

Timothy Lutheran Ministries



Worship Assistant Handbook

January 2025

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1. Introduction

Timothy relies on worship assistants to ensure that the worship experience for our members and visitors is both God-pleasing and Christ-centered. We are grateful for all volunteers who are willing to use their God-given gifts for Him and in the service of His church. When you volunteer to help at worship, you are not simply putting your name down for an hour or so of service on Sunday morning. You are taking on a ministry. You are taking a leadership role in the family of God. You are committing to serve God and your brothers and sisters in Christ. We seek to serve every person who comes through the doors of the church in whatever way possible during worship, showing love and respect. Thank you for stepping up and helping in this worship ministry!

2. Using This Handbook

Timothy has two different worship service styles: Blended Traditional and Contemporary. Although both services contain the basic Lutheran liturgical components, how these components are presented and conducted in the worship service varies. Thus, the handbook is structured and organized by worship styles. The information for each service style is organized into step-by-step procedures and processes, providing detailed instructions for every phase of the worship service.

3. Contemporary Service Procedures

Your role as a worship assistant is integral to creating a meaningful and seamless worship experience. To ensure everything is prepared and to support the pastor effectively, please arrive at the church 30 minutes before the service begins. This time allows you to familiarize yourself with the order of worship, assist with any setup tasks, and check in with the pastor or other leaders for specific instructions. Your presence and readiness contribute greatly to fostering an environment where all can connect with God and one another. All Worship Assistants need to wear a Worship Assistant name tag while serving as a Worship Assistant. You may use your specific name tag or a generic “**Worship Assistant**” name tag. All name tags are in the Usher/Worship Assistant cabinet located on the back wall of the worship area between the south entry doors and the copier room.

PRE-SERVICE:

1. Use the hex key, which is located on the right end of the door casing, to unlock the manual exterior doors as needed. **Note: The automatic set of doors, on the right side looking into the facility, are opened automatically one hour before service time. DO NOT UNLOCK OR LOCK THESE DOORS.**
2. Notify the pastor/worship leader of your arrival and ask them if there are specific events (Baptism, Communion, etc..) that require additional assistance.
 - a. **Baptisms**
 - i. Verify and ensure that the Baptismal font, banner, and baptismal candle are in place on the right side of the stage.
 - ii. Place warm water in the font.

- iii. Secure the faith chest from the church office and place it in front between the baptismal font and the baptismal candle.
- iv. Take the baptismal cloth and baptismal candle (unbox and unwrap, as necessary) from the chest and place them on the baptismal font for the pastor. Place the banner on the Baptismal Candle holder. **Note: Chests are available to children up to 4 years of age.**
- v. Greet the family and direct them to the reception area to meet the pastor and answer any questions they may have.
- vi. Ask the family the number of seats to reserve for the family and place “Reserve” tags on the appropriate number of rows.

b. Holy Communion

- i. Discuss and coordinate worship assistant duties related to communion with the pastor and other worship assistants before the service.
- ii. Verify the Holy Communion table is centered in front of the stage with all the communion vessels (1 Flagon of Wine, 2 Chalices, 2 Patens for wafers, 2 Pyxides filled with wafers, the appropriate number of individual communion cups trays, and necessary linen items to use and cover Holy Communion vessels.
 1. Verify that there is a Chalice and a paten with a wafer on the Altar on the stage. **Note: The Altar Guild is responsible for communion setup.**
3. Check the Service Order sheet on the tall round table next to the south side entry doors into the worship area and ensure the service bulletins are on the table. If the bulletins are not there, check the Business Manager’s desk in the office area.
4. Ensure the pastor’s chair is on the stage behind the left stair rail and check to see if flowers are in place in the center of the stage. **Note: If flowers are available and not on the stage, check the Business Manager’s desk area in the office area.**
5. Coordinate with the other Worship Assistants, and the ushers, to determine role assignments.
6. Ensure worship area lights are ‘on,’ and TV Monitors ‘on.’
7. One Worship Assistant needs to staff the “**Welcome**” table to assist visitors **at least 20 minutes before the service**. Record the number of distributed visitor packets on the worship attendance sheet. **Note: Information and items for the “Welcome” table is in the bottom section of the triangular vertical credenza.**
8. The Worship Assistant **not at** the “Welcome” table needs to light the Altar candles¹ and the Baptismal candle, if there is a baptism, normally 5 to 10 minutes before the service.

DURING SERVICE:

1. Assist ushers as needed, help recruit people to serve, and deal with situations that may need your assistance or aid.
2. Worship with your family – please do not allow serving to distract you from worship.
3. **Baptism** – Unless directed by the pastor, the Worship Assistant does not have any specific roles to perform.

¹ Check with pastor concerning candles for Easter, Advent and Funerals

4. **Distribution of Communion** - This is a humbling calling to serve the Lord's Supper. Please serve with reverence and honor.
- a. During the start of the first or second hymn, the Worship Assistant who will be communing the pastor, will walk down the center aisle to uncover and prepare the table.
 - b. During the service, prepare yourself through prayer and self-examination for this sacrament of forgiveness. You are not only distributing but receiving the Lord's Supper.
 - c. Following the Words of Institution come forward and receive communion from the pastor or a Worship Assistant.
 - d. Communion procedures:
 - i. After the WA/elders have communed then one of these individuals will commune the pastor and their family in this order: bread, wine, the blessing of the children (if any), and communal blessings.
 - ii. On each side of the communion rail there should be 2 servants. Any combination of WA/elders/pastors is fine.
 1. Standing at the far end of the communion table (closest to the wall) the first individual will welcome the individuals to the table (and to be the start of the line).
 2. **Serve the bread** - the host may say one of the following:
 - **The body of Christ for you**
 - **The true body of our Lord for you**
 - **Take eat the body of Christ for you**
 - **This is Jesus' body given for you**
 - **Take and eat, this is the true Body of your Lord and Savior, Jesus Christ, given unto death for your sins.**

*Note: The worship assistant will serve both traditional wafers and gluten-free wafers. Communicants who wish for a gluten-free wafer will refuse the traditional wafer and state their preference for a gluten-free wafer. **Do not touch the gluten-free wafers.***

3. **Bless the children and individuals** who are NOT receiving communion- the host may say one of the following:
 - **"May the Holy Spirit give you everything you need to follow Jesus."**
 - **"Remember that for you Jesus came, for you Jesus died, for you Jesus rose"**
 - **"May the Lord continue to grow you in the faith given at your baptism"**
 - **"In the waters of baptism God has washed you clean of your sin"**
 - **"May God bless and keep you in your baptismal grace."**

- **"May the Lord grow you stronger in faith and life with Him"**
 - **"You are God's child, and he loves you very much"**
 - **"May the joy of knowing Jesus be your strength"**
 - **"May the Lord fill you with love, joy, and peace as you walk with Him"**
 - **"May God continue to bless and keep you as you grow in your faith"**
 - **"May the love of Jesus be with you always."**
 - **"Jesus loves you. May you continue to grow in faith in his love."**
 - **"May the grace of Jesus be with you always."**
4. The second individual will follow the first individual (try and stay a few people away) **servicing the individual cups** - the host may say one of the following:
- **The blood of Christ shed for you**
 - **Receive the blood of Christ for you**
 - **Take drink the blood of Christ for you**
 - **This is the true blood of Jesus shed for you**
5. The first individual then follows up with the chalice to serve any individuals who desire the common cup rather than the plastic individual cups using the same words when distributing the wine.
- Note: When serving from the chalice, try never to 'hand it' to an individual. Instead, hold it tightly in your hand but allow your wrist to be flexible so that individuals can grab the top or base and tilt it toward themselves to receive the wine. Also, some may not want to touch it at all; in this case, you will need to slowly assist them by pouring for them. Then wipe the chalice with the purificator (white cloth) and rotate it slightly for the next individual.*
6. Lastly, the first individual then extends a **communal blessing** to dismiss the table – the host may say one of the following:
- **"Now the body and blood of our Lord strengthen and preserve you in the true faith to life everlasting. Make the sign of the cross and say Amen."**
 - **"May this true Body and Blood of your Lord and Savior, Jesus Christ, strengthen and preserve you in the one true faith till life everlasting." Make the sign of the cross and say, "Depart in His Comfort and Peace."**
7. After distribution has occurred at the altar, then WA/elders/pastors will serve members in the congregation who are physically unable to come forward by going to the places where they are sitting. Ushers will help in identifying these members.

8. Following the conclusion of communion assist in returning the elements to their original place on the service table. Then collectively bow toward the altar before returning to your seats.

Special Note:

- If a consecrated piece of bread wafer drops on the floor, please do not throw it away. Set it aside and make sure the pastor is aware after communion has concluded as it needs to be properly disposed of. **(Insert the method of disposal- Dissolve in water and pour the content on the earth's ground???)**

AFTER SERVICE:

1. After the last hymn, one Worship Assistant needs to staff the “**Welcome**” table to assist visitors after the service. Remain at the “Welcome” table until one of the Traditional Service Worship Assistants takes over for you. Record the number of distributed visitor packets on the worship attendance sheet.
2. In the event of Communion, at least one WA/Elder needs to commune the worship musicians and volunteers who are unable to commune during the worship service.
3. In the event of a Baptism, empty the font and pour the water outside on the earth's ground. Please ensure the family takes the Baptismal candle, cloth, faith chest, and banner.

4. Traditional Service Procedures

Your role as a worship assistant is integral to creating a meaningful and seamless worship experience. To ensure everything is prepared and to support the pastor effectively, please arrive at the church 30 minutes before the service begins. This time allows you to familiarize yourself with the order of worship, assist with any setup tasks, and check in with the pastor or other leaders for specific instructions. Your presence and readiness contribute greatly to fostering an environment where all can connect with God and one another. All Worship Assistants need to wear a Worship Assistant name tag while serving as a Worship Assistant. You may use your specific name tag or a generic “Worship Assistant” name tag. All name tags are in the Usher/Worship Assistant cabinet located on the back wall of the worship area between the south entry doors and the copier room.

PRE-SERVICE:

1. Notify the Contemporary Worship Assistants/pastor/worship leader of your arrival and ask them if there are specific events (Baptism, Communion, etc..) that require additional assistance and work with the sound team to verify microphone testing complete
2. Verify pastor’s chair, reader podium, and microphone stand are in place
3. One Worship Assistant needs to staff the “**Welcome**” table to assist visitors at least 20 minutes before the service. Record the number of distributed visitor packets on the worship attendance sheet. **Note: Information for the “Welcome” table is stored in the below area of the triangular vertical credenza.**
4. In the event there are specific events (Baptism, Communion, etc..) that require additional assistance.
 - a. **Baptisms**
 - i. Verify and ensure that the Baptismal font, banner, and baptismal candle are in place on the right side of the stage.
 - ii. Place warm water in the font.
 - iii. Secure the faith chest from the church office and place it in front between the baptism font and the baptismal candle.
 - iv. Take the baptismal cloth and baptismal candle (unbox and unwrap, as necessary) from the chest and place them on the baptismal font for the pastor. Place the banner on the Baptismal Candle holder. **Note: Chests are available to children up to 4 years of age.**
 - v. Greet the family and direct them to the reception area to meet the pastor and answer any questions they may have.
 - vi. Ask the family the number of seats to reserve for the family and place “Reserve” tags on the appropriate number of rows.
 - b. **Holy Communion**
 - i. Discuss and coordinate worship assistant duties related to communion with the pastor and other worship assistants before the service.
 - ii. Verify the Holy Communion table is centered in front of the stage with all the communion vessels (1 Flagon of Wine, 2 Chalices, 2 Patens for wafers, 2 Pyxides filled with wafers, the appropriate number of individual communion

cups trays, and necessary linen items to use and cover Holy Communion vessels.

1. Verify that there is a Chalice and a paten with a wafer on the Altar on the stage. **Note: The Altar Guild is responsible for communion setup.**
5. Check the Service Order sheet on the tall round table next to the south side entry doors into the worship area and ensure the service bulletins are on the table. If the bulletins are not there, check the Business Manager's desk in the office area.
6. Coordinate with the other Worship Assistants, and the ushers, to determine role assignments.
7. Ensure worship area lights are 'on,' and TV Monitors 'on.'
8. Ensure the pastor's chair is on the stage behind the left stair rail.
9. The Worship Assistant **not at** the "**Welcome**" table needs to verify that the Altar candles² and the Baptismal candle if there is a baptism are lit. Light them as needed normally 5 to 10 minutes before the service.

DURING SERVICE:

1. Assist ushers as needed, help recruit people to serve, and deal with situations that may need your assistance or aid.
2. Worship with your family – please do not allow serving to distract you from worship.
3. **Baptism** – Unless directed by the pastor, the Worship Assistant does not have any specific roles to perform.
4. **Distribution of Communion** - This is a humbling calling to serve the Lord's Supper. Please serve with reverence and honor.
 - a. During the start of the first or second hymn, the Worship Assistant who will be communing the pastor, will walk down the center aisle to uncover and prepare the table.
 - b. During the service, prepare yourself through prayer and self-examination for this sacrament of forgiveness. You are not only distributing but receiving the Lord's Supper.
 - c. Following the Words of Institution come forward and receive communion from the pastor or a Worship Assistant.
 - d. **Communion procedures:**
 - i. After the WA/elders have communed then one of these individuals will commune the pastor and possibly their family in this order: bread, wine, the blessing of the children (if any), and communal blessings.
 - ii. On each side of the communion rail there should be 2 servants. Any combination of WA/elders/pastors is fine.
 1. Standing at the far end of the communion table (closest to the wall) the first individual will welcome the individuals to the table (and to be the start of the line).
 2. **Serve the bread** - the host may say one of the following:

² Check with pastor concerning candles for Easter, Advent and Funerals

- **The body of Christ for you**
- **The true body of our Lord for you**
- **Take eat the body of Christ for you**
- **This is Jesus' body given for you**
- **Take and eat, this is the true Body of your Lord and Savior, Jesus Christ, given unto death for your sins.**

Note: The worship assistant will serve both traditional wafers and gluten-free wafers. Communicants who wish for a gluten-free wafer will refuse the traditional wafer and state their preference for a gluten-free wafer. Do not touch the gluten-free wafers.

3. **Bless the children and individuals** who are NOT receiving communion- the host may say one of the following:
 - **"May the Holy Spirit give you everything you need to follow Jesus."**
 - **"Remember that for you Jesus came, for you Jesus died, for you Jesus rose"**
 - **"May the Lord continue to grow you in the faith given at your baptism"**
 - **"In the waters of baptism God has washed you clean of your sin"**
 - **"May God bless and keep you in your baptismal grace."**
 - **"May the Lord grow you stronger in faith and life with Him"**
 - **"You are God's child, and he loves you very much"**
 - **"May the joy of knowing Jesus be your strength"**
 - **"May the Lord fill you with love, joy, and peace as you walk with Him"**
 - **"May God continue to bless and keep you as you grow in your faith"**
 - **"May the love of Jesus be with you always."**
 - **"Jesus loves you. May you continue to grow in faith in his love."**
 - **"May the grace of Jesus be with you always."**

4. The second individual will follow the first individual (try and stay a few people away) **servicing the individual cups** - the host may say one of the following:
 - **The blood of Christ shed for you**
 - **Receive the blood of Christ for you**
 - **Take drink the blood of Christ for you**
 - **This is the true blood of Jesus shed for you**

5. The first individual then follows up with the chalice to serve any individuals who desire the common cup rather than the plastic individual cups using the same words when distributing the wine.
Note: When serving from the chalice, try never to ‘hand it’ to an individual. Instead, hold it tightly in your hand but allow your wrist to be flexible so that individuals can grab the top or base and tilt it toward themselves to receive the wine. Also, some may not want to touch it at all; in this case, you will need to slowly assist them by pouring for them. Then wipe the chalice with the purificator (white cloth) and rotate it slightly for the next individual.
6. Lastly, the first individual then extends a **communal blessing** to dismiss the table – the host may say one of the following:
 - **“Now the body and blood of our Lord strengthen and preserve you in the true faith to life everlasting. Amen”**
 - **“May this true Body and Blood of your Lord and Savior, Jesus Christ, strengthen and preserve you in the one true faith till life everlasting.” Make the sign of the cross and say, “Depart in His Comfort and Peace.”**
7. After distribution has occurred at the altar, then WA/elders/pastors will serve members in the congregation who are physically unable to come forward by going to the places where they are sitting. Ushers will help in identifying these members.
8. Following the conclusion of communion assist in returning the elements to their original place on the service table. Then collectively bow toward the altar before returning to your seats.

Special Note:

- If a consecrated piece of bread wafer drops on the floor, please do not throw it away. Set it aside and make sure the pastor is aware after communion has concluded as it needs to be properly disposed of. **(Insert the method of disposal- Dissolve in water and pour the content on the earth’s ground?)**

AFTER SERVICE:

1. After the last hymn, one Worship Assistant needs to staff the “Welcome” table to assist visitors after the service. Record the number of distributed visitor packets on the worship attendance sheet. **Remove all “Welcome” table material and store it in the bottom section of the triangular vertical credenza.**
2. In the event of a Baptism, empty the font and pour the water outside on the earth's ground. Please ensure the family takes the Baptismal candle, cloth, faith chest, and banner.
3. Extinguish the Altar candles at the beginning of the last hymn, unless directed by the pastor, and ensure that all service items are properly stored and place flowers on the front desk. ([See Section 5](#))

4. Close the stage Front stage curtains, using the switch located on the right side of the stage and lights are off. **Note: Nothing can be in front of the curtains. Move items inside the curtain or store.**
5. Ensure that the ushers recorded and placed offerings in the safe.
6. Do a facility walk-around, turn off unused lights, and secure the building by locking the manual exterior doors with the hex key, which is located on the right end of the door casing.

5. Worship Components Storage and Service Layouts

To maintain a harmonious sharing of space between the church and school, it is essential to store all church worship service items in the designated storage area to the left of the stage. Before Sunday morning worship, these items should be carefully brought out and arranged on the stage as previously noted. Once the traditional worship service concludes, all items must be promptly and neatly returned to the storage area. This ensures the space is ready for school use and reflects our commitment to stewardship and respect for shared facilities.

Figure 1- Picture of the storage area to include stored items





Figure 2 - Stage Podium Placement at the end of service



*Figure 3- Contemporary Worship Service - No Communion or Baptism **Note: Place Lectern Podium on floor as shown in Figure 4.***



Figure 4- Worship Service with Baptism **NOTE: Flower arrangements are not always available for all services. See Figure 3 for stage placement.**



Figure 5 - Worship Service with Communion



Figure 6 - Worship Service with Advent Wreath and Christmas tree

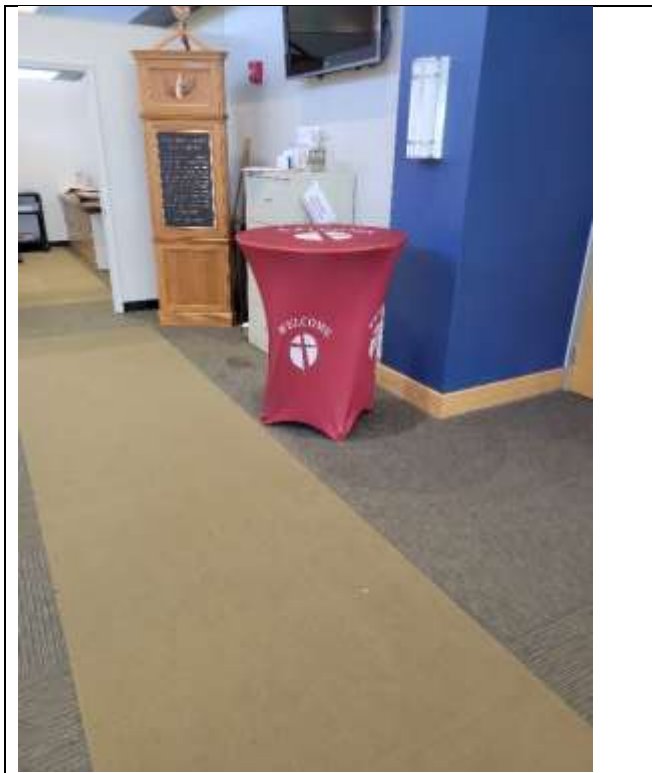


Figure 7 – Welcome Table after late service.



Figure 8 – Sample of welcome material on table

6. Funeral Service Procedures

GENERAL:

1. Funeral services may include a funeral director who assists the family and attendees with the service. In some instances, the funeral director may not be familiar with the Timothy building facilities, so it is the Worship Assistant's responsibility to assist and respond to the funeral director's requests and coordinate with the pastor and the family, as requested. Generally, one Worship Assistant is assigned to a funeral service when a funeral director's services are included.
2. For funerals that do not include the services of a director, two Worship Assistants will be assigned to assist the pastor.
3. Funeral services, generally, do not include Timothy ushers. Consequently, the Worship Assistant's duties for funeral services will include certain usher's duties as noted herein.

PRE-SERVICE:

1. Arrive at least 30 minutes before the service and let the funeral director and the pastor(s) know you are serving.
2. Wear a Worship Assistant name tag. All name tags are in the Usher/Worship Assistant cabinet located on the back wall of the worship area between the south entry doors and the copier room. Please return it to its appropriate location after the service.
3. Consult with the Pastor upon arrival for any special service needs.
4. Verify all required lights are turned on and doors unlocked. (Hex key is located on the top of the middle post screw of the center set of doors or the in the usher/worship assistant cabinet).
5. Reserve adequate seating in the front rows for family seating. Place "Reserved" signs on the rows; clip-on signs are in the usher's cabinet.
6. Generally, no acolyte is present for funeral services, so the Worship Assistant will light and extinguish the Altar candles and Christ candle lighting.
7. When attendees seek help from pastor/s before and after the services, provide assistance needed.
8. When a funeral director is not provided:
 - a. Direct attendees to guest sign-in book and provide seating information.
 - b. Offer attendees memorial cards and donation envelopes.
 - c. Distribute memorial bulletins, if available, to attendees. If a visitation takes place before the start of the funeral service, attendees may already be seated in rows without re-entering the worship area. Offer memorial bulletins to those attendees seated in rows by walking the worship area aisles while holding a memorial bulletin.
 - d. Usher the family to their reserved rows at the time directed by the pastor.
 - e. Collect all memorial envelopes and place them in the safe, or other location as directed by the Pastor, before the start of the service.
9. Extinguish the candles during the closing song.

DURING THE SERVICE:

1. Coordinate with the funeral director, as required.
2. Worship with your family and friends.
3. Usher the family and attendees out of the worship area if a funeral services staff is not present.
4. Collect any additional memorial envelopes not collected before the service and place them in the safe, or other location as directed by the pastor.
5. Turn out the building lights after attendees have left the worship area.
6. Check with the pastor on funeral banner replacement (regular worship banner in place).
7. Before securing the church, check with the pastor as to whether there are follow-up activities that require doors to remain open. Secure appropriate manual doors with the hex key.

7. Worship Financial Assistance Request Procedures

Requests for Financial Assistance are normally addressed during the week by the church office. If someone asks for assistance on a Sunday morning or interrupts a worship service with a request for prayer, the worship leader will direct them to the Worship Assistant on duty, who will escort the person to the lobby where the Worship Assistant will determine the need. **Timothy does not provide cash to individuals in any circumstance.**

For all instances of need, whether shared during a worship service or made known before or after a service, the Worship Assistant will:

1. Ask questions to determine the extent of the need, and if they believe the need to be legitimate.
2. Understanding that most needs are not urgent, the Worship Assistant can suggest that the person call the church office to speak to the Care Coordinator on the following weekday (Monday-Thursday).
3. If the need is urgent, the Worship Assistant may call the Care Coordinator at her cell phone number (**816-213-8237**) to have her speak with the person over the phone. The Care Coordinator will determine if she needs to meet with the person at that time or set up an appointment.
4. Requests that the church will consider helping with include food (if there is any in the food closet), gasoline, and utility assistance in some special case (which will need to be done on a weekday). Gasoline vouchers/cards need to be issued by a pastor or Care Coordinator.
5. If the person is homeless/hitchhiking and just needs food or a care package, food can be obtained from the food closet and a care package is located on top of the file cabinets in the reception area outside the pastors' offices. The care package is a zip-lock bag with deodorant, soap, toothbrush, toothpaste, etc. T-shirts may be given out if available.
6. In all cases where the church is assisting, a copy of the person's photo ID (driver's license, state-issued ID, etc.) needs to be made and given to the Care Coordinator (*you can leave it in her church mailbox*).

8. Contemporary Service Checklist

PRE-SERVICE

1. **Arrival Tasks**
 - **Arrive 30 minutes before service. Unlock doors**, notify the pastor/worship leader of your arrival, and coordinate role assignments with other Worship Assistants and ushers.
 - Ask about special events requiring additional assistance (e.g., Baptism, Communion).
 2. **Welcome Table**
 - Staff the “Welcome” table at least 20 minutes before the service.
 - Record distributed visitor packets on the worship attendance sheet.
 - Retrieve materials from the triangular vertical credenza as needed.
 3. **Special Events Preparation**
 - Baptisms:**
 - Ensure all items for the baptism is in place-Baptismal font, banner, candle, and chest.
 - Fill the font with warm water.
 - Greet the family, direct them to the reception area, and reserve seating as needed.
 - Holy Communion:**
 - Verify the Holy Communion setup (Table and, Ancillary tables, and cup disposal stands).
 - Confirm placement of a chalice and wafer on the Altar.
 4. **Final Preparations**
 - Check the Service Order sheet near the south entry doors.
 - Ensure bulletins are available and flowers, if available, are placed on stage (centered).
 - Ensure lights and TV monitors are on.
 - Verify the pastor’s chair is in place behind the left stair rail.
 - Light Altar candles and Baptismal candle (*if applicable*) 5–10 minutes before the service.
-

DURING SERVICE

1. **General Duties**
 - Assist ushers and deal with any arising needs.
 - Worship with your family without distraction.
 2. **Baptisms**
 - Follow instructions from the pastor; no specific roles unless directed.
 3. **Communion**
 - Prepare the table during the first/second hymn.
 - Serve with reverence
 4. **Post-Communion**
 - Return elements to their original place.
 - Bow toward the Altar before returning to your seat.
-

AFTER SERVICE³

1. **Welcome Table**
 - Assist visitors, record, and store materials in the credenza.
2. **Baptism Cleanup**
 - Empty font water outside. Ensure the family takes their Baptismal items.
3. **General Cleanup**
 - Leave altar candles lit for late service. **Do not extinguish.**
 - Ensure the ushers logged attendance.
 - Verify offerings are recorded and secured in the safe.
 - Brief late service Worship Assistants as needed.

³ NOTE: If there is only one service, follow the Traditional After Service checklist to ensure candles extinguished and facility is locked.

9. Traditional Service Checklist

PRE-SERVICE

1. Arrival Tasks

- **Arrive 30 minutes before service.** Notify the pastor/worship leader of your arrival and coordinate role assignments with other Worship Assistants and ushers.
- Confirm any additional assistance needed for special events (Baptism, Communion, etc.) and work with the sound team to verify microphone testing complete
- **Verify pastor's chair, reader podium, and microphone stand are in place**

2. Welcome Table

- Staff the "Welcome" table at least 20 minutes before the service.
- Record distributed visitor packets on the attendance sheet.
- Retrieve materials from the triangular vertical credenza, as needed.

3. Special Event Preparation

Baptism:

- Ensure all items for the baptism is in place-Baptismal font, banner, candle, and chest.
- Fill the font with warm water.
- Greet the family, answer questions, and reserve seating as needed.

Communion:

- Verify the Holy Communion setup (Table and, Ancillary tables, and cup disposal stands).
- Verify Altar has a chalice and wafer.

4. Final Preparations

- Check the Service Order sheet and bulletins (south entry table or Business Manager's desk).
- Coordinate roles with other Worship Assistants and ushers.
- Ensure lights, TV monitors, and the pastor's chair are ready.
- Light Altar and Baptismal candles 5–10 minutes before service (if applicable).

DURING SERVICE

1. Assist as Needed

- Support ushers, recruit volunteers, and address any issues.

2. Baptism

- No specific tasks unless directed by the pastor.

3. Communion

- Prepare the table during the first or second hymn.
- Serve bread, wine (individual cups or chalice), and blessings with reverence.
- Follow Communion procedures:
 - Bread and gluten-free wafers: Offer appropriate phrases.
 - Bless non-communicants with provided blessings.
 - Serve individual cups or assist with the chalice.
 - Provide a communal blessing to dismiss the table.
- Serve members unable to approach the Altar with usher assistance.

4. Post-Communion

- Return elements to the service table.
- Bow toward the Altar before returning to your seat.

AFTER SERVICE

1. Welcome Table

- Assist visitors and store materials in the credenza.

2. Baptism Cleanup

- Empty font water outside and ensure the family takes Baptismal items.

3. General Cleanup

- Extinguish the Altar candles at the beginning of the last hymn, unless directed by the pastor, and store items properly. Place flowers on the front desk.
- Ensure stage curtains are closed, lights are off, and **manual exterior doors are locked.**
Note: Nothing can be in front of the curtains. Move items inside the curtain or store.