



HOPE is called by God to look beyond ourselves. We walk together in faith, treasuring all people and sharing with them the love, hope, and acceptance that is in Christ”.

HOSPITALITY BOOKLET

Welcome to HOPE’s Small Group Ministries!

Small Group Ministry is a way for members to get to know each other and promote member participation in church services. Each HOPE Lutheran member is assigned to a small group and each small group is asked to participate in church services by acting as either greeters, ushers, communion servers, readers (scripture and prayers) or provide and serve refreshments for fellowship. In this brochure you will find instructions for each of these responsibilities.

Those who will be assisting in the service are asked to arrive by 9:00 a.m.

The hope is that you will all participate and we will continue to grow as a welcoming church community.

GREETERS/HOSTS

We know how important it is to be warmly greeted when we arrive at the home of a friend, in a store, or school, so we take seriously and joyfully the art of greeting people to worship on Sunday morning.

- Please arrive by 9:00 a.m.
- Station yourself at the front entrance inside the vestibule.
- Greet people warmly.
- Watch as people arrive, if someone appears to need assistance bring it to the attention of an usher or another member to provide assistance.

COFFEE FELLOWSHIP VOLUNTEERS

- Please arrive by 9:00 a.m.
- Please provide refreshments and one bottle of apple juice for 50 – 60.
- You can keep it simple.
- Make 30 cups of regular coffee using 1 ½ cups of grounds. There should be an orange ½ cup measure in the coffee container.
- Donut Sunday is the third Sunday, Sept. – May. Pick up the tray of donuts marked HOPE in the St. Bridget kitchen on Sunday morning. The Admin Office orders the donuts and pays the bill. You don't need to bring additional refreshments when we have donuts. Please put out a basket and the small sign that is a "thank you" for donut donations. Return the tray to St. Bridget after church.
- Keep the large roller door closed during the service.
- Following the worship service turn on the dishwasher.
- Instructions for the dishwasher use can be found above the dishwasher.
- There are additional serving instructions posted on the refrigerator door.

USHER DIRECTIONS

- Please arrive by 9:00 a.m.
- Make sure the two entry doors are both unlocked.
- Turn on the sanctuary lights (vestibule lights are automatic).
- Make sure the Christ candle is lit by 9:15. Except during advent when the Christ candle is not used
- Hand out bulletins as people arrive.
- Assist people to find open seats, if necessary set up additional chairs.
- Check with the acolyte to see if they need assistance. Review with them the candles should be lit during the

gathering hymn and extinguished during the sending hymn or "Thanks Be To You Forever" if using NTF.

- **Pass around the attendance clipboards & pen, located in the credenza, at the start of the children's message. Collect the sheets and leave on the admin desk, return the clipboards and pads to the credenza.**
- **Count everyone** during the children's message and record the attendance on the attendance sheet found in the offertory bank bag. Leave the sheet on the Admin desk.
- Offering plates are located in the credenza. Make sure there are three offering plates ready to pass. Start with the front rows.
- Communion: after the servers have communed, and when the stations are ready for serving, direct the people from the outside (window sides) of the two outside sections. Begin at the front. Direct people to return back to their seats by way of side opposite the windows. After the two outside sections have communed direct the **center section, STARTING AT THE FRONT RIGHT** – closest to piano. Direct people to exit the seating to their right, remind them to use either communion station and return to their seats to the left. Do not allow people to exit the center section from the left. Follow the last individuals to the altar to commune.
- During the service pay attention to possible distractions/noises. If the Little Disciples' room is noisy please close the door.
- After worship walk through the sanctuary to pick up things that have been left behind. Arrange the hymnals, returning them to the rack on the back of the pews or arranging them neatly on the blue chairs, every other chair.
- Check to see that the Christ candle has been extinguished.

- If you are the last to leave turn off the lights (vestibule, exterior and parking lot lights turn on/off automatically) and lock the two entry doors.

COMMUNION SET UP

- Please arrive by 9:00 a.m.
- If you are new to communion set up there are mentors who can assist you.

- **If the Sacrament of Holy Baptism is scheduled on a particular Sunday then Holy Communion is omitted.**

Before Worship

- Please wash your hands before you begin.
- Communion ware is on a shelf in the tall cabinet to the right of the refrigerator.
- Boxed wine and apple juice are in the refrigerator.
- Pour wine into 2 chalices filling each approximately ½ full. Pour apple juice into 2 chalices filling each approximately ½ full. Extra wine is stored in the cupboard above the microwave.
- Bread will be delivered to the church by bread bakers.
- Place the scored bread on the paten.
- Place 6 – 7 gluten-free wafers in the small bowl.
- Please don't contaminate the gluten free wafers by touching them.
- In the event there is no baked bread, use wafers and a second paten found in the cupboard.

Placement on the Altar

- Place four filled chalices side by side.
- Place paten behind chalices.

- Place the bowl with gluten-free wafers in front of the chalices.
- Cover chalices with a linen cloth found in the cupboard.
- Cover bread with a linen cloth found in the cupboard.
- Place two additional napkins next to chalices on the altar.

After Worship

- Wine and juice can be poured in the garden (do not dispose of in the sink).
- Wash and dry communion ware and return to the cupboard.
- Take soiled linens home, launder and return to church before the next Sunday.
- Please feed leftover bread and wafers to the birds. Do not dispose of in the garbage.

COMMUNION SERVERS

- Before assisting with Holy Communion use the hand sanitizer.
- You will be served communion by intinction.
- The Assisting Minister and the Pastor will serve the bread (*This is the body of Christ, given for you.*)
- The two other assistants will serve the wine/juice (*This is the blood of Christ, shed for you.*).
- Gluten-free wafers are available. Please allow those who request gluten-free to take the wafer out of the container.
- Watch to see how the communion lines form. The ushers should direct people from the outside (window sides) first so the bread servers will be positioned outside the wine. The ushers will then direct the center section starting at the front row closest to the piano, for this section both bread servers should be on the piano side of the wine.
- Watch to see if anyone needs the bread and wine brought to them.
- Return the elements to the altar.

READERS AND PRAYERS

- Please arrive by 9:00 a.m.
- Readers are enlisted to read the Gospel text, or other scripture selected for the weekly worship. They are also the ones who read the Prayers of Intercession which will be provided each week.
- You should receive an email copy of the bulletin from the Admin Office toward the end of the week that contains the scripture verses for your review and practice. You should also receive a copy of the prayers by email. A printed copy will also be provided on Sunday morning.
- Do a microphone check at lectern prior to worship.
- Check with the Pastor regarding pronunciations or names.

COMMUNION BREAD BAKERS

- **If the Sacrament of Holy Baptism is scheduled on a particular Sunday then no bread will be needed. Communion is omitted.**
- We have been using 2 loaves of bread per Sunday. You can store unused loaves in the refrigerator.
- Please don't hesitate to ask for help. We are willing to walk through the process with you.

COMMUNION BREAD RECIPE

Sift dry ingredients (important!) **together three times**

2 c whole wheat flour

1 c white flour

1 & 1/4 tsp baking powder

1 & 1/4 tsp salt

Stir in 4 tsp oil. Set aside.

Mix wet ingredients together until dissolved:

3/4 cup + 2 Tbsp very hot water (minimum of 180 degrees F)

3 Tbsp honey

3 Tbsp molasses

Add wet ingredients to dry ingredients and mix well. Dough should be slightly sticky.

Do not knead. Divide into four balls and flatten each into a 1/4 inch thick disk.

With a knife, score the top of each loaf into four pie-shaped sections, so that the sections can be more easily broken off while serving. Lay the loaves on a baking sheet. Bake at 350 degrees for 10 minutes. Remove from oven and brush the tops of the loaves with oil. Bake an additional 5-8 minutes. Let cool.

Yield: four 8 oz. loaves. Wrap well and store in refrigerator.

ACOLYTES

(Covered by HOPE's youth)

- Please arrive at 9:00 to prepare for worship.
- The candle lighter/taper is located in the storage room.
- Check the taper to ensure it has a wick and that the wick slides easily.
- Make certain the Christ candle has been lit prior to the worship service.
- When the Gathering Hymn begins take the unlit candle lighter, or taper to the altar and light it from the burning Christ candle. Then light the candles on each side of the altar.
- Extinguish the candle lighter.
- During the closing hymn, or when we follow Now The Feast, during "Thanks Be To You", extinguish the candles

on the altar. Before extinguishing the Christ candle light the taper, then extinguish the Christ candle and carry the “light of Christ” out to the back of the sanctuary.

- Return the candle lighter/taper to the storage room.

ASSISTING MINISTERS
(Scheduled by worship ministry)

- Please arrive by 9:00
- There may be changes to the service that need to be highlighted beforehand.
- The order of service has been determined by the Worship Ministry and can be found on the Volunteer Schedule at HOPE’s web site. Here is the link:
- <http://www.hopelutheranrf.com/>
- You will receive a copy of the bulletin via email by Friday preceding Sunday’s worship.
- An Assisting Ministers copy of NTF is located in the credenza.
- The Assisting Minister participates in serving bread for Holy Communion.