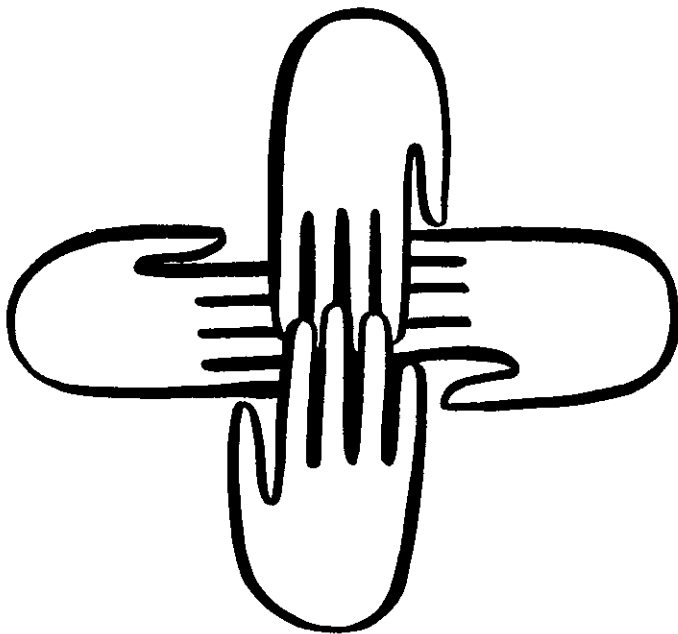


TREE OF LIFE  
WORSHIP LEADER GUIDE  
JANUARY, 2012



GOD'S WORK...  
OUR HANDS

**JANUARY, 2012**

**DEAR MEMBER,**

**THANK YOU FOR YOUR PARTICIPATION IN THE WORSHIP LEADER MINISTRY. WORSHIP LEADERS ASSIST WITH THE WEEKLY DUTIES NECESSARY TO PROVIDE SERVICES EACH SUNDAY AND HELP TO ENSURE A POSITIVE WORSHIP EXPERIENCE FOR ALL.**

**THIS WORSHIP GUIDE IS PROVIDED AS A REFERENCE FOR EACH OF THE WORSHIP LEADER ROLES. EACH ROLE HAS ITS OWN SPECIFIC DUTIES AND OBJECTIVES, AND THE GUIDE HELPS TO EXPLAIN AND INSTRUCT FOR CLARITY AND CONSISTENCY.**

**CONTENTS:**

- **GREETERS**
- **USHERS**
- **LECTORS**
- **COMMUNION ASSISTANTS**
- **ALTAR CARE PROVIDERS – EARLY SERVICE**
- **ALTAR CARE PROVIDERS – LATE SERVICE**
- **COMMUNION BREAD PROVIDERS**
- **COMMUNION WINE SPONSORSHIP**
- **ALTAR FLOWER DELIVERY**
- **ASSISTANT MINISTERS & ACOLYTES**

**TRAINING IS AVAILABLE FOR ALL OF THE WORSHIP ROLES BY CONTACTING NEIL SUNKEL BY EMAIL AT [NEIL@TREE-OF-LIFE.US](mailto:NEIL@TREE-OF-LIFE.US), OR BY CALLING 717-805-1176.**

**YOUR PARTICIPATION IN THE WORSHIP LEADERSHIP AND SERVICE ROLES IS COMPLETELY VOLUNTARY AND GREATLY APPRECIATED.**

## **Greeters**

**Description:** Greeters are stationed inside the front door prior to Sunday morning services to welcome all who enter the church with a warm smile and a handshake.

**Eligibility:** All members of the church may serve as greeters, regardless of age.

### **Specific Duties:**

1. Arrive 30 minutes before service begins.
2. Stand just inside the front doors and warmly welcome each person who enters. It is desirable to greet members by name, if known. If the greeter does not know the visitor's name, they should introduce themselves.
3. Remain at the doors until the announcements begin.
4. Provide directions to coatroom, bathrooms, childcare, as needed.

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# Ushers

**Description:** Ushers are responsible for managing logistical issues that arise during the service, including arranging for special seating needs for individuals, coordinating the collection and offering of gifts as well as communion, etc. It is expected that congregation members will follow the direction of the ushers during the service. Before service begins, ushers are stationed at the doors to the sanctuary and hand out the weekly bulletins or other materials, such as children's activity pages, hearing assistance devices, and large print bulletins. The ushers may be seated after the announcements, but the "lead" usher should remain available for late arrivals and also remain attentive throughout the service to assist those in need. The "lead" usher should also check with the Pastors for any special instruction before services for Baptisms, new member services, or for special worship concerns.

**Eligibility:** Ushers are members of the church. While anyone can serve as an usher for a given service, it is important to identify a "lead" usher who can direct less experienced ushers. There should be at least one "lead" usher for each Sunday morning service and any special services.

## **Specific Duties:**

1. Arrive 30 minutes before service begins.
2. Standing inside the sanctuary doors, the ushers hand out bulletins and greet members. You may also identify yourself to those you don't know and especially to those who may be visitors.
3. Collect the offering at the appropriate time. Ushers walk down the center aisle two by two. The acolyte, standing in front of the altar, will hand each usher a collection plate. Two ushers will each go to the side aisles and collect towards the windows. The remaining two ushers will go down the center aisle, again collecting toward the windows. Ushers will then gather at the back of the center aisle and wait for the conclusion of the offertory hymn. At the start of the offertory response, the ushers will walk down the center aisle and hand the plates to the acolyte. When all plates have been handed back, ushers will return together as a unit down the center aisle returning to their seats.
4. At the distribution of communion, two ushers should direct the communion flow down the two side aisles; two ushers should distribute the communion glasses at the front side of the aisles. An additional person is needed to collect the soiled glasses at the front center aisle (often one of our younger church members is asked for assistance). Remember that this person needs to be relieved so they might also receive communion.
5. Following the service, help restore the worship space so that it is tidy for the next service.

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# Lectors

**Description:** Lectors are responsible for the readings prior to the presentation of the Gospel and for reading the Psalm, as is done on Saturday evening, or announcing that the Psalm will be sung responsively – as is the tradition on Sunday mornings.

**Eligibility:** Any member of the church possessing the necessary reading and oratory skills may serve as a lector.

## Specific Duties:

1. The lector should check the microphone height and placement prior to the service. It should be 3 or 4 inches from the lector's mouth when the head is tilted in the reading position.
  2. The lector should be prepared by having read the scriptures prior to the service and become familiar with some of the more difficult pronunciations of names of people and places. A pronunciation guide is located on the shelf in the ambo (lectern).
  3. The lector should review the weekly bulletin so as to be familiar with the order of service and take note of special music or other rites that are scheduled for that day, as it may affect when the readings occur.
  4. The lector introduces the reading by saying, "The first reading is from the \_\_\_\_ chapter of \_\_\_\_\_", slight pause, reads the first reading, slight pause, and announces the end of the reading with, "This is the Word of the Lord."
  5. At the conclusion of the first reading, the lector may announce that the Psalm will be read or sung responsively. If the lector is not sure, check with the service musician prior to the service. If the psalm is to be read, the lector will read the Psalm.
  6. After the reading or singing of the Psalm, the lector will introduce the second reading by saying, "The second reading is from the \_\_\_\_ chapter of \_\_\_\_\_", slight pause, reads the second reading, slight pause, and announces the end of the reading with, "This is the Word of the Lord."
- NOTE: You may read directly from your bulletin insert or from the Bible on the lectern. The Pastors mark each reading in the Bible with a sticky note which also includes the introduction and ending of the readings.*
7. After the second reading, the lector returns to his or her seat.

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# Communion Assistants

**Description:** Communion Assistants are necessary for the distribution of the bread and wine. Generally, the Pastors offer the bread from two stations at the side isles of the church. The Communion Assistants offer wine from chalices with a spout for filling the communion cups. As the wine is offered, the Communion Assistant says to each communicant, "This is the blood of Christ, shed for you." As the cup runs low, they may motion for the Assisting Minister to refill their chalice with wine.

**Eligibility:** Any confirmed member of the church may serve as a Communion Assistant once they have received training from the Parish Assistant.

## **Specific Duties:**

1. The Communion Assistants approach the altar, once the bread has been broken, to be communed with bread and wine.
2. The Communion Assistants then receive a chalice and a purificator (linen cloth) from the Pastor and proceed to their assigned stations for distribution of the wine. The Communion Assistant should stand on the diagonal tiles midway between where the bread is distributed and the center of the altar to maximize traffic flow.
3. If the wine in the cup should run low, look to the Assisting Minister, who typically is assigned to offering the common cup. The Assisting Minister will retrieve the flagon from the altar and refill the chalice.
4. If the Assisting Minister is busy communing from the common cup, the Communion Assistant may leave his/her station and refill their chalice from the flagon on the altar.
5. At the direction of the Pastor, wine and a clean glass may be taken to a congregant who is unable to come up and receive communion.
6. Once all congregants have been communed, the Communion Assistant should return to the altar and hand the chalice to the presiding pastor, or place the chalice on the right side of the altar (looking out at the congregation) and return to his/her seat.

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## Altar Care – Early Service

**Description:** At the conclusion of the early service, the altar care providers (preferably two per service) clean the communion ware, including the communion cups and common cup, refill the flagon and communion cup trays, and look after the worship space.

**Eligibility:** Any confirmed member of the congregation or youth accompanied by an adult may serve as an altar care provider.

### Specific Duties:

1. At the conclusion of the service, the altar care providers will remove the bread plate, wine flagon, chalices, patens (silver plates), and purificators (linen cloths) from the altar and take them to the sacristy. Remove any crumbs from the altar by sweeping them with a purificator onto the bread plate.
2. Collect the silver cup-trays with the soiled cups from the sanctuary and take them back to the sacristy. Prepare for washing the cups by filling the sink with 2-3 inches of water with a little dishwashing liquid. Fill the other sink bowl with 2-3 inches of water and add a sanitizer tablet to the water (make sure it dissolves). Put the soiled cups into the soapy water and let them soak.
3. Go back to the sanctuary and remove any silver cup-trays that are less than full for refilling with the cleaned cups.
4. Gently clean the glass cups with a wash cloth. Be careful to wipe the rims of the cups completely to remove any lipstick residue. Once cleaned, place the cup in the sanitized water for a short soak.
5. Remove the cups from the sanitized water, shake and place on a drying cloth. Let the cups air dry for a few minutes while preparing the wine and bread for the next service.
6. The wine in the pour-chalices may be poured back into the wine flagon. The wine in the common cup should be consumed (or poured out onto the grass). Refill the wine flagon to just below the narrowing of the neck. Open wine bottles must be refrigerated and are kept in the kitchen refrigerator. New bottles are in the cases stored in the sacristy.

7. Take the crumbs from the bread plate and toss them outside onto the grass. There will be a loaf of new bread in the sacristy for the second service. Put a linen cloth on the bread plate (you can reuse the one from the first service, unless it is soiled), place the bread on the linen, and cover the bread with a new linen.
8. Wipe the common cup – particularly around the rim – and wipe off the chalices, patens and bread plate with a damp wash cloth. Do not use soap. Make sure the chalices are dried off with a cloth towel to avoid water spots.
9. Reset the altar with the bread, wine flagon, two pour-chalices, the common cup and the three clean purificators (found in the drawer in the sacristy). The two patens should be placed over top of the common cup and one of the pour chalices. (A picture is provided.)
10. Go back to the sacristy and refill the silver cup-trays with the clean cups. Put the trays under the first pew on each side of the church. There should be three filled trays at each station and three empty trays under the pew in the middle of the church for collection of soiled glass cups.
11. Finally, look over the communion stations from the first service. If there are breadcrumbs on the floor, use the sweeper in the sacristy to tidy up before the next service.

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## Altar Care – Late Service

**Description:** At the conclusion of the service, the altar care providers (preferably two per service) clean the communion ware, including the communion cups and common cup, refill the flagon and communion cup trays, and look after the worship space.

**Eligibility:** Any confirmed member of the congregation or youth accompanied by an adult may serve as an altar care provider.

### Specific Duties:

1. At the conclusion of the service, the altar care providers will remove the bread plate, wine flagon, chalices, patens (silver plates), and purificators (linen cloths) from the altar and take them to the sacristy. Remove any crumbs from the altar by sweeping them with a purificator onto the bread plate.
2. Collect the silver cup-trays with the soiled cups from the sanctuary and take them back to the sacristy. Prepare for washing the cups by filling the sink with 2-3 inches of water with a little dishwashing liquid. Fill the other sink bowl with 2-3 inches of water and add a sanitizer tablet to the water (make sure it dissolves). Put the soiled cups into the soapy water and let them soak.
3. Go back to the sanctuary and remove the remaining silver cup-trays and set aside in the sacristy.
4. Gently clean the glass cups with a wash cloth. Be careful to wipe the rims of the cups completely to remove any lipstick residue. Once cleaned, place the cup in the sanitized water for a short soak.
5. Remove the cups from the sanitized water, shake and place on a drying cloth. Let the cups air dry for a few minutes.
6. The wine in the flagon and pour-chalices may be poured back into the wine bottle. The wine must be refrigerated, so put the opened wine bottle in the refrigerator in the kitchen. The wine in the common cup should be consumed (or poured out on to the grass).
7. Take the crumbs from the bread plate and toss them outside onto the grass.
8. Wipe the common cup – particularly around the rim – and wipe off the chalices, patens and bread plate with a damp wash cloth. Do not use soap. Make sure the chalices are dried off with a cloth towel to avoid water spots.

9. Put the silver vestments into the burgundy sleeves and store them in the lower cabinet next to the sanctuary door.
10. Refill the silver cup-trays with the cleaned cups. Place the cup-trays in the lower cabinet next to the door to the sanctuary.
11. Optional: Check the candle lighters to make sure the tapers are in good shape (that they move freely and do not need to be replaced).
12. Take the soiled towels, washcloth and purificators home to be washed. Wash and dry the purificators by hand and press them. Return them to the sacristy before the 8:30 service the following Sunday.

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# Providing Bread for Communion

**Description:** Bread for Communion is provided by a church member each week. The bread should be delivered to the sacristy by 8:15 each Sunday morning, and there should be two loaves – one for each service that morning.

**Eligibility:** Any church member can volunteer to bring the communion bread.

## **Specific Duties:**

1. Bring two loaves of white or wheat bread, without seeds, nuts, etc.
2. Each loaf should be approximately 12 inches long and wide enough to commune approximately 150 people. The bread may be homemade or store-bought, but, in either case, should be baked and reasonably easy to tear. It is difficult for the Pastors to distribute bread that turns to crumbs when torn.

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## Sponsoring Communion Wine

**Description:** As the bread and wine are gifts offered for sacrifice, the congregation provides these gifts on a weekly basis. The wine used is non-alcoholic so that no baptized church member is excluded. The church purchases the wine by the case to ensure consistency and economy. An offering to supply the wine is a commitment of \$8 for each week. A check should be written to Tree of Life Church with a notation in the memo field of "Altar Wine."

**Eligibility:** Any church member can offer the communion wine.

**Specific Duties:**

1. Either write a check for \$8 per week, and write "Altar Wine" and the date in the memo field, or place the money in a separate envelope with "Altar Wine" and the date written on the envelope.

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# Flower Delivery

**Description:** At the conclusion of the 11 a.m. service, the altar flowers are removed from the altar and delivered to sick or homebound church members, or to the local hospice.

**Eligibility:** Any adult member of the church, or youth accompanied by an adult, may deliver the flowers.

## **Specific Duties:**

1. Remove the flowers from the altar vases, taking care not to spill any water that may be in the vase.
2. Put the flowers in a disposable canister stored in the sacristy or in the small bathroom off the lounge.
3. Pastor Geib usually leaves delivery instructions on the counter inside the sacristy, just inside the door.
4. Deliver the flowers with a warm smile to someone to whom they will bring comfort.
5. Be prepared to spend a few moments with the recipient, if you are comfortable. You may also offer to recite The Lord's Prayer with the recipient, as they presumably have missed the opportunity for community worship and prayer.

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## **Assistant Ministers & Acolytes**

Two important worship leader roles are the Assistant Minister and the acolyte. Both of these roles require training which is provided at least once each year.

Pastor Geib conducts the training for Assistant Ministers and prepares the schedule on a quarterly basis.

Deb Clark trains and schedules the acolytes. Acolyte schedules are usually prepared for six months at a time.

If you are interested in either of these service roles, you can contact Pastor Geib, Deb Clark or Neil Sunkel for more information.