



**Prince of Peace Evangelical Lutheran Church
Orkney Grade, Basye, VA, 22810**

Worship Volunteers

Thank you for supporting ministry at Prince of Peace Evangelical Lutheran by volunteering to assist with our Sunday worship. In addition to those who prepare the sanctuary for worship each week, we rely on volunteers to help greet visitors, lead portions of our service, read The Word, and direct the congregation for communion. The following is a guide to how to perform these roles. It's easy once you try a few times!

Please consider volunteering at least once a quarter to serve in one of these roles. A register is maintained in Stidley Hall and you can also volunteer by sending an email to the church office.

Greeter/Usher

Please plan to arrive by 9:40 am. Bulletins will be available just outside the church door. One greeter should be stationed at the door right off the church hall and one stationed at the back of the sanctuary or those who enter through the "front door." If only one is available, be sure there are some extra bulletins by the main doors that open out to the driveway for those who enter from that direction.

The following are the primary duties for the greeter/usher:

1. Welcome all as they arrive with a bulletin and a smile!
2. If you don't recognize an individual, please introduce yourself by name and ask them if they are visiting. If so, ask them to sign the book and give them a "welcome" bag and one of the little crosses they can stick on their lapel.
3. Invite any visitors/guests, to join us at Fellowship after the service pointing out where we gather. You'll want to let the Pastor know we have a guest or infrequent visitor so do your best to remember their first name.
4. When the bells ring at 10 am, you may take a seat but leave the door to the hall open and keep an eye out for any late comers who may need assistance.
5. After the passing of the peace during the service, ushers will gather at the back entrance of the sanctuary and walk forward together to receive the offering plates from the worship assistant. Each usher will work their way down the left or right aisle passing the plate, and then meet at the back of the sanctuary. When the organist begins the Offertory, carry the plates back up to the front of the church and hand them to the worship assistant. You can then return immediately to your seats.
6. During communion, one usher should approach the first pew on the left as soon as the Pastor and communion assistant are in place to receive them and guide the congregants



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to receive the bread and wine. It's best to have no more than 3 or 4 people in line at a time before signaling for the next pew to step forward. Once the left side of the church has been served and the communion assistant has moved over to the right side, then invite the first pew on the right to step forward. The ushers commune last. If someone seems unable to walk forward for communion, offer to have the Pastor bring them communion at their seat in the pew, and let the pastor know when you go up to be served.

7. At the conclusion of the service, please step forward to greet visitors again and offer to accompany them to Stidley Hall for fellowship and to meet other members of the church. Kindly introduce them to the Pastor or a member of the Council and encourage them to share their contact information again so we may be in touch.

Worship Assistant

Please plan to arrive by 9:45 am to meet with the Pastor and discuss any special needs for the day's service.

The following are the primary duties for the worship assistant:

1. Light the candles on the altar prior to the beginning of the service. There is a Christ candle next to the lectern that is to be lit on festival Sundays – check with the Pastor to determine if it should be lit.
2. When the service begins at 10 am, if there is a visiting pastor, introduce the visiting pastor by name, invite any announcements and prayer requests from the congregation. Otherwise, our Pastor will lead the announcement and prayer requests.
3. After the sermon and hymn of the day, lead the prayers of intercession which are provided in the bulletin. The Pastor will lead off with the opening prayer and then you continue. In the appropriate point in prayer for healing, add names submitted during prayer requests and then read the names on our prayer list from the bulletin. It is acceptable to read only first names or simply add "and all those named in our prayer list." The Pastor will also read the final concluding portion of the prayer. (Please make note of any prayer updates and share them after the service with Pastor Sherrie so they can be added/deleted from our list. They can also be emailed to the church to the Pastor's attention.)
4. During the offering, carry the two small offering plates to the front of the church and give to the ushers. When the ushers return with the offerings, use the large plate to collect them and hand them to the pastor who will raise them in offering to God as you



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return to your seat. After the service collect the gifts and take them to the church office for the teller's to process, and return the larger plate to its position leaning against the wall.

5. After the pastor's invitation to communion, join the pastor in front of the church, standing to the right of the Pastor. The ushers will then invite the first pew on your right to come forward. Extend the wine tray allowing each person to select their own cup (if asked, non-alcoholic grape juice is a lighter color) saying, "the Blood of Christ, shed for you." Once the right side of the church has been served, move over to the opposite side of the Pastor to serve the other side. The Pastor may also walk over to offer bread to the musicians or someone in a pew who was unable to approach the front of the church, so follow her with the tray to offer the wine.
6. Once all the congregation is served, return the wine tray to its stand, taking one additional cup of wine up to the altar where the pastor will serve you the bread and the cup. You will serve him or her from the bread plate and the chalice that is on the altar. Then return to your chair by the lectern.
7. During the final hymn, extinguish the candles at the beginning of the final stanza. You may return to your seat until the pastor offers the dismissal.

Lector

The following are the primary duties for the lector:

1. Review the Old and New Testament lessons and the Psalm which will have been emailed a few days before the service or arrive early to review them in the bulletin. This enables you to be comfortable with the text and research any unfamiliar names or words.
2. At the appropriate time in the service, approach the lectern on the left of the altar for the readings.
3. Indicate the Book and Chapter you are reading from before each lesson (e.g. "A reading from Matthew, Chapter 5...") and conclude with, "The Word of the Lord."
4. Before the Psalm, invite the congregation to "read responsively by whole verse."

Fellowship Host

Fellowship host kindly prepare modest treats to be shared following the Sunday service as we visit with one another and welcome guests. A mix of sweet and savory items are welcome, and you are encouraged to keep it simple. We suggest you arrive at the church by 9:30 am to set up



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coffee (instructions are in the kitchen), put out cups/napkins/plates, and pre-set any snacks that don't need to be refrigerated. You can also prepare a pitcher of water and tea or juice and leave it in the refrigerator during the service. Do not hesitate to ask someone more familiar with the kitchen where to find everything!

After you have had communion, feel free to leave the service if you need to make any final preparations as the service concludes.

After Fellowship, please be sure any used dishes are cleaned of or properly disposed, the kitchen counters are wiped-down and any unused items returned to the cabinets. If you are able, please also take the garbage out with you, especially if it is quite full.