

*St John's Lutheran Church - Eight Mile Plains*

# ST JOHN'S LUTHERAN CHURCH

24 Levington Road, Eight Mile Plains 4113



# WORSHIP DUTIES

DRAFT REVISION 2017

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## **BELL RINGER**

Purpose: To summon people to worship by the sound of the bell.

1. **BEFORE THE DAY OF THE SERVICE:**
  - a) practice with someone who has done this if you have never rung the bell before. Note it is important that the bell does NOT turn right over.
2. **5 MINS BEFORE THE SERVICE:**
  - a) let the musicians know that you are about to ring the bell so they can stop playing music during the ringing. Ring the bell for 30 – 45 seconds OR 12 - 20 rings.
3. **FOR SPECIAL SERVICES:**
  - a) be sure to check with pastor what to do for the bell ringing as there can be changes. e.g. Good Friday = NO BELL

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## **CLEANERS**

Purpose: To make sure worshippers have a clean church to worship in.

1. **REQUIREMENTS OF CLEANING THE CHURCH:**
  - a) Dust the altar & lectern areas
  - b) Dust window sills & pews
  - c) Dust GENTLY artificial flowers
  - d) Straighten all pews
  - e) Vacuum carpets, tiles and wood floors
  - f) Mop tiles if required
  - g) Straighten up all handouts etc.
  - h) Clean the sink in the vestry
  - i) Take home any linen for cleaning and return to vestry
  - j) Report any damage, breakages, requirements etc to church council
  - k) On the last day of your roster empty the vacuum cleaner and shake dust from the filter. Instruction book is on the inside of the cupboard door.

# COMMUNION ASSISTANT

Purpose: To prepare everything needed for the celebration of the Lord's Supper.

## 1. ARRIVE 20 MINS BEFORE THE SERVICE START TIME

- a) Wash hands thoroughly before handling items
- b) Set up as per the following towards the back of the altar  
*(leave space at the front for pastors notes)*



A = **Paten** (Wafer Plate)  
B = **Chalice** (Cup of wine)  
C = **Ciborium** (Cup with lid holding wafers)  
D = **Decanter** (Clear wine holder)  
E = **Flagon** (Metal wine holder)  
F = **Glass of water**  
G = **Glass plate** (holds spare individual plastic wine cups & spare gluten free wafers)  
H = **Purificator** (White handkerchief)

c) *For Waters:*

- a. Empty wafers from the **Ciborium** into the **Paten**
- b. Refill **Ciborium** with fresh wafers from the cupboard.
- c. Place 1 gluten free wafer (split in half) in a plastic cup in to the **Paten**. **Avoid touching the GF wafer, eliminate cross contamination.**
- d. Place gluten free wafers (still in plastic) onto the glass plate, these are spares).

d) *For Wine:*

- a. Check for wine in the decanter and use this **FIRST**
- b. Fill the **Chalice** 2/3 full with wine from the **Decanter**.
- c. Fill the **Flagon** 1/2 full with wine from the Decanter.
- d. Pour wine from the **Flagon** into the 5-6 individual wine cups with approx. 5mm of wine. Top up the **Flagon** if required.

- e. If **Decanter** is now empty, pour new wine from the cupboard with approx. 3cm of wine.
- e) Cover elements A - E with the lace cloth.

2. **AFTER THE 7am SERVICE:**

- a) Pack away as per AFTER THE 10am SERVICE instructions ONLY if there is no communion at the 10am service.
- a) Take home the **Purificator** for a wash and bring back the following Sunday.
- b) OTHERWISE return wafers on the **Paten** into the **Ciborium**
- c) Dispose of the remaining wine in the **Chalice** into the garden, rinse, wipe dry and leave in the vestry empty.

3. **AFTER THE 10am SERVICE:**

- b) Pack away all elements in the reverse of the set up.
- a) Dispose of the remaining wine in the **Chalice** into the garden.
- b) Any wine in the flagon and unused individual cups is then put back into the decanter
- c) Silverware is to be cleaned with clean water only, dried and then put away into the cloth bags.
- d) Take home the **Purificator** for a wash and bring back the following Sunday

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## **DEACON**

Purpose: To assist the pastor in preparing for the worship service. To assist in ensuring that a spirit of worship is maintained.

1. **ARRIVE 20 MINS BEFORE THE SERVICE START TIME:**

- a) Ensure all roles are being fulfilled, recruit others if required.
- b) Check with pastor for any prayers/requirements for during the service
- c) If there is Holy Communion, check that all elements are set up and correct.
- d) Wear your name badge.

**2. DURING THE SERVICE:**

- a) Assist the pastor with any prayers/ requirements as worked out before the service.
- b) With Holy Communion - assist the pastor with the distribution

**3. AFTER THE SERVICE:**

- a) Take concern as to whether all necessary things are being done before you leave the church, especially in relation to the Holy Communion elements.

*NOTE: If a visiting pastor is officiating, you as DEACON are the main contact and counsel in regard to how the service is conducted. Speak to the visiting pastor well before the service begins and ensure that he is aware of what assistants would be willing to do in the service and check that he is agreeable to same.*

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## **GREETER**

Purpose: To welcome everyone warmly to church, especially visitors and newcomers. It is important that worshippers experience the hospitality and grace of God through the greeter.

**1. ARRIVE 20 MINS BEFORE THE SERVICE START TIME.**

- a) Wear your name badge.

**2. BEFORE & START OF THE SERVICE:**

- b) Greet worshippers with a friendly smile and 'GOOD MORNING'.
- c) Remain at the door 10 mins after the service starts to greet any late comers.

**3. END OF SERVICE:**

- a) Return to the door to assist with any handouts/promotional items.

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## **LECTORS**

Purpose: To make sure that everyone hears the words in the text and understands the meaning. Listeners will then be personally addressed by the Lord.

1. **BEFORE THE DAY OF THE SERVICE:**
  - a) Confirm the readings for your week. (First, Psalm & Second readings & sometimes the Gospel also)
  - b) Pre-read/practice the readings before Sunday.
2. **ARRIVE 20 MINS BEFORE THE SERVICE:**
  - a) Check the microphone is ready, working and in the correct position.
  - b) Make sure the bible/readings are open and ready at the correct page/s.
  - c) Turn on the overhead light
3. **WHEN READING:**
  - a) Introduce the readings. Eg. The first reading for today is from ... written in chapter ... beginning at verse ...
  - b) Read with confidence and in a clear voice, do not hurry.
  - c) Speak directly into the microphone
4. **AT THE END OF THE READING:**
  - a) Pause and say "This is the word of the Lord" and the congregation will respond.
  - b) After all your readings, leave the lectern quietly and swiftly, do not close any books or rearrange anything.

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## **MOWING**

Purpose: To make sure that the grass and surrounding areas are kept neatly for worship days.

1. **REQUIREMENTS OF MOWING THE CAR PARKING AND OUTER CHURCH AREAS:**

- a) Mow using the ride on mower, the car park and outer area around the Church
- b) Report any damage, breakages, requirements etc to church council

**2. REQUIREMENTS OF MOWING DIRECTLY AROUND THE CHURCH:**

- a) Mow using the HONDA mower the immediate area around the Church
- b) Whipper Snip the edging to a tidy finish
- c) Report any damage, breakages, requirements etc to church council
- d) Dump the clippings at the back of the property behind the manse in the designated area

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## **STEWARD**

Purpose: To prepare the church for worship so that the service proceeds smoothly and functions properly.

**1. ARRIVE 30 MINS BEFORE THE SERVICE START TIME**

- a) Unlock toilets & put the parking sign on the footpath
- b) Open church windows & turn on lights
- c) Open church front doors & put mats outside
- d) Unlock & turn on PA equipment
- e) Turn on fans if needed
- f) Put correct Sunday name & hymn numbers on the board
- g) Put offering plates on the altar
- h) *SERVICE WITH HOLY COMMUNION:*
  - a) Light the 2 candles at the back of the altar
  - b) During Easter light the Paschal candle
  - c) Place handrail on the very right of the altar area, ready for installation after the offering (more space for kids talk and readings etc)
- k) *SERVICE WITH A BAPTISM:*
  - a) Light the Paschal candle
  - b) Place WARM water into the Ewer



c) Place a clean white face washer neatly folded on font

3. **DURING THE SERVICE:**

a) Assist the usher to gather the offerings

4. **AFTER THE 7am SERVICE:**

b) Empty any water used for baptism from the Ewer & Font

c) Extinguish ALL candles

d) Turn off fans & lights

e) Turn PA equipment OFF

f) Close church doors and windows

g) Assist the Usher to count the offering and record in treasurers book and sign.

5. **AFTER THE 10am SERVICE:**

a) Empty any water used for baptism from the Ewer & font

b) Extinguish ALL candles

c) Put handrail back in the vestry behind the door

d) Turn off PA equipment and LOCK

e) Turn off fans & lights

f) Bring in mats from the front door

g) Close church doors and windows

h) Assist the Usher to count the offering and record in treasurers book and sign.

i) Lock the toilets and put the parking sign sway.

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## **USHER**

Purpose: To make sure worshippers have all the materials they need, are seated comfortably and that any special needs are met.

1. **ARRIVE 20 MINS BEFORE THE SERVICE START TIME:**

a) Wear your name badge

2. **BEFORE/START OF SERVICE:**

- a) Hand out any worship material needed for the service
- b) Advise on seating if the church is getting full
- c) BE AWARE OF PERSONS WITH SPECIAL NEEDS (eg crutches, wheelchair - assist where needed)
- d) Stay at the door 10 mins after the service starts, to help any late comers.

**4. DURING THE SERVICE:**

- a) COUNT the total number of worshipers and after the service write this number into the record book in the vestry.
- b) GATHER THE OFFERING with the steward.
- c) Service with HOLY COMMUNION, install the handrail on the chancel steps after returning the offering.

**5. DURING THE SERVICE WITH HOLY COMMUNION:**

- a) GUIDE PEOPLE forward in groups of 12 – 14 (including children)
- b) COUNT the total number of people who actually commune and after the service write this number into the record book in the vestry.

**6. END OF SERVICE:**

- a) Return to the door during the last song to collect and pack away worship materials.

**7. AFTER THE SERVICE:**

- a) Assist with the counting of the offering and record this in the Treasurer's book in the vestry.
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