

DESERT CROSS LUTHERAN CHURCH

GILBERT WORSHIP ASSISTANTS HANDBOOK

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DESERT CROSS LUTHERAN CHURCH

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TABLE OF CONTENTS

Item:	Page(s)
1. ALTAR GUILD:	Altar Guild
Duties of the Altar Guild	Pages 1-2
Altar Guild – Communion Bread Recipe	Page 3
2. CLEAN-UP / LOCK-UP:	Clean-Up/Lock-Up
Duties of Clean-Up / Lock-Up	Page 1
3. COFFEE MAKER:	Coffee Maker
Duties of the Coffee Maker	Page 1
4. COMMUNION ASSISTANTS:	Communion Assistants
Duties of Communion Assistants	Page 1
5. HOSPITALITY HOSTS:	Hospitality Hosts
Duties of Hospitality Hosts	Page 1
6. PRAYER LEADER & PRAYER ASSISTANT	Prayer Leader & Prayer Assistant
Duties of Prayer Leader and Prayer Assistant	Page 1
7. SCRIPTURE READER/LECTOR:	Scripture Reader/Lector
Duties of the Scripture Reader/Lector	Page 1
8. HEAD USHER and ASSISTANT USHER	Head Usher & Assistant Usher
Duties of the Head Usher & Assistant Usher	Page 1
9. SUPPLIES CONTACT SHEET:	Supplies Contact Sheet
Contact Persons	Page 1

DESERT CROSS LUTHERAN CHURCH
GILBERT WORSHIP ASSISTANTS HANDBOOK

DUTIES OF THE ALTAR GUILD

Sacristy – the room to the right behind the altar.

BEFORE THE WORSHIP SERVICE:

- 1. Please arrive 30 minutes before the worship service begins.** (Check the worship schedule.)
- 2. BOW BEFORE THE ALTAR AS YOU BEGIN OR END ANY ALTAR PREPARATIONS.**
- 3. Check the church year calendar in the sacristy to determine the color of the paraments and banners that are to be on the altar or on the walls.**
- 4. If it is necessary to change the paraments:**
 - a. Remove the candles, the white communion tablecloth and the previously used paraments from the altar. Remove the banners from the walls.**
 - b. Place the previously used paraments and banners in the sacristy storage area.**
 - c. Place the paraments with the appropriate color for the day/season of the year on the altar and the appropriate banners on the walls. Place the white communion tablecloth over the altar paraments and replace the candles.**
- 5. Check the oil level in the candles and fill with oil if necessary. Place candles with holders on the counter in the sacristy. Remove candles and hold over sink to fill.** (The brass fitting on top of each candle screws off. The oil container with flip-up spout is in the cabinet in the sacristy.) **Clean candle holders and replace candles in holders. Place the candles back on the altar.**
- 6. Locate and set-out the communion ware, the bread, gluten free bread, wine and grape juice.** (In the sacristy: Communion ware and cloth napkins – in the cabinets, breads – on the counter or in the freezer, wine and grape juice- in the refrigerator. (*Gluten-Free Wafers-are in a box in freezer; wheat wafers are in the fridge in boxes in the cabinet – use if there is no fresh or frozen bread or gluten-free bread available.*)
- 7. WASH YOUR HAND BEFORE PREPARING THE ELEMENTS FOR COMMUNION.**
- 8. Fill two (2) larger (blue) chalices 1/4 full of wine and fill two (2) smaller (green) chalices 1/4 full of grape-juice. Place purificators (linens with designs) over the chalices.**
- 9. Place 2 1/4 loaves of communion bread on each plate.** (Fresh bread may be placed on the plate. Frozen bread shall be microwaved for one minute on a paper plate). The microwave is located in the Kitchen/Nursery.) **Place a plain cloth over the plate.**
- 10. TO AVOID CROSS-CONTAMINATION -WASH YOUR HANDS AND DON'T TOUCH ANY OTHER ITEMS BEFORE HANDLING THE GLUTEN-FREE BREAD.**
- 11. Place 10 pieces of gluten free bread and 2 gluten free wafers from freezer on one plate.** Fresh gluten-free bread may be placed on a plate. Frozen gluten-free bread shall be microwaved for one minute. The microwave is located in the Kitchen/Nursery. **Place a plain cloth over the plate.**
- 12. Place the chalices and the plates on the altar.** Place items in the following order:
Grape Juice, Wine, Gluten-Free Bread, Communion Bread, Wine, Grape Juice
- 13. Light the altar candles 10 minutes before the service begins.** (Lighter in the drawer by the sink.)

DESERT CROSS LUTHERAN CHURCH
GILBERT WORSHIP ASSISTANTS HANDBOOK

DUTIES OF THE ALTAR GUILD

Sacristy – the room to the right behind the altar.

AFTER THE WORSHIP SERVICE:

- 1. BOW BEFORE THE ALTAR AS YOU BEGIN OR COMPLETE ALTAR CLEAN-UP.**
- 2. Extinguish the candles.**
- 3. Remove the plates with the bread and gluten-free bread and the chalices with the wine and grape juice from the altar and place these items on the counter in the sacristy.**
- 4. Check the white communion tablecloth for any stains.** If the tablecloth is removed to be taken home to be washed, place another tablecloth on the altar. (The tablecloths are stored in the cabinet in the sacristy.)
- 5. Check the church year calendar to determine if the correct paraments are on the altar and banners on the walls for the next worship service. Change the paraments and banners if necessary. (See page 1) DOING THIS AFTER THE WORSHIP SERVICE MAKES THE MORNING PREPARATIONS FOR THE NEXT WORSHIP SERVICE MUCH EASIER.**
- 6. Check the oil level in the candles and fill with oil if necessary. Place candles with holders on the counter in the sacristy. Remove candles and hold over sink to fill.** (The brass fitting on top of each candle screws off. The oil container with flip-up spout is in the cabinet in the sacristy.)
Clean candle holders and replace candles in the holders. Place the candles back on the altar. DOING THIS AFTER THE WORSHIP SERVICE MAKES THE MORNING PREPARATIONS FOR THE NEXT WORSHIP SERVICE MUCH EASIER.
- 7. Empty the unused wine and grape juice outside on the ground out the back door.**
- 8. Break-up any remaining pieces of communion bread and gluten free bread and scatter them outside on the ground.**
- 9. Wash the communion ware and place the items upside down on a towel on the counter to dry. After the communion ware has dried, place it back in the cabinet.**
- 10. Check the supply of communion bread and gluten-free bread in the freezer and wine and grape-juice in the refrigerator and in the cabinets. Also check the supply of communion wafers and gluten-free wafers.**
- 11. If additional supplies are needed, please tell Pastor Andrea.**

**DESERT CROSS LUTHERAN CHURCH
GILBERT WORSHIP ASSISTANTS HANDBOOK**

ALTAR GUILD - COMMUNION BREAD

COMMUNION BREAD RECIPE:

Provided Dry Ingredients:

1 cup	100% Whole Wheat Flour
¼ cup	White Flour
½ tsp.	Baking Powder
½ tsp.	Salt

Add Wet:

1 tsp.	Vegetable Oil
1 tbsp.	Honey
½ cup	Luke - Warm Water

Additional oil for brushing on loaves or spray with Pam.

Lightly spray cookie sheets with Pam. Preheat oven to 325 degrees.

Stir flours, baking powder and salt together in large mixing bowl. Mix well. Make a well in the flour mixture. Combine the oil, honey and water in small bowl dissolving honey into the water. Pour into well in flour. Stir to make a dough. Dough will be sticky.

Spray hands with Pam to pat dough into a flat circle. They should be 7” in diameter and about 1/2” thick. Warning – The loaf comes out as it went in. So, smooth top of the loaf before baking.

Mark loaf in quarters lightly with a table knife. Do not mark all the way through. These scores make it easier to break the bread.

Bake at 325 degrees on prepared cookie sheets for 12 minutes. Take out of oven and brush each loaf lightly with additional oil or spray with Pam. Return to oven and bake 10 minutes longer. Cool completely on wire rack.

To store, wrap lightly in plastic. Place in plastic bag.

PLEASE BRING NEWLY BAKED BREAD TO DESERT CROSS GILBERT 30 MINUTES BEFORE THE WORSHIP SERVICE BEGINS. PLACE THE FRESH BREAD ON THE COUNTER IN THE SACRISTY. (The room to the right behind the altar.)

Frozen Bread: This bread may be frozen and microwaved for 1 minute before being placed on a plate and put on the altar for use during a worship service. The date the bread was baked and frozen should be marked on the plastic bag. Frozen bread should be used within one month of being frozen.

DESERT CROSS LUTHERAN CHURCH

GILBERT WORSHIP ASSISTANTS HANDBOOK

DUTIES OF CLEAN-UP & LOCK-UP

1. Wipe down the tables and move some tables to each side of the room.
2. Set 3 chairs upright on each table and place 3 chairs upside down on top of those chairs.
3. Unplug coffee pots. Dump all coffee into the kitchen/nursery room sink. Dump coffee grounds into the large round trash container. Wash all parts of both coffee pots.
4. Ask if the Hospitality Hosts wish to take home any of the remaining fruit. If not, dump any remaining fruit into the large trash container. Wash any platters left behind.
5. If there are any baked goods left, and they are in good shape, please wrap and freeze. (Bags and wrap are in the cabinets in the kitchen/nursery next to the refrigerator.)
6. Sweep the fellowship hall floor. (The brooms and dust pan are leaning against a wall or are in the closet in the kitchen/nursery or are leaning against a wall in the hallway by the men's restroom.)
7. Dump contents of these waste baskets into the large round trash container:
 - a. Women's Restroom,
 - b. Men's Restroom,
 - c. Kitchen/Nursery Room,
 - d. Coffee Serving Table

(Trash bags are stored in the closet in the Kitchen/Nursery. Additional trash bags may also be found at the bottom of each wastebasket. By combining the contents of the wastebaskets into the large round trash container, we will not have to replace five trash bags every week.)

Tie and remove the trash bag from the large round trash container and place it outside on the pavement near the fellowship hall door. Replace trash bags in the wastebaskets only when necessary. Replace the trash bag in the large round trash container. *Later, on the way to your vehicle, please deposit the large trash bag into the dumpster on the SE corner of the parking lot.*
8. Turn off the lights:
 - a. In the sanctuary (Lights above the front door and in the room behind the altar do not go off.)
 - b. In both restrooms.
 - c. In the kitchen/nursery.
 - d. In the Fellowship Hall
9. Lock all the doors. All doors have a push bar which has been pushed in and fastened in the open position, allowing in and out traffic simply by pulling or pushing the door open. On the ledge by the main sanctuary door or by one of the fellowship hall doors, you will find an Allen Wrench. On each doors push bar is a small hole. Insert the Allen Wrench and turn it until the push bar is released and comes out. This effectively locks the door. After closing, push on the door to make certain it is locked. Now, you can exit the door, but once it closes, you will not be able to get back in through that door. Begin by locking the sanctuary doors and then the fellowship hall doors.
10. If all of these duties have been completed, there are still folks lingering around, and you need to leave, please ask someone else to complete the final lock-up. Before you leave, please explain to the remaining folks that all the doors are locked, so when they go out they will not be able to get back in.
11. If you are the last one out and you know the alarm code, please set the alarm. If you do not know the alarm code, just exit and make sure the door latched behind you.

DESERT CROSS LUTHERAN CHURCH
GILBERT WORSHIP ASSISTANTS HANDBOOK

DUTIES OF THE COFFEE MAKER

- 1. Please arrive 30 minutes before the worship service begins.**
- 2. Locate the coffee pots, filters, pitcher and the ingredients necessary to make the coffee.**
(The coffee pots and filters are stored on/or in the cabinets in the Kitchen/Nursery. The coffee is stored in the freezer section of the refrigerator in the Kitchen/Nursery.)

3. Directions for making the coffee:

SMALL COFFEE POT: Put ¼ cup of DECAF Coffee in a paper filter and place in the coffee machine. Fill the coffee pot with FILTERED water to the 10/12 cup line and pour it into the coffee machine. Close the cover. Place the coffee pot on the serving table in the Fellowship Hall. Make sure the coffee pot is plugged in. Turn on the small coffee pot.

LARGE COFFEE POT: Fill a plastic pitcher with FILTERED water and pour it into the large coffee pot to the 30 cup line. Put the stem in the bottom of the coffee pot with the coffee basket on top. Add 1 cup of regular coffee and secure the lid on the coffee basket. Put the cover on the coffee pot and turn it to close. Place the large coffee pot on the serving table in the Fellowship Hall. Make sure the coffee pot is plugged in. Turn on the large coffee pot.

- 4. Locate the other items for the serving table in the Fellowship Hall.** (The napkins, cups, stir sticks, sugar, creamer, etc. are stored in the cabinets in the Kitchen/Nursery.)
- 5. Place the items on the serving table in the Fellowship Hall.** (Make certain the serving table has napkins, cups, stir sticks, sugar, creamer, etc.)
- 6. Check again to make certain the coffee pots are working.**

DESERT CROSS LUTHERAN CHURCH

GILBERT WORSHIP ASSISTANTS HANDBOOK

DUTIES OF THE COMMUNION ASSISTANTS Sacristy—the room to the right behind the altar.

1. Please arrive before the worship service begins.
2. Check the Worship Assistants Schedule to make certain that you are scheduled to serve as a Communion Assistant for that worship service. (The Worship Assistants Schedule is posted on the bulletin board in the fellowship hall near the sanctuary door.)
3. Four Communion Assistants come forward at the invitation of the pastor.
4. Wash your hands before communing. (A sanitizer dispenser is located on the wall in the sacristy to the right behind the altar. Rub your hands together thoroughly to distribute the sanitizer.)
5. Holy Communion is usually offered by intinction, dipping the bread into the wine or grape juice. Different forms of Holy Communion may be offered occasionally – common cup, individual cups, pouring chalice with individual cups, etc.
6. The pastor will serve Holy Communion to the Communion Assistants.
7. One of the Communion Assistants may serve Holy Communion to the pastor at that time, or the pastor may receive Holy Communion along with the congregation.
8. Two Communion Assistants will serve on each side, one serving the bread and one serving the wine or grape-juice. (If you are serving the bread, stand fairly close to the center aisle. If you are serving the wine or grape juice, stand two steps from the person serving the bread. Hold the wine chalice closest to the center and the grape-juice chalice toward the outside.)
9. The Communion Assistants serving the bread shall say:

“The body of Christ given for you.” or “The body of Christ broken for you.”
10. The Communion Assistants serving the wine or grape juice shall say:

“The blood of Christ shed for you.”
11. The congregation will come down the center aisle and return by the side aisle.
12. If you are serving the bread, offer gluten-free bread to those who request it. (Carry the plate of gluten-free bread from the altar to the communicant and let them select a piece of bread. Return the plate of gluten-free bread to the altar. Please do not touch the gluten-free bread yourself.)
13. Communion Assistants serving on the musicians side, remain until the musicians have been served. Communion Assistants on the other side may serve those in the congregation who could not come forward for communion. (The ushers may direct you to this/these person(s).)
14. Return the bread to the plate on the altar and the wine and grape juice chalices to the altar.
15. Return to your seats.

DESERT CROSS LUTHERAN CHURCH

GILBERT WORSHIP ASSISTANTS HANDBOOK

DUTIES OF HOSPITALITY HOSTS

- 1. Please arrive 30 minutes before the worship service begins.**
- 2. Bring the pastry or fruit or other food items which will be served during the fellowship time following the service.** (Any items which need to be refrigerated may be placed in the refrigerator in the kitchen/nursery. If needed, additional pastry items are stored in the freezer section of the refrigerator. These items should be used-up periodically while they are still edible.)
- 3. Set up two serving tables along the north wall, allowing space to serve on both sides of the tables. Place table cloths on the serving tables.** (The table cloths are stored in the cabinet on the south wall of the Fellowship Hall near the door to the sanctuary.) **Set up the other tables and chairs. Wipe down those table.**
- 4. Place plastic silverware, small paper plates and napkins on the serving tables.** (These items are stored in the cabinets in the kitchen/nursery.) **Some food items may be placed on the serving tables prior to the worship service.**
- 5. Please place signs by food items containing peanuts, peanut butter, and gluten-free food items.** The signs may say: “Contains Peanuts,” “Contains Peanut Butter,” or “Gluten Free.” These signs will help to protect those who have peanut allergies and will indicate to those on a gluten-free diet that there is something there for them to eat.
- 6. Note: The person assigned to Make Coffee** will make the coffee, and set-out the coffee pots, napkins, cups, stir sticks, sugar, creamer, etc. on the coffee serving table.)
- 7. Before the close of the worship service, place on the serving tables any pastry, fruit, or other food items that had not been placed on the tables prior to the worship service.**
- 8. During the fellowship time, keep an eye on the serving tables to make sure they are well stocked.**
- 9. After most people leave, clear any remaining pastry, fruit, or other food items off the tables.** (Pastry items may be taken home or stored in the freezer section of the refrigerator for future use. Fruit items may be taken home or placed in the large trash container.)
- 10. Remove the table cloths. Please take them home to be laundered and returned the following Sunday or during the week.**
- 11. If any supplies are running low, please check the Supplies Contact Sheet** (located on the bulletin board in the kitchen/nursery) to determine who to contact about purchasing additional supplies. **Report any lack of supplies to the Contact Person.**
- 11. You may check with the Clean-Up/Lock-Up crew to see if they need any additional help.**

DESERT CROSS LUTHERAN CHURCH
GILBERT WORSHIP ASSISTANTS HANDBOOK

DUTIES OF THE PRAYER LEADER & PRAYER ASSISTANT

1. **Please arrive 10 minutes before the worship service begins.** (Note any changes in the worship schedule.)
2. **Check the Worship Assistants Schedule to make certain that you are scheduled to serve as the Prayer Leader or Prayer Assistant for that worship service.** (The Worship Assistants Schedule is posted on the bulletin board in the fellowship hall near the sanctuary door.)
3. **Locate copies of the Prayers of the People.** (Copies of the Prayers of the People are located on the altar.)
4. **Read through the Prayers of the People for practice.** (This will allow you to discover any unusual wording or difficult words to pronounce.)
5. **When the time comes to present the Prayers of the People, the Prayer Leader comes forward and stands at the microphone in the musicians area or in front of the altar and the Prayer Assistant comes forward and stands at the lectern.**
6. **The Prayer Leader and Assistant each adjust their microphone to their level.**
7. **The Prayer Leader begins the Prayer. The Prayer Leader and Prayer Assistant alternate in presenting various portions of the Prayer. During the Prayer, the Prayer Leader allows a few moments of silence for people to offer up the Prayers on their hearts. The Prayer Leader closes the Prayer.**
8. **At the close of the prayers, the Prayer Leader may say something like:**

 “In the name of Christ, Amen.” The congregation responds, “Amen.”
9. **The Prayer Leader and Prayer Assistant return to their seats.**

DESERT CROSS LUTHERAN CHURCH
GILBERT WORSHIP ASSISTANTS HANDBOOK

DUTIES OF THE SCRIPTURE READER/LECTOR

1. The pastor will e-mail the lesson to the scripture reader (lector) several days before the worship service.
2. Run a copy of the lesson.
3. **Read through the lesson for practice.** (This will allow you to discover any difficult parts in the reading – hard words to pronounce, unusual wording, etc.)
4. **Bring a copy of the lesson with you to the worship service. If you forget to bring a copy of the lesson with you, an additional copy may be found on the altar or lectern.**
5. **Check the bulletin to determine when the scripture will be read.** (Occasionally the service order may vary a bit from the usual order.)
6. **Have a copy of the lesson handy or place the copy of the lesson on the lectern before the worship service begins.**
7. **At the appropriate time, come forward to the lectern and set the microphone at the level comfortable for you.**
8. **As you begin the reading:**

Announce: “Today’s reading is from”. . . (Book, chapter, and verses.)

(Various Wordings)

“The book of Romans, chapter 5, verses 1 through 6”

“the fifth chapter of the book of Romans

“Romans, chapter five, verses 1 through 6.”

“Romans, chapter five.”

9. **Read the lesson.**
10. **After the reading say:** **“The word of the Lord.”** **or (other closing sayings printed in the prayers.)**

 Congregation Response: **“Thanks be to God.”** **or (other responses shown on the screen.)**
11. **Return to your seat.**

DESERT CROSS LUTHERAN CHURCH
GILBERT WORSHIP ASSISTANTS HANDBOOK

DUTIES OF THE HEAD USHER AND ASSISTANT USHER

1. **Please Arrive 30 minutes before the worship service begins.** (Check the worship schedule.)
2. **Unlock any doors that have not been unlocked** (The key is on the ledge near the door.)
(Turn the allen wrench key in the hole in the push bar until the push bar releases.)
3. **Check to see if anyone is making or has made the coffee. If not, get the coffee started.**
4. **Turn-on the sanctuary lights including the altar lights and the light behind the cross.**
5. **Place sandwich board signs outside near the entrances to our parking lot (on Pecos and Lindsay.)** (The sandwich boards are stored in the hallway by the men's restroom. Check for correct information before placing the signs.)
6. **Unwrap the worship service bulletins.** (Located on the ledge near the sanctuary doors.)
7. **Get offering baskets out of the office and place the Hunger Jar in front of the altar.**
8. **Distribute worship service bulletins and other handouts to worshipers as they arrive.**
9. **Assist people in finding seating. Place additional chairs in the sanctuary if necessary.**
10. **Receive the offering.** (Pass the offering baskets down each aisle from the front to the back. Back down the aisle, always facing the altar.) **Place the offering baskets on the altar.**
11. **Count the people in attendance at the worship service - including musicians, people in the nursery and the pastor.** (After the worship service, enter the total on the attendance section of the envelope marked "*Offering*" located on the desk in the office.)
12. **Usher people forward for Communion.** (Down the center aisle, to return by the side aisle.)
13. **Open the sanctuary doors and fellowship hall doors at the close of the worship service.**
14. **Place money from the offering baskets into the envelope marked "offering" - seal the envelope and sign your name over the seal.** (The envelope is on the desk in the office.)
Place money from the hunger jar into the envelope marked "hunger jar" - seal the envelope and sign your name over the seal. (The envelope is on the desk in the office.)
15. **Collect the used Welcome Pads and put new Welcome Pads in their place.** (Additional copies of the Welcome Pads are located on the shelves in the Pastor's Office.)
16. **Hand completed Welcome Pads along with the offering and Hunger Jar money to the pastor.**
17. **Check to see that the communion ware is being washed or has been washed.**
18. **Collect the sandwich board signs. Return them to the hallway by the men's restroom.**

**DESERT CROSS LUTHERAN CHURCH
GILBERT WORSHIP ASSISTANTS HANDBOOK**

SUPPLIES CONTACT SHEET

Supplies:

Contact Person:

Communion Bread

Communion Gluten-Free Bread

Communion Wine

Pastor Andrea Cain

Communion Grape-Juice

Communion Wafers

Communion Gluten-Free Wafers

Kitchen Supplies
**[Coffee, cups, filters, sugar, creamer,
napkins, stir sticks, dishwashing soap,
plastic wear, plates, bowls, etc.]**

**Laura Krizan
480-284-5988**