

Worship Volunteer Guidelines, 8:15am Worship Services

Opener, Lector, Communion Assistant, Altar Guild

Updated May 17, 2023

Opener (1 person):

- You will receive an email reminder prior to your scheduled Sunday, please click on the RSVP option to confirm your attendance
- Arrive 7:45-8am on Sunday. The North doors will automatically unlock via the security system at 7:45am
- Turn on lights at North entrance, breezeway, Narthex, Sanctuary
- Unlock the six Narthex doors using the hex key that is stored in the fire extinguisher box on the South wall of the Narthex *please remember to return key to the box after unlocking*
- Check the side aisle (pulpit side) for bat droppings. Sweep up any bat droppings using the broom and dustpan located near the sacrcisty. A trash can is located near the sacrcisty.

Lector (1 person):

Before Sunday

- You will receive an email reminder a few days in advance
 - The email will come from Breeze church management automated system
 - Please check junk mail if you do not receive it and mark it as "OK to receive"
 - Click on "RSVP" button to confirm you will lector that Sunday
 - Click on the provided link to the bulletin to find your scripture readings
- Review your scripture readings in advance.
 - Take time to consider what the scripture means.
 - Consider studying the text further at <https://enterthebible.org/>
 - Look up words you may not know how to pronounce by doing an Internet search.
- Refer any questions to the FLC office at office@flcmhk.org

Pre-Worship

- Please arrive 15 minutes early for worship.
- Walk up to lectern and check for correct scripture readings and microphone operation.
- Pray for God's Spirit to work and speak through you.

During Worship

- During the opening hymn, come forward and sit in the first pew while waiting to read.
- When it is time, walk up to lectern and adjust microphone to 4-5 inches from your mouth.
 - Those who run to the lectern usually run through the reading. Walk comfortably.
- Begin with "A reading from (book name) the (number) chapter."
- Pause

- Read slowly, audibly, and clearly.
 - Microphone tips:
 - Staying 4-5 inches from microphone is crucial. If you are too close to the microphone, popping sounds occur when you say syllables like “p” and “t.” If you are too far from the microphone, it can buzz due to feedback caused as the audio tech tries to increase your gain. Try to find the “sweet spot” distance and stay there. The audio tech person should adjust your volume appropriately.
- End with “The Word of the Lord.”
- When beginning the Psalm say, “Let us read responsively Psalm (number).”
- Read your portion slowly, audibly, and clearly.
- Begin the second reading with “A reading from (book name) the (number) chapter.”
- End with “The Word of the Lord.”
- Return to your seat wherever you would like to sit.
- Tips for good speaking:
 - Enunciate: clearly articulate all the sounds for a word
 - Tempo: speak at a comfortable speed (slower is usually better)
 - Volume: breathe deeply, have confidence
 - Eye contact: look up sometimes, like before beginning or at phrase endings
 - Pause: Yes, it is OK to pause sometimes
 - Stance: two feet on the ground standing erect and comfortable

Communion Assistant (1 person):

- You will receive an email reminder via Breeze on the Thursday or Friday prior to your scheduled Sunday, please click on the RSVP option to confirm your attendance
- Following the ‘Passing of the Peace’ and when the offertory music begins, please bring one offering plate forward and leave the other plate at the rear of the sanctuary. Carry one offering plate to the chancel (leave the other at the back of the sanctuary) and after pausing before the large cross, put the offering on the credence table and take a seat in the seats at the chancel area while the pastor proceeds with the pre-communion liturgy.
- Communion is served ‘Pilgrim Style.’ You will stand at the front holding the tray of wine/juice glasses. When distributing wine, please say “The blood of Christ, shed for you.” When giving a blessing instead of wine, please say “The Lord bless you and keep you.”
- You will receive Communion once all have communed
- Please take a headcount and record number in attendance on clipboard located on the small bookcase at the rear of the Sanctuary (on right side facing the back).

Altar Guild (1 person):

1. Prepare the altar

- a. Set the book stand aside and remove the altar cover. Hang the altar cover in the linen cupboard in the vestry. From the same linen cupboard get the credence table cloth and corporal.
- b. Gather the chalice and a purificator from the cupboard in the sacristy.
- c. Place the credence table cloth on the credence table.
- d. Place the corporal in the center of the altar. Place the chalice on the corporal with the purificator at its base. Cover with the veil.
- e. Place the book stand back on the altar
- f. Place two or three folded paper towel sheets in the bottom of the two baskets and cover them with a white paper napkin. Place them on the wooden pillars on each side of the sanctuary.

2. Prepare the wine

- a. Get one communion wine tray and lid from the lower cupboard in the sacristy. Use the plastic communion cups. Fill the tray with plastic cups, it holds 40 cups, use ~30 cups and leave some spaces to make the cups easier to pick up.
- b. There is usually left over wine in a wine bottle in the refrigerator. If that is not enough, use the box wine in the refrigerator. Fill the plastic cup filler used to fill the wine cups and fill the cups, reserving 3-4.
- c. There is a bottle of grape juice in the refrigerator. Use a plastic filler to fill the cups in the center of the tray. The plastic fillers of grape juice and wine may be left on the counter in the sacristy for the 10:00 altar guild.
- d. Put the lid on the tray and place on the credence table.
- e. Remove the wine carafe from the upper cupboard in the sacristy and pour a small amount of wine in it, place it on the altar.

3. Prepare the wafers

- a. Get two bread patens and lid from the upper cupboard. Use the wheat wafers in the plastic container.
- b. Place one of the small white ceramic dishes in the center of the paten and put a couple of gluten free wafers in it.
- c. Put the lid on the platen and place it on the credence table.
- d. Place a large wheat host in the second paten and place it on the altar.

4. Prepare the tray for the organist and cantor

- a. Use the white plastic tray to carry elements to the organist and cantor, it is stored on the shelves above the baskets.
- b. Place a napkin on the tray and set the wooden glass holder on it. Place two wafers on the edge and two plastic glasses of wine in the holder.

- c. Place the tray on the back of the piano in the balcony.

5. Cleanup

- a. Pour the wine from the chalice back into the wine carafe. Rinse the chalice with plain water and dry thoroughly with a tea towel.
- b. Place the unused wafers back into the plastic container.
- c. Count the used glasses and record the number of those who communed in the small book above the sink.
- d. Place the used towels and used purificator into the basket in the corner of the sacristy counter