases just before your event. No leftovers should be stored in the refrigerators, unless there is reasonable expectation that you will use it within 1-2 days. If not used, please make arrangements to clear the space for other's events. No perishable foods are to be stored in the Overflow Room closet.

If you are storing food in the freezer which is located in the Overflow Room closet, please make sure the food is labeled and dated. Please be respectful of space limitations by properly packaging items to maximize space.

Make sure all dishes are washed, dried & put away before you leave.

Make sure all counters & sinks are wiped before you leave.

If using the stove or microwave, make sure it is clean before you leave.

In the case of large gatherings, please make sure the trash is taken out before you leave, unless prior arrangements with custodial staff have been made. The dumpster is located behind the building—lower level.

Make sure towels, dishcloths and tablecloths are taken home, washed & returned.

Make sure lights are turned out, and doors are closed before you leave.

***Thank you for your consideration!***

### **Galilee Lutheran Church - Inventory**

9 – 8' white tables  
3 – 6' white tables  
6 – round white tables  
Oblong white tablecloths  
Oblong grape-color tablecloth  
Round white tablecloths  
Round grape-color tablecloths  
9 – white coffee carafes  
14 – cold pitchers  
6 – chaffing pans  
1 – large Nesco  
2 – crock pots  
15 – Deviled Egg Trays  
Glass dinnerware – located lower level kitchen

***Please coordinate your space and supplies needs with the church office no later than two weeks prior to your event or meeting.***