

You Are The Branches



I Am The Vine

WORSHIP PARTICIPANT MINISTRIES

HOLY CROSS LUTHERAN CHURCH



ACOLYTE

Requirements

- Sixth, seventh or eighth grade students
- Schedules are created in September and March (substitute list provided)

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.

ASSISTANT ACOLYTE

Requirements

- Third, fourth or fifth grade students
- Schedules are created in September & March (substitute list provided)

Responsibilities

- Check in with the worship coordinator upon arrival at church
- May sit with family up to the time of communion
- Hold the baskets to receive the individual cups for communion

Time Commitment

- Check in with worship coordinator 15 minutes prior to worship
- Participate in worship approximately 1 hour

Support

No formal training is offered. Students approach the credence table during the communion hymn. If there are any questions, please feel welcome to discuss with the worship coordinator for the day or a pastor.

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
- Schedules are created in September and March (substitute list provided)
- 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 pastors and by the Director of Music. 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
- Schedules are created in September and March (substitute list provided)

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."
- In the case of chalice bearer, please turn the chalice and wipe the rim after each use
- 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 clean up after 9:30 am worship during the year or after 10 am worship during the summer schedule
- Adults - though families are encouraged to host together
- Schedules are created in September & March (substitute list provided)

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 following the 9:30 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.
- Summer Fellowship Hour is from 9-10 am and clean up may begin at the close of that hour
- 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 hostess. Sunday morning time will be from 8:30 am to approximately 10:30 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.

COMMUNION BREAD BAKER

Requirements

- Baking and delivering communion bread to the church

Responsibilities

- Following the recipe on the next page and procuring all ingredients
- Baking a double batch of bread (8 loaves)
- Saying a prayer while baking and marking the cross on the bread
- Bringing the bread to church in a freezable plastic bag during the week prior to a communion service or by 8 am on Sunday morning

Time Commitment

The time necessary to buy the products, bake the bread and deliver it to church.

Support

The church office provides an annual schedule to the bakers. Fellow bread bakers may offer their guidance to new bakers.

[Recipe and prayer on reverse side of this page.]

LUTHER SEMINARY COMMUNION BREAD RECIPE

Sift together dry ingredients:

2 c. whole wheat flour

1 c. white flour

1 ¼ tsp. baking powder

1 ¼ tsp. salt

Stir in

4 tsp. oil

Set aside

Mix these wet ingredients together until dissolved

¾ c. plus 2 T. very hot water

3 T. honey

3 T. molasses

Add wet ingredients to dry ingredients and mix well. The dough will be sticky, but don't knead it. Divide the dough into 4 balls and pat out to a ¼-inch thick disk. Mark it with the cross with a sharp knife. Put it on a greased cookie sheet; bake 10 min. at 350 degrees. Brush with oil and bake an additional 5-8 min. Cool on racks. Deliver to church in a freezable zip lock bag. You may choose to place sheets of wax paper between loaves if you have it on hand.

Yield: four 8 oz. loaves.

Please bake a DOUBLE BATCH for a total of 8 loaves.

If there is any bread left over, we freeze it at the church.

Prayer

Loving God,

Bless this bread that becomes Christ's body given for us during communion. May all of us know we are Yours and experience Your welcome in the bread that is broken and the cup outpoured. Amen.

(Calvary Lutheran Church, Minneapolis, MN)

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
- Sign up online at bit.ly/GreetersHCLC (case sensitive) or contact the church office

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 9:30 am worship visitors with children that they are welcome to attend Sunday School following the Children's Message. 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.

OFFERING COUNTER

Requirements

- 3-4 people per team
- Adult volunteers
- Good number skills

Responsibilities

- Count offering from all services
- Record amounts via web based ICON software
- Balance receipts to deposit amount
- Prepare bank deposit and drop off at bank

Time Commitment

45 to 60 minutes after last service. Teams count approximately once every four to five weeks.

Support

Training available by Financial Secretary and other counters.

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
- Schedules are created in September & March (substitute list provided)

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 (closest phone in nursery)
- Schedules are created in September and March (substitute list provided)

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
- Check to see that communion elements are on ushers table in the narthex before service on communion Sundays and notify pastors if missing
- 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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