

## *Guidelines for Assisting Ministers*

As an assisting minister, you help to symbolize that *everyone* gathered for Sunday morning worship plays an essential role in the liturgy. Though the pastors have the particular roles of preaching and presiding at the Lord's Table, the Communion service involves all of God's people and is incomplete without everyone's participation. Your prayers and your service at the Lord's Table point to the essential participation of all God's people in the worship of the community. What's maybe even more exciting, you get to wear an alb!

So thank you for your willingness to serve as an Assisting Minister for the Student Congregation. Your service is an extremely important part of our worship together.

### *Writing the Prayers*

On the Friday before the Sunday you assist, Nancy Partin (the secretary in the pastors' office) will send you an email with the prayer requests. Your task is to craft these requests into petitions that the whole gathered community can pray with you. Your words help the congregation to pray, and so this is an important task! The LBW states: "Preparation of the prayers is no less important than preparation of the sermon[!]" If you want to look at some helpful examples of prayers, look in the front of the LBW, pp. 42-53. You will also receive a copy of the Sunday bulletin in your PO, and in it you will find the words to use after each petition (generally, "Lord in your mercy..."). If you have any questions about writing the prayers over the weekend, please feel free to call one of the pastors at home or come in early on Sunday morning.

### *Sunday Morning, before the Service*

Please arrive at the Pastors' Office by 10:00 in order to go over the liturgy with whomever is presiding at the service. It's also helpful to come this early in case there are new prayer requests to add. You may also get roped into helping serve communion, so it's good to have a bit of time to talk with the sacristan about that as well.

### *During the Service*

All of the worship leaders in the service sit together in the chairs at the front of Boe. Typically you won't have any specific duties until after the Sermon and the Hymn of the Day. But you can still help out the congregation by knowing when to stand and sit, and when to say 'Amen' etc. and doing so with appropriate gusto!

### *Hymn of the day:*

During the last lines of the Hymn of the Day, walk up with the presiding minister to the table (the presiding minister will be on your left) and attach one of the clip-on mikes. The presiding minister will then lead the congregation in the Creed.

*Prayers:*

After the creed, you begin the prayers with the words, “Let us pray for the whole people of God in Christ Jesus, and for all people according to their needs.” Then offer your petitions, each followed by “Lord in your mercy” (or whatever the bulletin indicates). Unlike when you are reading Scripture, you need not look at the congregation. You are not praying *at* them, but instead *with* them *to* God. Simply lift your hands as you are comfortable and read from your paper, trusting that God hears the prayers we offer.

*The Peace:*

During the sharing of the peace, you and the presiding minister will go back to your seats for the offering.

*Offertory Hymn:*

When the Offertory Hymn begins, you will both return to the table to receive the offering, bread, and wine from the ushers. (Some Sundays the bread and wine will already be in place.) The offering plates will be handed to an assistant who will come up behind the table, but the bread and flask should be placed in the center of the table.

*Offertory prayer:*

Check in the bulletin and take note of how the offertory prayer begins. Generally, you will begin with the words, “Blessed are you,” and the congregation will then join in.

*The Great Thanksgiving & Communion:*

After the offertory prayer, uncover the bread and pour the wine (from one of the smaller pitchers) into the empty chalice. You can fill it up at least half-way. After this the presiding minister will take over and lead the congregation in the rest of the Great Thanksgiving. After the Words of Institution and the Lord’s Prayer, you can take your position as one of the communion assistants and help with the distribution of the bread and wine.

*Post-Communion Prayer:*

After everyone has communed, you and the presiding minister will both return to the table so you can pray the Post-Communion Prayer. The Post-Communion hymn will follow. It is generally short so you can just stay in place and sing.

*Dismissal:*

After the hymn the pastor will give the Benediction. Then you dismiss the congregation with the words “Go in peace. Serve the Lord.” After the congregation replies, “Thanks be to God,” enjoy the postlude and give thanks that you’re done!