

WORSHIP ASSISTANT INSTRUCTIONS

Please wear a name tag.

LIGHTING/EXTINGUISHING THE CANDLES

Lighting the Candles

Candle lighters are located in the left front cabinet of the kiosk and the matches are located on a shelf in the lectern in the sanctuary. The candles are lit *during the prelude*. Always light the altar candles first. On certain festival Sundays (see below) and baptismal days, also light the Paschal Candle. To extinguish the flame on the candle lighter, pull the wick in and push it right back out again to prevent the melted wax on the wick from hardening inside the lighter.

A NOTE ABOUT THE ALTAR CANDLES:

Please light the candles carefully without touching the followers (the glass drip protectors.) The followers are fragile and it seems like a simple tap can loosen them and allow wax to drip.

A NOTE ABOUT THE PASCHAL CANDLE:

The Paschal candle is a large candle which is symbolic of Christ's forty days on earth after His resurrection. It is first lit on Easter morn and is lit at each service thereafter through the season of Easter. The Paschal candle is also lit at baptisms and funerals.

Extinguishing the Candles

Extinguish the candles *during the postlude*, after the Dismissal, "Go in peace, serve the Lord" (please.....no earlier!). When extinguishing, put out the altar candles last. Extinguish the candles using the bell end of the candle lighter—again, carefully because when the wax is soft, the followers are more easily disturbed. Please do not blow out the candles.

READING THE SCRIPTURES

This is a very important act in the worship service. Please rehearse your reading ahead of time aloud. Read in a clear, deliberate voice. If you have a pronunciation question, ask a pastor. Please read from the large lectern Bible - rather than off a piece of paper. Come early to place a post-it note in the right spot. The microphones are always on. Adjust the microphone so the distance between the microphone and your mouth is about 8 inches. Project your voice and the microphone will pick you up. Use the step of the lectern if necessary.

SCRIPTURES WILL BE EMAILED OR MAILED TO YOU MONDAY

The Readings

Announce the reading in this way: **“The First (or Second) Reading is from _____, chapter _____, beginning with verse _____. It is found on page _____ in the pew Bible.”** Pause while the worshipers find it. Then start your reading. (Please note the page numbers in the bulletin are **NOT** the same as the page numbers in the large Bible.) At the end of the reading, say **“The Word of the Lord.”** The congregation will respond **“Thanks be to God.”**

The Psalm

First, give instructions on how the Psalm will be read (in unison or responsively by whole verses). Remember if you choose responsively, you must be part of the group reading the first verse! Then, announce the Psalm number and the page, pausing while worshipers locate it.

Announcing the Gospel

After the Second Reading say **“The Word of the Lord.”** The congregation will respond **“Thanks be to God.”** Then announce the Gospel saying, **“Please stand for the reading of the Gospel.”**

ASSISTING WITH THE SACRAMENTS

The Lord’s Supper

During the offering, go to the sacristy to wash your hands. Then go and stand in the front pew on the north side of the sanctuary. After the Great Thanksgiving and the Words of Institution, take a tray filled with wine glasses and stand on the floor facing the altar. After the pastors serve you, step up on the platform and follow one of the pastors. There should be a BASS assistant with goldfish between you and the pastor. Hand a communion glass to each communicant (or let them take the wine from the tray) and say, **“The blood of Christ shed for you.”** There are glasses of white grape juice in the center of each tray; people who prefer grape juice will indicate it. After all have been communed, you may be seated. Do not assist if you are sick. Please find a replacement and let the Pastors know.

When communion is done in continuous fashion, you, the pastors and the youth assistants stand in place and the worshipers move past you. The standing order, from the center out, is: Pastor with bread, BASS assistant (goldfish), you with wine, and the communion assistant to collect empty cups.