

Elder-in-charge

Worship Service Duties

A pleasing worship service experience for others depends on you being early and organized. Arrive at least 30 minutes before service.

Check to make sure the Elder-in-Charge is present and doesn't need your help before you step to your pew. Volunteer to assist where needed.

Pay special attention to visitors, and in concert with the Greeters, introduce them to the Called Ministers, Elder-in-Charge, or regular members who can then help make them feel welcome.

Be available to the Congregation before and after the service to receive/solicit concerns. Be sure to pass those concerns on to the Called ministers.

First Aid Kit (upper shelf of coat rack, across from Ushers' closet); wheelchair and walker (across from Ushers' closet); Fire Extinguishers (Narthex and Sacristy); Fire Alarm Panel (Sacristy); and Fire Alarm Pull Stations (Narthex and Sacristy).

Schedules are normally developed, printed, and e-mailed quarterly.

There is also a copy posted in the Bride's room.

Our Communion Practice

The Lord's Supper is celebrated at Good Shepherd with the confession that this Sacrament is the very Body and Blood of Christ (The Doctrine of The Real Presence) which is received with the bread and the wine for us to eat and drink for the forgiveness of sins and to strengthen our faith. Our Lord invites to His table those who trust His words, repent of all sin, seek to forgive and love as He forgives and loves us, and have the intent, with the help of The Holy Spirit, to amend their sinful lives. Children are welcome to commune after they are confirmed or have taken early communion instruction. If you agree with the nature and meaning of this Sacrament, and with our practice concerning administering it, and desire to commune with us, you are welcome! For those unable to drink wine, white grape juice is available in the center of each tray.

Elder-in-charge Check List

People:

- Called Ministers
- Acolyte
- Other Elders
- Greeters
- Head Usher
- Music Director
- Nursery
Attendant
- Organist
- Reader
- Sound

Check in with the people you will most depend upon as to their availability and needs. Recruit stand-ins as necessary.

The church bulletin is a good source on who will serve with you during the Worship Service.

Staging:

- Ensure the elements for Holy Communion are placed on the altar as required.
- Check that the correct readings are on the lectern
- Ensure that the Altar light is turned on
- Check that the Sanctuary Lamp is lit
- Name Tag

Pre-service Tasks:

- Pray with the ministers and the Acolyte before the service. Also during the service, take special time to pray for the Lord's Servants, Congregation and visitors.
- Ensure the Acolyte has their taper lit at the appropriate time.

Help teach reverence toward the Altar. Bow before approaching and when departing.

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If possible, check the campus at least once during the service for "lost souls—visitors—loiterers—thieves—and even children of our members" whose parents are unaware of their whereabouts during the worship service.

Post-service Tasks:

Ensure two Elders secure the offering.

Place attendance slips in the "green book" located in the Usher's closet.

Ensure that the Kiosk is turned off as needed.

Ensure the Family Education and Administrative Buildings are secured as needed.

If there is a need to communicate with the Pastor during the service:

- Walk up and speak directly with him during a hymn or other appropriate time-use the outside aisle near his bench.

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Communion protocol:

Robe up in plenty of time. Wash your hands. Wear a cross and stole.

Distribution Script (LSB 164, 181, 199, 210, or 217):

1. Take, eat; this is the true body of our Lord and Savior Jesus Christ, given into death for your sins.
2. The true body of Christ given for you.

1. Take, drink; this is the true blood of our Lord and Savior Jesus Christ, shed for the forgiveness of your sins.
2. The true blood of Christ shed for you.

The body and blood of our Lord Jesus Christ strengthen and preserve you in body and soul to life everlasting. Depart in peace.
Amen

Baptism Protocol:

Ensure the Baptismal font and Christ(Paschal) Candle are in place, that the bowl, shell, napkin and Baptismal Candle are in place, and that the bowl contains warm water.

At the time of Baptism, process the Baptismal party to the font with the processional cross and read "welcome message" if appropriate. The processional cross is kept in the chapel.