

## Instructions for the Assisting Minister

Please be robed and in the robbing room ready 10 minutes before the service starts

Robes used are those without hoods attached

Make sure the knot in your cincture (rope belt) is on the left side

Check the bulletin and review for any unusual events for the service of the day

Go to the Chancel and review the prayers found in the green loose leaf notebook in your assigned seat.

Preparation - Meet with the Pastor and go over the service. Assist Acolyte and Crucifier robe and go over any special instructions for the service. Participate in the group prayer. Proceed with the Pastor and the Assisting Minister / Lay Assistant to the nave. When the Pastor enters the sanctuary for the pre service announcements, step inside the sanctuary and take your place for the confession.

Prelude - When the congregation begins singing the first verse of the opening hymn, process slowly behind the choir up the center aisle. (If there is no one from the choir processing, then follow behind the Crucifier.) Approach the front center of the altar and respectfully nod. Then depart the altar on the left side and behind the left column to your seat in the back of the altar.

The Lesson – After the Prayer of the Day, walk up on the chancel from behind the left column and address the lectern. Announce the lesson as: “A reading from <book>“ When finished with the first reading, announce the Psalm as: “The Psalm is number < >, located in the bulletin insert or, located on page < >.” Return to your seat taking the same path as you approached the lectern for the Psalm. When the Psalm is complete, return to the lectern as before and announce and read the second reading. When finished reading, return to your seat taking the same path as you approached the lectern.

Children’s Sermon – After the Children’s sermon, move and take a seat in the first pew for the regular sermon. The acolyte will be responsible for the children’s sermon box.

*NOTE: if there is no children’s sermon, then you will move to the first pew at the end of the Gospel reading.*

Conclusion of the Sermon - At the conclusion of the regular sermon, you will return to your seat behind the altar. The Assisting Minister will take the lead.

Prayers – During the singing of the Hymn of the Day, the Pastor will cue the Assisting Minister / Lay Assistant to follow the Pastor up to the altar. Bring the loose-leaf notebook with the prayers, open and place flat on the altar to the right of the altar microphone. The Pastor will lead the Creed and say the opening prayer. The Lay Assistant will pray the printed prayers, speaking clearly and directionally toward the altar microphone.

Peace – Wait in back of the altar and pass the peace with the Pastor and those serving with you. After the peace, the Crucifer will assist the Pastor with her chasuble. [If the Crucifier is not assisting, then cue the Crucifer to assist the Pastor.] When the Pastor is ready and moves to the altar, start dressing the altar for Holy Communion. The acolyte will remove the cover from the stack of cup trays at the back table in preparation for the Assisting Minister / Lay Assistant. The Assisting Minister / Lay Assistant will always handle the stack of communion cups. Once finished dressing the altar and time permits, return with the Pastor back to your seat. (Note: See the attached diagram or placement of items on the altar.)

Offering - When the Pastor moves toward the altar for receiving of the offerings, go around behind the right side of the altar following the acolyte [If there is a harvest basket (first Sunday of every month) you follow the Crucifier] and position yourself beside the column and cross in preparation to receive the elements. After the offerings are received and blessed, process down to the last step with the pastor and take the element (flagon of wine) and in sync turn and move up the chancel to the front center of the altar and raise up the elements. Then follow the Pastor around the left side of the altar and pour the wine in the chalice leaving the lid to the flagon open. Be sure to use a purificator to catch any drips while pouring. When all

the elements are prepared, pray the Offertory Prayer then step back and to the corner of the altar and remain while the Pastor begins the “Great Thanksgiving”.

Communion – After the Lord’s Prayer, signal the acolyte and crucifier up to the chancel. Distribute the empty cup tray to the acolyte and the full clean cup tray to the crucifier. Administer communion to the organist and choir first then the congregation. Receive communion behind the altar with the acolyte and crucifier. Then commune the Pastor. Assist in covering the consecrated elements and hand to the acolyte and crucifier who will be helping. Remember the Assisting Minister / Lay Assistant is responsible for taking the stack of cup trays from the altar to the table in the back of the chancel. The acolyte will place the cover on the stack of cup trays. When all articles from the altar are placed on the tables in the back of the chancel, the crucifier will cover with the linen cloths. Return to the altar and pray the Post Communion Prayer then step back and to the corner of the altar and remain while the Pastor does the Benediction. Based on the length of the Sending Hymn, follow the lead of the Pastor on returning to your seat or remain at the altar.

Sending Hymn – When the congregation begins singing the first verse of the sending hymn, process slowly up behind the left column of the altar and wait for the choir to address the chancel and process down the center aisle. (If there is no one from the choir processing, then follow behind the Crucifier.) Approach the front center of the altar and respectfully nod. Then process off the altar and down the center aisle and take your place at the back of the church. When the music stops, announce the Dismissal.

Follow up – Seek out the Acolyte and Crucifier and complement and suggest accordingly.

# Sanctuary

