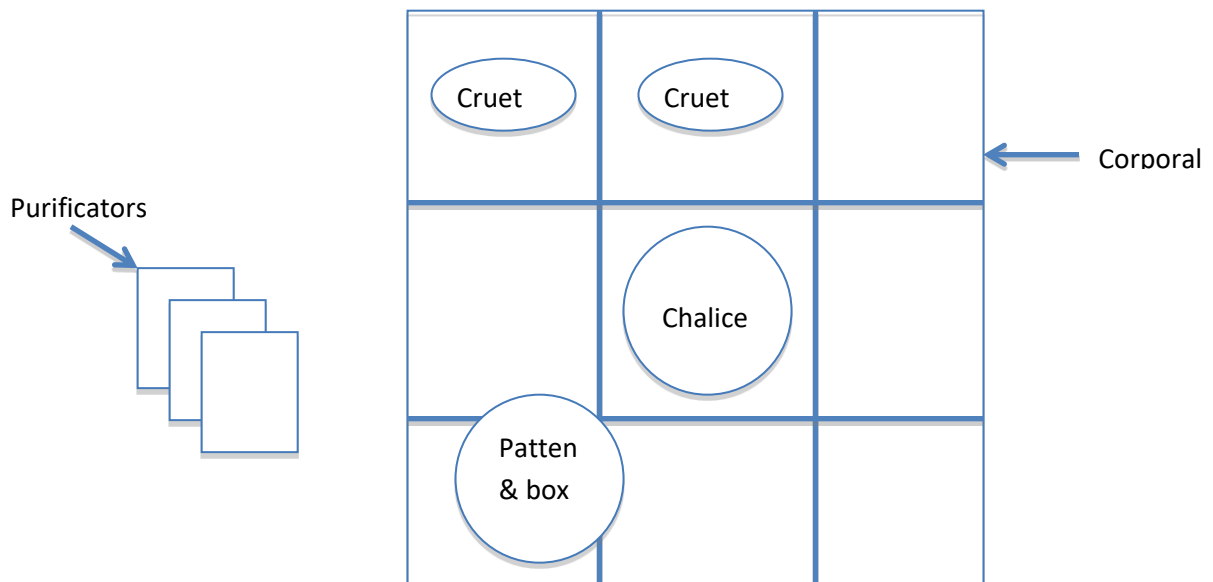


TRINITY LUTHERAN CHURCH

ASSISTING MINISTER RESPONSIBILITIES

PLEASE NOTE: IF YOU ARE UNABLE TO SERVE, please find your own replacement and notify the Church Office as soon as possible for a bulletin correction. It is not the responsibility of the Church Administrator (Kathy) to find your replacement.

1. **Before Worship** – Please arrive at least 20 minutes before worship begins so you can robe.
2. Review the worship book with the pastor and take a minute to read the intercessory prayers and see if there are any last minute additions to the prayer list.
3. In most cases worship begins with confession and absolution in the rear of the Nave. Wait for the pastor there.
4. Process in with the Pastor during the Gathering Hymn. Reverence the Cross (bow) before entering the chancel and sit in the chair that is closer to the congregation.
5. Participate in the service normally.
6. During the Hymn of the Day the pastor will tell you when to move to the lectern to lead the creed and the intercessory prayers.
7. Speak slowly and clearly and adjust microphone as necessary
8. When the offering is being collected, set the altar with the vessels from the credence table as indicated.



9. Collect the offering plates from the ushers and return to the Altar to say the offering prayer then place them on their Credence table.

10. After receiving communion, give communion to the pastor.
11. Take chalice and one purificator and pour wine for each member who requests it. If a communicant places a thumb over their glass, indicate to the acolyte who is following you that this member would like grape juice.
12. Refill the chalice from the cruets on the altar as needed. If you empty both cruets and anticipate you will need more, let the pastor know.
13. At the end of communion replace chalice on the altar and move to the credence table. The pastor will hand you and the acolyte the vessels from the altar.
14. Lead the post communion prayer as the acolyte will place the veil on the credence table.
15. Then take the offering plates to the sacristy and place the offering in the safe.
16. Return to the nave for the conclusion of the service.
17. After the announcements, deliver the dismissal.
18. Please return your robe to the correct hanger as they are numbered to match the number on the robe. Zip your alb so it does not fall off the hanger.

**THANK YOU FOR SERVING GOD AND TRINITY LUTHERAN CHURCH
BY BEING AN ASSISTING MINISTER**