

You Are The Branches



I Am The Vine

WORSHIP PARTICIPANT MINISTRIES

HOLY CROSS LUTHERAN CHURCH



ACOLYTE

Requirements

- Sixth, seventh or eighth grade students
- If you are willing to serve in this capacity, please notify the church office and you will be added to the group in Church Community Builder (CCB) where you will be able to select dates when you would like to serve.

Responsibilities

- Check in with worship coordinator upon arrival at church
- Robe for the worship service with the appropriate color and medallion
- Check with the pastor of the service as to what is needed, i.e., procession, baptismal candle to be lit, etc.
- Light the candles appropriate for the service and extinguish after worship
- Receive the offering plates and place on altar
- Assist in communion by holding the trays of individual cups
- Assist the pastor if needed or requested

Time Commitment

- Come to robe 15 minutes before worship
- Participate in worship - approximately 1 hour
- Put away robe and lighter

Support

A training session will be offered before being an acolyte the first time, and students may review with the pastor before each worship service.

ALTAR CARE

Requirements

- Have some knowledge about cleaning linens and/or willingness to drop and pick up from Zengeler Dry Cleaners in Libertyville
- Should be an adult: children may assist an adult to set communion table

Responsibilities

- Check liturgical calendar no later than Saturday to set up what is needed for Sunday worship
- Prepare communion ware for the next service for Holy Communion (instructions will be provided)
- Place liturgically correct colored paraments on the altar and pulpit (instructions will be provided)
- After worship is finished, remove communion ware and, if there is communion for the next service, prepare and set up for communion; if not, dispose of elements appropriately, wash, dry and put away communion ware
- Check all linens to see they are clean for the next worship. If needing attention, launder or dry clean as appropriate
- Check to see that oil is in the candles
- On occasion, check for adequate oil in the acolyte candle lighters

Time Commitment

Depending upon the number of services and time of the year, the time commitment will vary. Setting up communion takes about ½ hour; cleaning up after communion takes about 1 hour. Schedules may allow for different people to do different portions of these tasks.

Support

Training is available from a pastor and/or previous altar care individuals. Beginners usually work with someone who has previously been on altar care. Pastors are available for questions, procedures and directions.

ASSISTING MINISTER

Requirements

- The willingness to assist the pastor when needed
- Able to project voice with clear enunciation of words
- If you are willing to serve in this capacity, please notify the church office and you will be added to the group in Church Community Builder (CCB) where you will be able to select dates when you would like to serve.
- Adult or high school youth

Responsibilities

- Check in with worship coordinator prior to worship
- Wear assisting robe, cincture, and medallion for worship appropriate to the day (check with the pastor)
- Do assisting minister parts of the liturgy at a worship service:
 - opening liturgy - preferably sung; may speak
 - read prayers of the community
 - receive communion elements at offering
 - read thanksgiving prayer following offering
 - read thanksgiving prayer following communion
 - read sending at close of service

Time Commitment

Arrive 15 minutes prior to worship to robe, one hour to one and one quarter hour of worship time, time for disrobing and returning binder and microphone to their designated places following worship.
Any practice time ahead in preparation for worship.

Support

Training is available by the pastor or deaconess.
Review available before each worship service with pastors.
Contact the church office to review bulletins and prayers in advance.

COMMUNION ASSISTANT

Requirements

- Able to hold the elements and say the appropriate words
- Able to follow the directions of the pastor/leader
- Adult, high school, middle school youth
- If you are willing to serve in this capacity, please notify the church office and you will be added to the group in Church Community Builder (CCB) where you will be able to select dates when you would like to serve.

Responsibilities

- Check in with worship coordinator prior to worship
- Hold the element (bread or wine) during communion
- Say the appropriate words for the element, i.e., bread - "The body of Christ, given for you" ; the wine - "The blood of Christ, shed for you."
- Assist in the distribution of communion

Time Commitment

The hour of the worship service.

Support

Training is available by the pastors, from the worship coordinator or from the office staff.

COFFEE HOST

Requirements

- Providing snack and juice/coffee for congregation during the fellowship hour on Sunday mornings
- Willingness to serve and clean-up between services during the year
- Adults - though families are encouraged to host together
- If you are willing to serve in this capacity, please notify the church office and you will be added to the group in Church Community Builder (CCB) where you will be able to select dates when you would like to serve.

Responsibilities

- Provide snacks, juice & coffee on a Sunday morning at fellowship time. Coffee grounds and paper goods provided by Holy Cross
- Follow instructions for preparing coffee and for locating paper goods found on the wall adjacent to the coffee pots
- Have the items ready to serve by 9 am (Paper goods are provided but need to be set up)
- Clean up all items before 10 am service; any food goods may be left on paper plates and left-over coffee may be retained in the stainless steel thermal carafes. Please be certain that the coffee pots are turned off. Please wash and return all platters or service ware.
- An offering basket may be placed on counter. It is at your discretion to use the funds for your expenses, or give them to the counters to be included in offering

Time Commitment

Preparation time before Sunday will be dependent on the host or hostess. Sunday morning time will be from 8:45 am to approximately 10:15 am.

Support

You may contact the church office throughout the week for more information. The pastors and other members are available on Sunday morning to answer questions.

GREETER

Requirements

- Be willing to greet people with genuine friendliness
- Know locations of restrooms, welcome center and church office
- Be willing to help anyone who is in need of assistance
- Adult or high school student, families encouraged
- If you are willing to serve in this capacity, please notify the church office and you will be added to the group in Church Community Builder (CCB) where you will be able to select dates when you would like to serve.

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Responsibilities

- Check in with worship coordinator prior to worship
- Invite people to coffee/refreshments, if they are available
- If they are visitors, indicate the locations of restrooms, etc.
- Invite visitors to sign the guest book which will allow them to receive the newsletter
- Mention to worship visitors with children that they are welcome to attend Sunday School at 9:45 am. Introduce them to someone involved with Sunday School
- Introduce any visitors to another member or to the pastors as a second point of contact

Time Commitment

Be at church approximately 15 minutes before the worship service begins. Remain at the door until the opening hymn, unless people are still arriving.

READER

Requirements

- Able to read aloud in a clear and distinctive voice
- Able to read Biblical readings with meaning
- Be willing to prepare ahead of time for difficult words, phrases, and understanding of the text
- Adult, high school youth or middle school youth
- If you are willing to serve in this capacity, please notify the church office and you will be added to the group in Church Community Builder (CCB) where you will be able to select dates when you would like to serve.

Responsibilities

- Check in with worship coordinator upon arrival at church
- Read designated lessons during a worship service

Time Commitment

Preparation time necessary to read fluently and attendance in the worship service to read lessons. Be at church at least 15 minutes before the service in which you read.

Support

Pastors and staff to assist in pronunciation and difficult words. Training by pastors and/or staff for reading and microphone. Office staff will email readings ahead of time.

USHER

Requirements

- Be able to provide care for the congregation:
 - provide them with bulletins
 - direct them to seating
 - advise visitors with wheelchairs and walkers of the best seating
 - know the facilities to direct congregation
 - know the facilities in case of emergency
- If you are willing to serve in this capacity, please notify the church office and you will be added to the group in Church Community Builder (CCB) where you will be able to select dates when you would like to serve.

Responsibilities

- Check in with worship coordinator upon arrival at church
- Distribute bulletins/programs at sanctuary doors before worship
- Assist handicapped individuals to their seats
- Record attendance in ushers folder
- Pass the offering plates through the congregation
- Bring offering plates and/or communion elements to the altar
- Direct congregation through communion
- Have recycle bin available for bulletin discards
- Go through sanctuary and pick up discarded bulletins/lost and found items and straighten sanctuary for the next worship

Time Commitment

Arrive 15 minutes before worship for worship coordinator check in and bulletin distribution.

Assist with offering and/or communion distribution during the worship hour.

Pick up lost and found items, discarded bulletins and straighten chairs following worship, approximately 15 minutes.

Support

Receive training from pastors and/or staff. Receive assistance from other ushers and members. New ushers will be teamed up with experienced ushers.

Any questions or comments?

Contact office staff at
(847) 367-4060 or office@holycrosschurch.org



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