



— A GUIDE TO —

SUNDAY MINISTRIES

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ANGELICAN CHURCH

A Guide to Sunday Ministries

ALL SAINTS ANGLICAN CHURCH

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Did you know it takes on average over sixty people each month to serve in our Sunday morning ministries—and that doesn't even include the choir or altar guild? We are blessed to have so many people eager to participate on Sundays as Eucharistic ministers, lectors, acolytes, ushers, intercessors, sound techs, and Children's Church workers.

Anglicans have always valued participation as essential to worship. In fact, the word *liturgy* actually means "the work of the people." Clearly you don't have to serve in one of these ministries to participate in worship, but serving in these ministries will only enhance your own personal worship experience while also assisting others in theirs.

We encourage all our people—both members and regular attendees—to consider serving regularly in one or more of these ministry areas. If you've served before, simply sign up to serve in any upcoming Sunday service on the *Opportunities to Serve* board, which is always available in the foyer. If you've never served before but would like to learn more, there is a place on the *Opportunities to Serve* board to express your interest. A Ministry Champion will contact you soon about what it entails.

There is a Ministry Champion who oversees and coordinates each area of service. Their job is threefold: to help with recruitment, scheduling, and training. You can always speak with a Ministry Champion if you have any questions about an area of service.

This guide is designed to introduce you to the different ways you can serve on Sundays. It should give you a general idea about what is involved, and it includes contact information of each Ministry Champion if you'd like to inquire further.

Our hope is to see everyone serving in ways that energize them and benefit the church as we gather each week to give praise to Almighty God: Father, Son, and Holy Spirit.

Things to Keep in Mind

- Focus on those areas of service for which you have a passion.
- Feel free to try something for a while, and if it doesn't suit you, no problem—try something else.
- Feel free to serve in more than one area of service as long as they don't conflict.
- If you sign up to serve for a Sunday and then discover you're unable to serve, you will be provided with a list of contacts so you can find a substitute.

LAY EUCHARISTIC MINISTERS (LEM)

What Does a LEM Do? A Lay Eucharistic Minister (LEM) is licensed by the bishop after receiving special training from the rector to assist with the administering of Communion during Holy Eucharist, especially the chalice.

Why Is It Important? Our worship on Sundays culminates with Holy Eucharist as we are nourished by the body and blood of Jesus; it is a great privilege to share in the serving of this sacrament to the congregation.

What Requirements and Skills Are Needed? A confirmed member with a love for the Eucharist and an appreciation for ritual; dependable, punctual, and able to follow instructions.

More Information

To become a LEM, you'll need to receive special training from the rector. This usually takes a few one-on-one sessions, after which point the bishop licenses you for this ministry.

Arrive twenty minutes before the service to get vested and review the service with the presider. Some LEMs lead in the Prayers of the People and serve as lectors. You will enter the service during the processional, reverence the altar, and take your place. You will be trained to make the appropriate gestures during the liturgy to be consistent with the presider and to encourage the congregation in their worship participation.

After the presider receives the elements from the ushers, close the kneeling rails at the front of the sanctuary to prepare for Communion. After the Great Thanksgiving, the presider will administer Communion to those in the sanctuary who are serving. After receiving Communion, you will receive a chalice and purificator (a wiping cloth) to begin administering Communion to the people. Follow the priest administering the bread. What you do at this point is a large part of your training.

Toward the end of Communion, you may need to follow the presider out into the nave to administer the wine to those who were unable to approach the rail. The acolyte will open the railing for you and the presider. After Communion, help the priest or deacon clean up the table and return to your place. During the recessional, follow the choir to the back of the nave.

Ministry Champion. Jane Garrety, 444-4199, jjgjogs@yahoo.com

LECTORS

What Does a Lector Do? A lector reads aloud one of the assigned lessons during a Sunday morning service.

Why Is It Important? Our worship on Sundays begins with a focus on the Word of God through prayer, readings, and the sermon. God's people have been practicing this since before the time of Jesus.

What Requirements and Skills Are Needed? A love for God's Word as well as the spoken word; the ability to read well in public; a desire to learn and improve, especially with enunciation and pronunciation.

More Information

Practice reading your assigned passage out loud the week before the service. Look up the pronunciation of any words with which you're unfamiliar. Show up at least fifteen minutes before the service to check that the lectionary book is properly marked. A few seconds before you're supposed to read, begin making your way down the center aisle. Reverence the altar and then proceed to the lectern. Read your assigned passage, and then return to your seat in the same way, reverencing the cross and then walking down the center aisle.

Ministry Champion. Nick Nordtvedt, 499-1360, nicknpt@gmail.com

ACOLYTES

What Does an Acolyte Do? An acolyte receives special training to assist the priest in the leading of Sunday worship and the attending to various tasks in the sanctuary, especially during Communion.

Why Is It Important? The word *acolyte* comes from the Greek word that means “to follow.” An acolyte, then, follows the presider to assist him throughout the service to ensure order so that the liturgy may speak to the hearts of the people.

What Requirements and Skills Are Needed? Anyone thirteen years or older who is a baptized member with a love for the Eucharist and an appreciation for ritual; dependable, punctual, and able to follow instructions.

More Information

To become an acolyte, you’ll need to receive special training from the rector and the Ministry Champion. This usually takes a few one-on-one sessions.

Dress neatly and arrive twenty minutes before the service to get vested, light the Eucharistic candles and torches, take the processional cross to the foyer, and check with the presider. At the start of the service, lead the processional carrying in the cross and then find your place. You will be trained to make the appropriate gestures during the liturgy to be consistent with the presider and to encourage the congregation in their worship participation.

After the sequence hymn, take the processional cross and lead the Gospel processional into the center of the nave. After the Gospel is read, lead the processional back onto the chancel and return the cross to its place.

After the presider receives the elements from the ushers, use the receiver plate to give the ushers the empty alms basins. Then assist the priest or deacon in preparing the table as you have been trained. At the presentation, receive the alms basins with the receiver plate from the ushers and then give them to the presider in front of the altar. After a prayer, the presider will hand you the alms basins to put on the credence table. At this point, wash the presider’s hands.

After the Great Thanksgiving, the presider will administer Communion to those in the sanctuary who are serving. After receiving Communion, take your place in the sanctuary. At the end of Communion, open the railing and then assist in the clean up of the table. At the recessional, extinguish the Eucharistic candles and then lead the recessional with the cross to the back of the nave.

Ministry Champion. Chris Pope, 337-5001, chris.pope@eplus.net

USHERS

What Does an Usher Do? An usher assists those coming to worship by greeting them, handing out bulletins, finding available seats, presenting the elements, taking up the offering, and directing people to Communion.

Why Is It Important? Ushers serve a vital role in assisting people in the worship experience, ensuring order in worship so that there are minimal distractions.

What Requirements and Skills Are Needed? Personable, prompt, aware, and helpful

More Information

Ushers should arrive at least twenty minutes before the service begins and should be “on duty” where the entrance hallway comes into the narthex, greeting parishioners and passing out bulletins. Please be especially attentive to visitors as you may be the first impression they have of All Saints. Be sure the doors to the nave remain closed while people are gathering before the service. After the service has begun, move the nametag table out of the way for fellowship after the service.

During the service, take a count of the congregation, choir, and nursery, and include all those who are serving. All children who take Communion are counted as adults. Remember to adjust the count for late arrivals. Record the count on a small slip of paper listing the number of adults, the number of children, and the total. The count is taken to the altar with the elements.

After the peace, move to the back of the nave at the center aisle and proceed to take the elements and the count to the altar. Wait for the acolyte to give you the alms basins, then reverence the altar and proceed to take up the offering. When the offering is complete, wait for the choir to finish before returning to the altar. Give the alms basins to the acolyte, reverence the altar, and return to the rear via the outside aisles.

After the Lord’s Prayer, let children’s church know that it is time to return for Communion. As the choir goes up for Communion, take your places beside the front rows and alternately invite each row to receive Communion. You may need to direct traffic in order to keep the rail full. For those who do not go forward for Communion, ask if they would like to receive at their seat. When you go forward to receive Communion, inform the priest how many need Communion taken out to them. You will then go to that person’s row and “mark” them by standing there until the priest arrives.

During the recessional hymn, open the doors to the nave. After the service, please straighten the prayer books, kneelers, chairs, etc. and pick up any loose bulletins to be recycled. Take notice of any visitors needing further information.

Ministry Champion. Ben Mehr, 345-1017, benmehr@aol.com

INTERCESSORS

What Does an Intercessor Do? An intercessor prays for people and their needs during the time of Communion.

Why Is It Important? We encounter God in a unique way during Communion, and so it is appropriate to bring our requests to him as well, and it is comforting and encouraging to have other people intercede for us during this time.

What Requirements and Skills Are Needed? Compassion for those who are hurting; the ability to listen well; comfortable praying out loud for others; the ability to keep requests confidential

More Information

Arrive ten minutes before the service to look over the prayer needs listed in the back of the bulletin and to inquire of the rector if any other requests have come to his attention. Check to see if the other intercessor has arrived. If not, be prepared to recruit another intercessor to pray with you.

Immediately before Communion is being administered, make your way to the railing before anyone else so that after receiving Communion, you can immediately proceed to the area reserved for intercessory prayer. Begin praying for those people found on the prayer list in the back of the bulletin. As people arrive, ask about and listen to their requests, sympathize with them, and then pray as the Spirit leads. Keep in mind that others may be waiting to receive prayer as well.

Tissues are accessible if needed, and anointing oil can be made available if that's something you'd like to utilize during intercessory prayer.

Ministry Champion. Nancy Thomas, 234-1706, nthomas@uu.edu

SOUND TECH

What Does a Sound Tech Do? A sound tech ensures that what is spoken during the service by the presider, lectors, preacher, and the leader of the Prayers of the People is audible to the entire congregation, and to perform any other technical duties such as recording sermons, controlling lights, playing music, etc.

Why Is It Important? Congregants must be able to hear what's being said in a service if they are going to participate fully in the liturgy. It is also a benefit to our people to have access to recorded sermons whether to hear them again or for the first time because of being absent from the service.

What Requirements and Skills Are Needed? More than the ability to push buttons, sound techs need to have technical skills, a sense of awareness, a knowledge of how our sound system works, and the ability to anticipate what's about to happen in a service.

More Information

Before you can serve as a sound tech, you'll need to receive special training from the Ministry Champion. Arrive at least fifteen minutes before the start of the service to make sure the sound system is turned on, all the microphones are turned on and have good batteries, and the computer is ready to record the sermon. Review the bulletin before the service to anticipate anything that is different from a normal service.

The primary audio channels to pay attention to are the presider's microphone, the lectern microphone, and the pulpit microphone. Make sure that all microphones are on before the person begins talking. Anticipate when the presider will speak, and turn his microphone off during those longer periods of time when he's not speaking. His microphone should be turned on even when he's speaking with the congregation, for example, during the reciting of the Nicene Creed and the Post Communion Prayer.

Pay attention during the service to the sound levels. Keep in mind that there are congregants who do not hear as well as you do. The choir, in particular, is in a difficult location to hear the sermon clearly.

As the sequence hymn is ending, be prepared to begin recording the sermon. Turn off the recording after the preacher says his closing prayer.

After the service, save the audio file of the sermon to the folder on the desktop entitled "Recorded Sermons." Then make sure that the sound system is turned off, all the microphones are turned off, and the computer is turned off. You might have to speak with the presider to locate his wireless microphone.

Ministry Champion. Marcelo Psungo, 394-0687, mlrapsungo5@charter.net

CHILDREN'S CHURCH WORKER

What Does a Children's Church Worker Do? A children's church worker ministers to children between the age of three and twelve during children's church by leading or assisting with prepared lessons and activities.

Why Is It Important? The people of God have always been charged to train up their children in the faith so that it is passed down to future generations, and children's church is one of the main ways that we as a congregation honor this responsibility.

What Requirements and Skills Are Needed? A love for children and a passion to see them grow into disciples of Christ; the ability to read to children, to pray for them, to engage in play, and to assist with their crafts

More Information

Our ministry to children relies heavily on the dedication of its volunteers. Our safe church policy requires that at least two adults be present at any event involving children under the age of twelve. However, for added supervision, we like to ensure that we have a ratio of at least one volunteer for every five children. A brief interview and background check are required for new volunteers, and initial and ongoing training are also provided.

Children's church workers who are leading the activities should check with the Priest to Families or the Ministry Champion the week prior to the Sunday they are scheduled to serve. At this time, materials will be provided that will help prepare for the upcoming lesson.

All children's church workers should arrive at the church at least twenty minutes before the start of the service. Upon arrival, check in with the Priest to Families and the rest of the children's church team for that day, briefly reviewing the lesson to ensure that all necessary supplies are readily available. Then pray with the team for the children who will be attending.

Once the service has started, be prepared to receive the children in their rooms immediately following the Children's Conversation. Begin the day's lesson with prayer. The lesson will end when an usher comes to the room to alert you that Communion is about to begin. Each lesson is approximately forty-five minutes long.

Our youth often assist with children's church. Adult volunteers utilize the help of the youth volunteers and supervise their interactions with children.

Ministry Champion. Melinda Pearson, 225-4293, pear2858@bellsouth.net