

Thank you for volunteering to serve as an Assisting Minister for worship. This is a sacred task and you bless Epiphany by your participation.

Before Worship:

- You will have received an email containing the full bulletin and any notes. You do not need to print this: a folder will be prepared and ready for you on Sunday. But familiarize yourself with what you will read.
- Arrive at the Chapel no later than 9:20am, to review with Pastor any special instructions for the service.
- Albs: you may find a variety of sizes in the Groom's Room; rope cinches are optional; wear a wood cross
- Folder: review the folder to again familiarize yourself with your responsibilities, marked with an "A".

Worship Service:

- **Stand** to the right of the Pastor during the Confession or Thanksgiving for Baptism. For Thanksgiving for Baptism, you may be asked to pour water slowly into the baptismal font as Pastor reads the text.
- If there is a Crucifer, you and Pastor **follow the cross** to process up the center aisle, and **reverence (bow) the cross** before stepping up to the main altar level.
- If there is no Crucifer, Pastor will cue you when to begin walking. You will reverence the cross before stepping up to the main altar level.
- In certain Liturgical Seasons, the Assisting Minister has the option to **lead the Kyrie** by singing. Let Pastor and the Accompanist know if you wish to do this and they can rehearse with you.
- **Stand at the Pulpit to lead the Psalm**; announce with "Please join me and read the Psalm responsively." Return to your chair when completed. Read with a clear, loud voice, not too fast, and with emotion.
- During the Gospel Acclamation (Alleluia or hymn) you may **move to sit in the pews**, to be facing the Pastor during the Sermon. Return to your chair on altar level as the Hymn of the Day begins.
- **Stand at the Pulpit to lead The Creed and Prayers of Intercession**. Note the "A" prayer intercessions and the "P" ones: Pastor reads those marked with "P" and sometimes may offer prayers not included in your book, if there have been last-minute additions.
- **Pass the Peace** with a few people, then:
 - Hand the Offering Plates to Ushers (stand in center of altar level until they come forward)
 - **Prepare the Table:**
 - **Uncover the elements** and lay the Veil reverently to the side
 - **Pour wine** into the Chalices (half-full or less for pottery chalice; 1/3 full for Silver chalice)
 - Be seated or Stand in the center of altar level to receive the Offering Plates (Doxology)
- You **DO NOT NEED** your Assisting Minister Folder for Communion: everything is in Pastor's folder
- Allow sufficient time for people to stand then **read the Offering Prayer** beginning with "Let us Pray"
- **Turn pages** for Pastor as the Communion Liturgy proceeds
- **After the Lord's Prayer**, Pastor will **hand you the plate to elevate** during The Invitation to Communion
- You and the Communion Assistant will be communed by Pastor; then **you will commune Pastor**
- You will hold the Gluten-Free wafer plate; persons using Gluten-free take their own wafer as Pastor says, "The Body of Christ, given for you."
- If the silver sipping chalice is used, **you will hold it**; place the Gluten-free plate on a pew.
- As people sip from the chalice you hold, **use a purificator** (napkin) to wipe and turn for the next person
- As Pastor takes communion to anyone seated who cannot come forward, you may **return** the Gluten-Free plate and silver chalice to the altar:
 - Silver chalice sits at 10 o'clock over where the large paten (plate) rests
 - Gluten-free paten (plate) rests just below the silver chalice, to the right of the large paten

- **Cover the silver chalice** with one purificator (napkin) so that the long edges hang over the side; cover with a pall; follow suit with the pottery chalice.
- **Assist Pastor** to cover the elements with the Veil. The Embroidered Cross on the Veil should face the congregation, seam-side down.
- **Read the Post-Communion Prayer**
- Retrieve your Assisting Minister folder for the Sending Hymn and follow Pastor's cue to recess toward the font.
- **After the Sending Hymn**, read the Dismissal printed in the folder.
- Remain standing at the font in case there is a special announcement or birthday to honor
- Return your folder to the bench for Pastor to retrieve
- Hang up your alb/cross where you found them