

Instructions for Serving on Sunday

ACOLYTE

PLEASE NOTE: Lois Brown (683-5258) is the Coordinator of the Acolyte Schedule. If you are unable to serve on the date you are scheduled, please try to trade with another person on the schedule, then call Lois to let her know. If you are unable to arrange to trade dates, you should also call Lois.

COFFEE FELLOWSHIP

Coffee, tea, and juice are served on Sundays following 8:30 worship, from approximately 9:30 – 10:00 a.m. During the school year when Sunday school and Adult Christian Education are in session, serving is from the Fellowship Hall side of the kitchen. During the summer, serving is from the foyer side of the kitchen.

Equal Exchange coffee is located in the door of the freezer or in the cupboard under the coffeemaker. Cream, sugar, and tea bags are located in the cupboards under the coffeemaker. Any kind of juice may be served to children.

Coffee-making instructions are posted on the wall above the coffee maker. You may use the air pots from which to serve the coffee. At least one decanter of decaffeinated coffee should be brewed for those people requesting it.

You are encouraged to use the mugs in the cupboard to serve coffee; arrangements can be made for assistance in washing them, if necessary. Napkins are located in the second drawer down on the Fellowship Hall side.

Please clean up the kitchen after serving. Instructions to use the dishwasher are posted on the refrigerator. THANK YOU for your willingness to host coffee fellowship!

COMMUNION ASSISTANTS

1. Wash your hands just before worship.
2. Pick up the bread and wine from the desk in the music room while the ushers are receiving the offering. Wait in the back of the sanctuary until the ushers bring the offering forward. Follow them down the aisle and present the bread and wine to Pastor Steve. Return to your seat.
3. When it is time for distribution, go to the altar where Pastor Steve will offer you the bread and wine, following which you will offer them to Pastor Steve.
4. Look at each person you are serving. Speak clearly and loudly enough so that older people can hear you. We commune not only with God but also with each other. You have the opportunity to connect with each person at the altar.
5. Hand each person the glass when using individual glasses (rather than holding the tray for each person to take their own glass). When using the chalice for intinction, make sure it is held at a level easy for the communicant to use.
6. When all who come to the altar have been served, follow Pastor Steve's guidance for serving anyone in the pews.

FLOWER DELIVERY

After the 11:00 a.m. (10:00 a.m. in the Summer) service on the Sunday on which you are scheduled to deliver the flowers, you may remove the flowers from the sanctuary. They may be delivered in their container or, if it is not too large an arrangement, they may be removed and placed in one of the cans located under the sink in the kitchen. **Record the names of the flower recipient, date, and your name in the flower notebook taped on the cupboard door under the sink.** Call flower recipient and arrange to deliver the flowers.

If, for some reason, you are unable to serve on the date listed, please arrange to trade with someone else on the list and notify Lorie Leighter of the change.

GREETERS

1. Stand in the Gathering area. Arrive about twenty minutes early and remain about five minutes after the service begins in order to greet latecomers.
2. The entrance doors are heavy and difficult for some people to open. Be aware of people who need assistance.
3. Extend a warm, friendly greeting to everyone. Invite guests to sign the guest book. ***Please make sure they put their name, home address and phone number*** (so we can acknowledge their attendance with a letter or visit.)
4. Children are welcome in worship; however parents of small children may wish to know the location of the nursery in case they want to use it.
5. Be aware of the location of the restrooms, classrooms, and telephone so you can direct people when asked. Offer to take guests to their destination and then return promptly to the Gathering place.
6. After the first service, extend hospitality by inviting guests to stay for coffee fellowship. Accompany them to the fellowship hall. If you cannot stay for coffee, introduce guests to someone who can.

READERS

1. You will receive the readings in the mail or by e-mail during the week prior to the Sunday you are scheduled to be the reader.
2. PRACTICE, PRACTICE, PRACTICE. As you prepare, read more than the actual readings to better understand the context and the mood. Think about it, pray about it – really try to understand what the readings are saying. Your understanding will come through in your expression as you read on Sunday. Practice reading out loud. Practice in front of a mirror. Practice with someone listening to you who will give you good feedback. Try to practice at church with the microphone. Enunciate clearly. Avoid reading too fast.
3. If you need to check the pronunciation of any words, there are Bible dictionaries in the Emmaus library. (Dewey Decimal number is 220.3) Or check with Pastor Steve.
4. Arrive before worship in time to look at the readings as printed in the lectionary book. (The book is on the pulpit, and will be open to the first reading of the day. If not, check with Pastor Steve.) Check to make sure that the microphone is at the right level for your height.
5. Check the worship bulletin to identify when the readings take place and if there is a psalm or hymn between the two readings.
6. When beginning the readings say, “A reading from (the name of the book). There is no need to identify the chapters and verses because they are already identified in the

bulleting. At the need of the reading say, "The word of the Lord," to which the congregation responds, "Thanks be to God."

7. You may wish to use a finger to guide you in reading, allowing you to look up occasionally without losing your place. Eye contact with the congregation can increase the effectiveness of the readings. Facial expression is also important.

USHERS

1. Arrive at least twenty minutes before worship is scheduled to begin.
2. Worship bulletins are on the small table just inside the sanctuary on the right next to the sanctuary door. Please distribute them to worshippers as they arrive. Offer children's bulletins to young children.
3. Assisted hearing devices are under the table and available to anyone who requests them. Please be sure that users return them at the conclusion of worship, and **be sure the devices are turned off.**
4. Be aware of the location of restrooms, nursery and telephones.
5. At some point during the worship (and without being too obvious!) count the number of worshippers present. Record the number in the attendance record book on the table. (Make sure to count the people in the nursery.)
6. Gather the offering at the designated time. Walk up the center aisle together, each with two offering plates. Proceed to the outer side pews, collecting the offering there first. Then proceed down the main aisle. (Someone in each section will usually volunteer to help.) After presenting the offering plates to the acolyte or pastor, return to the back of the sanctuary. (If it is not clear to you, ask the pastor prior to the service when the offering plates should be brought to the altar.)
7. Holy Communion
 - a. When Communion is served around the altar, usher worshippers from either side of the outer pews to the altar. Then go to the other side. Finally, usher worshippers from the center section, first one side and then the other. Always have people waiting to go to the altar, filling in the places of those who are leaving. It is helpful for one usher to stand close to the altar, indicating where there is room. The other usher can stand at the pews.
 - b. When Communion is served at the baptismal font, ushers should start with the outer pews, directing people from both sides to the pastor. Then direct the worshippers from each side of the main section to the pastor.
 - c. Inform the pastor of any worshipper who is unable to come forward so that the elements may be brought to them.
 - d. BE FLEXIBLE.
8. Secure the offering monies at the end of each service. Take the offering and place it in one of the bank bags. Drop the bag in the deposit box located on the wall in the music room. Return the offering plates to the table between the set of entry doors.
9. Clean up the pews after each service. Pick up and recycle bulletins. Clean up any other items left behind.
10. Additional copies of worship books are on the shelves in the music room