

## EXPLANATION OF RESPONSIBILITIES

---

**If you are unable to fulfill your duty, please exchange dates with someone or find a substitute and notify the office by Thursday morning so that the correct name appears in the bulletin. A list of substitutes is on page 15.**

**ASSISTING MINISTER:** Assists with the administration of Holy Communion; performs the duties assigned in the liturgy or by the Pastor; takes prayer requests in the narthex twenty minutes before the worship service; prepares prayers from Sundays and Seasons, adding prayer needs and celebrations from the congregation; and robes (check with the pastor before robing).

**READER:** Reads the First Lesson, introduces the Psalm, reads the Second Lesson and other texts as required by the service. The texts, unless otherwise instructed, will be read from the NRSV Bible found in the pew racks or the large-print edition available in the narthex. The Psalm will be read or sung from the red ELW hymnal in the pew.

**COMMUNION ASSISTANT:** Helps with the distribution of Holy Communion, usually by passing the Common Cup, with the words, "This is the blood of Christ, shed for you."

**ACOLYTE:** Arrives fifteen minutes before the service and robes; makes sure the offering plates are placed in the sanctuary and candle lighter is ready for lighting the candles; lights the candles during the organ prelude; distributes and receives the offering plates; and extinguishes the candles after the service. All acolytes must attend training.

**CROSS BEARER:** Arrives fifteen minutes before the service and robes; carries the cross into the sanctuary during the opening hymn and carries it out during the closing hymn, standing at the baptismal font until after the dismissal. All cross bearers must attend training.

**GREETERS:** Arrive at the church a half hour prior to the service and wear name tags provided in the Sacristy; **STAND NEAR THE DOOR;** greet people with a friendly "hello" or "good morning;" point out the nursery to families with preschool children; invite new visitors to sign the guest book, and greet them again when they leave the sanctuary after the service.

**USHERS:** Report one-half hour prior to the service, wear name tags provided in the Sacristy; turn on lights in the sanctuary, and fans as needed; turn on sound system in the sanctuary; check that offering plates are in the sanctuary; light the candles during the prelude; post the cross in the chancel before the service or during the processional hymn; remove the cover from the baptismal font; ring the bell before the prelude, and after the service when appropriate; hand out bulletins; seat all latecomers; pass the offering plates; and usher Holy Communion; count the people and record attendance; keep the sliding doors to the sanctuary closed during the service; After the service, turn off lights, fans and sound; close windows, and clean up items left in the pews.

**COMMUNION BREAD:** Deliver bread to the Sacristy by Saturday noon. If you are unable to meet this schedule, please notify the Sacristan for the day. Recipes can be found in the Sacristy. Please leave the loaves whole.

**COUNTERS:** Count and record the offerings for the day and prepare the bank deposit. Instructions for this procedure are in the secretary's work room.

**HOME VISITOR:** Delivers the altar flowers, a bulletin, a devotional booklet, and the person's newsletter (if it is still in his or her mailbox). checks the list on the Sacristy door to avoid visiting the same people in successive weeks; records your visit on that list. Long visits are not necessary, but do not

simply deliver flowers to the door.

**SACRISTAN:** Prepares the Altar area and sanctuary for worship. Refer to instructions in the Sacristan's Handbook in the sacristy.

**SIGN CHANGER:** Updates information on the exterior sign; makes changes to the message on the sign following worship on Sunday, or by Tuesday at the latest; posts weekly worship time; asks Pastor or secretary for input on special activities or events at St. Paul; if there is no church event to post on the sign, selects a phrase from the list in the lighting closet or chooses a phrase that is appropriate.

**FELLOWSHIP:** Those responsible for fellowship should arrange ahead of time who will do setup. They are responsible for setup and cleanup; preparing coffee and hot water for tea; setting up and arranging tables and chairs; washing and putting away dishes; wiping tables; sweeping the fellowship room if necessary; and adding any needed items to the shopping list. Instructions for using the coffee pot and dishwasher are posted in the kitchen.