



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".

Worship Volunteer Guide

Welcome to HOPE's Worship Volunteer Guide!

We thank you and appreciate your gift to worship by volunteering!

Here at HOPE, we want all who join us to feel welcome and included! Each of these worship volunteer roles play a critical role in the hospitality of our worship celebrations. Those who serve in each of these roles embody the joyful art of making all feel comfortable in this space during worship.

This guide serves to equip volunteers for the various worship leadership roles, so everyone can feel comfortable serving in a variety of ways! Please see the guidelines for the specific worship volunteer role you plan to fill.

Please note that these roles are adapted when we worship in the *Winds of the Spirit* (WOTS) pavilion. Instructions for helping with outdoor worship can be found as an appendix to this document, and are available when needed.

***Make a joyful noise to the Lord, all the earth.
Serve the Lord with gladness;
come into his presence with singing.
-Psalm 100:1-2***

COFFEE FELLOWSHIP VOLUNTEERS

- Please arrive by 9:00 a.m.
- Please provide refreshments of your choosing for 50-60 people (i.e. snacks, apple juice/lemonade/OJ, etc.)
- 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. Further instructions for making coffee are found on the cabinet in the kitchen.
- From Sept.-May, 1 Sunday a month is "Donut Sunday." This is identified on the volunteer sign-up. On those Sundays the

fellowship host is responsible for picking 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.

- Please keep the large roller door closed during the service
- Following the worship service turn on the dishwasher
 - ⇒ Instructions for the dishwasher are located above the dishwasher.
- There are additional serving instructions posted on the refrigerator door.

USHER DIRECTIONS

- Please arrive by between 9:00 and 9:10 am at latest
- Make sure the two entry doors are both unlocked.
- Turn on the sanctuary lights (vestibule lights are automatic)
- Station yourself at the front entrance 2nd set of doors entering church
- Greet people warmly and hand out bulletins
- Watch as people arrive, if someone appears to need assistance, please assist them or get another member to provide assistance
- Assist people to find open seats, if necessary set up additional chairs
- Make sure we have an acolyte, recruit if necessary. Assist the acolyte in lighting the torch found in the storage closet, using the lighters provided. Review with them the candles should be lit during the gathering hymn and extinguished during the sending hymn.
- Pass around the attendance clipboards & pen, located in the top right drawer of the credenza, at the start of the children's message. Following worship, 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 center cupboards of the credenza.
 - ⇒ Make sure there are two offering plates ready to pass.
 - ⇒ Start with the front rows/tables.

- Communion: Move plant stand with basket to front center of chancel space for cup disposal. When the stations are ready for serving, direct the people from the outside (window sides) of the two outside sections as “Lamb of God” is sung
 - ⇒ 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
 - ⇒ Watch for people who need the Pastor/assistant to bring them communion and notify the pastor when you come forward.
 - ⇒ Do not allow people to exit the center section from the left
 - ⇒ All servers and musician(s) commune at the end.
- 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 candles have been extinguished
- Offering counting
 - ⇒ Appreciated if you take the offering plates to the office and grab another person to help count the money - bank bag and sheet to record are in office cupboard in the top right drawer.
 - ⇒ Always have 2 people count.
- 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. Check the door handle upon exiting to ensure it is locked.

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

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 1 chalice - roughly a couple communion cups qty
- Fill at least 2 silver communion trays with plastic communion cups (or glass as it becomes available).
 - ⇒ Pour wine from box in fridge into the communion cups - $\frac{1}{2}$ to $\frac{2}{3}$ full, using the method of your choice (the communion wine dispensers, a measuring cup, etc.).
 - ⇒ There are 36 cups that fit in a communion tray
 - ◆ Pour 12-15 cups of apple juice for each tray
 - ◆ Pour wine into remaining cups.
 - ◆ Total for 2 trays 72 cups
 - ◆ place cover on top tray
- Bread will be delivered to the church by bread bakers and is found in either the fridge or freezer. If still frozen, you will need to use the defrost setting on the microwave.
 - ⇒ If bread is not available, regular communion wafers are located in a labeled box in the kitchen cabinet. Please do not use gluten free crackers for everyone.
 - ⇒ Place a half loaf/circle of bread on a paten/plate
 - ⇒ Tear or cut loaf into pieces (approx. 70). If a larger crowd is expected, prepare for 2 communion lines by distributing bread between 2 patens/plates (Easter, Christmas Eve, baptisms, etc.)
 - ⇒ Place 6 – 7 gluten-free wafers in the small bowl
 - ◆ Please don't contaminate the gluten free wafers by touching them after touching bread.
 - ⇒ Place paper towels/napkins in a basket for disposal of empty cups. Place basket on plant stand near the piano.

Placement on the Altar

- Place a filled chalice toward the front of the altar to the right of the cross.
- Place covered wine trays close to chalice.
- Place bread patens behind chalice/trays
- Place the bowl with gluten-free crackers next to patens.
- Cover chalice with a linen cloth found in the cupboard
- Cover bread and crackers with a linen cloth found in the cupboard.

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.
- Depending on the number gathered for worship we may need 1 or 2 lines. If 2 lines are needed, the Assisting Minister will help distribute bread and an additional assistant will be needed to distribute wine.
- The Pastor and assisting minister (when needed) will serve the bread. (*This is the body of Christ, given for you.*)
- The two other assistants will serve the wine/juice from the trays. Please let people take their own cup. (*This is the blood of Christ, shed for you.*)
- Gluten-free wafers are available in the Pastor's station. 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.
- Watch to see if anyone needs the bread and wine brought to them.
- Once the gathered community has communed, all assistants, pianist and Pastor commune one another.
- Return the elements to the altar.

READERS AND PRAYERS

- Please arrive by 9:15 a.m.
- Readers are enlisted to read the Old Testament, Psalm (lead responsively), and New Testament readings. The Pastor reads the Gospel text.
- Readers also serve as the leader for the Prayers of Intercession which are provided by the Pastor each week. Those leading the prayers are asked not to change or omit prayers prepared for worship, but are invited to add in additional prayers as they fit the last minute needs of the community (i.e. natural disaster, death, tragedy or joyful surprise). Please touch base with the Pastor to double check.
- You will receive an email copy of the bulletin from the Admin Office on Wednesday of each week. You will find all readings and prayers in the attachment sent to the entire HOPE community. A printed copy will also be provided on Sunday morning.
- Please look over readings/prayers ahead of time and practice reading slowly and clearly.
- Do a microphone check at lectern prior to worship.
- Check with the Pastor regarding any pronunciations if needed.

COMMUNION BREAD BAKERS

- A baker is needed for each month. Please make 2 batches of the recipe for a total of 8 loaves*
- *check the supply of bread before baking and adjust the quantity you bake accordingly
- Bread can be made in advance and stored in the church freezer. Please simply label and date it.
- Please have bread at the church by the Friday before the first Sunday of the month.
- We use 1.5- 2 loaves of bread per Sunday. You can store unused loaves in the refrigerator (please wrap and label with date).
- Bakers can sign up in advance using the online [Communion Bread Baker list](#).
- 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 (typically covered by HOPE's youth)

- We encourage acolytes to sign-up on the worship volunteer form in advance, when possible
- Please arrive at 9:15 to prepare for worship.
- The acolyte torch is located in the storage room to the right of the door on a hook.
- Check the taper to ensure it has a wick and that the wick slides easily.
 - ⇒ If it does not, there is a red box of new wicks. Pastor or an usher can show you how to change the wick if you need assistance.
- Make sure you are ready to go by the beginning of the Gathering hymn.
 - ⇒ Light the torch from the back using the provided lighter.
- **Lighting/Extinguishing the Candles**
 - ⇒ When the Gathering Hymn begins take the lit acolyte torch to the altar.
 - ⇒ When you approach the front of the altar, stop and make a brief bow.

- ⇒ Light the two main altar candles. If it is the season of Easter, or if there is a baptism, please also light the tall Paschal/Christ candle.
- ⇒ Return to the center front of the altar and bow again
- ⇒ Turn to walk back to the storage closet, extinguishing the torch flame as you exit by pulling down the wick lever on the torch.
- ⇒ During the closing hymn, come forward to extinguish the candles on the altar. Make a small bow first. Before extinguishing the final candle, light the wick of the acolyte torch once more. Then extinguish the altar candle. Make one more bow at the front of the altar. Turn to carry “the light of Christ” back out of the sanctuary. Extinguish the torch as you approach the storage room.
- Return the candle lighter/taper to the storage room.

ASSISTING MINISTERS (any holes in schedule will be assigned by the Worship Ministry)

- Please arrive by 9:00
- The Assisting Minister is responsible for leading the Greeting, Kyrie, Canticle of Praise, Prayer of the Day, Creed, and the Congregational Responses of the communion liturgy.
- The Assisting Minister is NOT required to lead all of the hymns from the microphone, but may do so if they choose/if the gathered community is too small to be picked up by the microphones for the online worshipping community.
- Check in with the musician and Pastor as 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:
 - ⇒ <http://www.hopelutheranrf.com/>
 - ⇒ Or [HERE](#).
- All HOPE members receive a copy of the bulletin via email by the Wednesday preceding Sunday’s worship. Please make sure you have received it and have looked it over prior to Sunday morning.
- The Assisting Minister participates in serving bread for Holy Communion when 2 lines are necessary.
- We are happy to assist you if you are new to this role so you can feel comfortable! Contact the Pastor or Worship Ministry Team coordinator.