

Complementary Groups

This section describes the groups within the church whose work complements the work of the Spiritual Life & Worship Team, ensuring that the spiritual activities of the church are accomplished fully and smoothly. Each group is headed by Coordinator, who may recruit several group members to share the responsibilities.

Complementary Groups & Coordinators

From the Bylaws, January 2009, Section 6.2.B

“The Team shall oversee the committees and groups whose primary purposes are complementary to those of the Team. The team shall inform the Council in a timely manner of the title, purpose and members of each of its committees and complementary groups”

The following committees and complementary groups come under the oversight of the Spiritual Life & Worship Team:

Acolytes

Communion and Sacristy

Greeters

Flower Committee

Music Committee

Narthex Watchers

Ushers

Most of the complementary groups and coordinators take care of their responsibilities independently throughout the year. It is recommended that each coordinator or committee chair be invited to meet with the SL&W Team at one of their monthly meetings during the year. This meeting gives the coordinator a chance to discuss any issues that may have arisen, or ask for direction. The coordinator may choose to send a brief report about how they are doing, instead of coming to the meeting in person.

Acolyte Coordinator

Efforts to recruit/promote new acolytes should begin at the end of the church school year, preferably during May, using Beacon articles and classroom visits. A list of those interested should be started in May.

A special recognition for the current acolytes should be planned to thank them, and generate interest for the coming year.

In late August, a letter should be sent to past acolytes, and those newly eligible, inviting them to attend an Acolyte Training session. Use the Sunday School roster to get names and addresses of 3rd, 4th, and 5th grade students. The session should be scheduled for immediately following worship on the Sunday after Homecoming Sunday. Letter should include a deadline for response. E-mails and Beacon articles should be used also to create awareness.

Following the deadline, compile a list of those interested with acolyte name, parent's name, e-mail address and phone number. Prepare a schedule assigning acolytes for each worship service during the church school year.

Send a copy of the Acolyte schedule and Acolyte list to each family included on the list. Be sure to include a note on the schedule - "If you are unable to serve on your assigned Sunday, you are responsible for finding your replacement. Please notify the church office (799-3361) of any changes by Tuesday." Give a copy of these pages to the church office.

Acolyte Coordinator should meet with Director of Children and Family Ministries to ensure a cooperative team effort and all bases are covered each week.

Acolyte Training :

- Using the Acolyte's Handbook, review the information contained in it
- Allow each new acolyte to practice carrying the lighter down the aisle, and lighting the candles. This practice is important due to height differences and positions needed to reach the tops of the candles.
- Be prepared with extra copies of your Acolyte Schedule and List.

Please notify SL&W Team chair if you notice that the wicks on the lighters need to be cleaned or changed.

Duties for Acolytes

This information will be re-formatted and printed into an “Acolytes Handbook” for distribution to each child serving as an acolyte. It will also be used as the basis for their training.

1. Arrive at least fifteen (15) minutes before the worship service is to begin.
2. Choose a red choir robe from the rack in the coat room on the right of the church front door.
3. Let the Narthex Watcher know when you have arrived. Sit quietly on the bench behind the Greeters, or in the rear of the Sanctuary until time for you to go down the aisle.
4. After the Announcements and Organ Prelude, join the Narthex Watcher in the center doorway to the sanctuary. The Narthex Watcher will light your lighter at the beginning of the first hymn.
5. When the hymn starts, walk slowly down the center aisle. Watch the flame as you go, too much wick makes it burn too fast, and too little wick will go out.
6. Light the candles on the altar. If there is only one Acolyte, the candle on the right side of the altar should be lit first, then the one on the left. If you are having trouble getting a candle lit, one of the choir members can help.
7. After lighting the candles, extinguish your lighter by retracting the wick. Keeping both hands on the lighter walk slowly back down the center aisle. Hand the lighter to an usher, and hang your robe back on the coat rack. Then return to sit with your family, using the side aisle closest to them.

(October 2014)

Sample Acolyte Letter

August 20, 2014

Dear Fourth, Fifth and Sixth Graders and Parents,

Each year the Spiritual Life and Worship Team invites young people in the fourth, fifth and sixth grades to join us in leading our Sunday morning worship. By becoming an Acolyte, you will be the one who brings the symbolic light of Jesus Christ into the worship service each Sunday morning by lighting the candles on the altar.

We welcome Acolytes into worship leadership each Sunday morning from mid-September through May. Depending on the number of acolytes we have this year, you may be assigned to 3 - 6 Sundays during the year. What does an Acolyte do? Basically, the Acolyte walks down the center aisle of the sanctuary during the opening hymn and lights the candles on the altar. Then he or she will go out to hang up the robe and lighter, and return to sit with their family during the service, and attend Sunday School.

Acolyte training will be held following the 10 am Worship on Sept. _____ so you will be fully prepared and comfortable serving. Please let us know if you will be joining us this year, by calling the church office at 799-6631 and asking Maria to put your name on our list.

We hope you will consider this wonderful opportunity to become an Acolyte for the coming year. If you have any question, please feel free to ask Anne Fuehrer, or Sue Stevens.

Peace,

Spiritual Life and Worship Team

Communion and Sacristy Coordinator

The Coordinator is responsible for recruiting, training and scheduling the Communion Servers, as well as the preparation of the chancel and the elements for each communion service. The Coordinator may choose to recruit a small committee to share these responsibilities.

These responsibilities include:

- Recruiting servers for each communion service and assigning team positions

- Obtaining and preparing the elements for each communion service.

- Being present at communion services to ensure all serving positions are filled and that set-up is complete and correct. Helping direct communion servers during the service

- Checking inventory of grape juice, communion loaves, gluten free crackers, linens, paper goods, etc. prior to each communion service. If supplies are low, inform the church office. Candle inventory should be checked occasionally.

- Checking the sacristy on a weekly basis to ensure it is in proper order.

- Schedule and conduct at least one communion training class per year, for the purpose of training new servers and refreshing the current ones.

See Section 3 of this handbook for further information on Communion.

(May 2013)

Flower Committee

The Flower committee is a sub-group of the Spiritual Life and Worship team. They are responsible for the chancel flowers at all services, decorating the Church for special holidays and other Church functions, and are responsible for the reception, care and disposition of all flowers.

The activities of the Flower Committee include:

Monitoring the arrival of altar bouquets for Sunday worship services.

Delivery of altar flowers to donor or Friends-at-home following worship services.

Easter - decorate the church with the donated lilies and tulip plants

Thanksgiving - purchase a bounty of fruits and vegetables to decorate the church on Thanksgiving Sunday. Following the service, these items are added to the food baskets which are given to families in the community.

Advent - check the wreath bows and evergreen roping used to decorate the sanctuary. Purchase new if needed. Decorate the church with donated poinsettias before the Christmas Eve services

The Mission Globe is another option available in lieu of flowers. The fee is then donated to the Mission Fund. Team member is responsible for placement and lighting the Mission Globe on these Sundays.

(December 2014)

Music Committee

The Music Committee is responsible for ensuring that there is appropriate music at the Church's worship services, working with the Minister of Music and the Minister.

Activities of the Music Committee include:

Recruiting members for the Chancel, Children's and Bell Choirs

Recruiting musicians, instrumental or vocal, for summer services when the choir is away

Assisting the Minister of Music in finding soloists and instrumentalists to supplement the choir for special music

Cleaning and maintenance of the Church's musical instruments - organ, pianos, and hand bells

Cleaning and repairs to choir robes - adult's, children's and bell choir

Assist the Minister of Music in planning and executing special music events, such as the Christmas Vespers service

(December 2014)

Greeters

The Greeter Coordinator is responsible for arranging Greeters for each Sunday worship service.

Duties of the Greeter Coordinator include:

Sunday morning worship services, as well as any special or extra services, require Greeters.

Use the church membership list as well as the list of new members and confirmands for recruiting Greeters

Arrange Greeters at least one month ahead of the date needed. Confirm with each week's Greeters during the week prior to their service.

Sunday's Greeters may be a single person, a family, a couple, or any combination of friends. They do not have to be members to greet.

Greeters should arrange their own substitutes if necessary. However the Coordinator should be available to help or step in in case of illness. If the arranged Greeters do not arrive, the Coordinator may stand in or recruit a substitute.

Greeters should arrive 20 minutes before the service. They should wear their printed name tag with a "Greeter" card slipped in behind their name.

Duties for Greeters

Be in the narthex and ready to greet at least 20 minutes before the service begins

Wear your name tag on your right side, and slip the card that says "Greeter" into the holder behind your name tag.

If you are unable to greet on your assigned Sunday, it is your responsibility to arrange for a substitute. Please notify the Greeter Coordinator of any changes.

(April 2013)

Narthex Watchers

Narthex Watchers staff the narthex before and after Sunday morning worship services to help visitors and members with directions, and assist the minister in providing welcome information to new people.

Narthex Watcher duties include:

Arrive early - be in the narthex at least 20 minutes before the beginning of the service

Memorial Book - turn on the light in the Memorial bookcase and turn to the next page

Watch for “uncertain” people - ask if they need directions to classrooms or bathrooms. Welcome all new faces, if you are unsure if they are new it’s OK to say “Hi, I’m, and I’m not sure we have met. If they are new, they will let you know, if not, just say hello

Acolytes - when you arrive retrieve the candle lighters from the top drawer in the sacristy. Check the wick to make sure there is ample for today’s service. Wicks can be found in the same drawer. If no acolyte arrives, the head usher should be notified to light the candles before the service begins. If the service has started and no acolyte appears, an usher should light the candles during the first hymn

Light the candle lighter - meet the acolyte in the center doorway to the sanctuary just before the beginning of the first hymn. When the hymn begins, light the wick. The acolyte will proceed down the aisle when the singing begins. Remind them to walk slowly.

Prayers of the People - as the acolytes move up the aisle, and the congregation is standing, take today’s page from the notebook and deliver to the minister using the left side aisle. You are then free to sit anywhere to worship.

After the service, return to the narthex to help take visitor names and information, give directions to coffee hour, or hand out visitor information packets.

(January 2013)

Usher Coordinator

Based on the Bylaws, May 1995

The Usher Coordinator has responsibility for working with the Usher Captains in recruiting, assigning, training and supporting ushers at all scheduled services of worship. Captains are appointed by the Usher Coordinator. The Usher Coordinator shall be appointed by the SL&W Team to serve a term of three years, and may serve additional terms.

An Usher Committee shall consist of the Usher Captains with the Usher Coordinator as chair. The Committee shall meet whenever the Usher Coordinator deems it necessary and there are no quorum requirements.

Usher Coordinator duties include:

Notify the Head Usher if there are any changes in the church service schedule

Assist the Usher Captains in recruiting new ushers each year, or as necessary

Regularly check the candles on the Chapel altar and Sanctuary altar to ensure ample candle for the day's service. The 7 Branch Candelabra should be checked when they are to be used. Extra candles are in the upper cupboard to the left of the sink in the Sacristy.

Check the candle lighters/snuffers twice a year for adequate wicks, cleaning and polishing.

The Usher Committee should meet once a year for a refresher/training workshop.

Usher Captain's Guide

Before Sunday:

Call the members of your usher team prior to your assigned Sunday. Please use everyone on your list on a rotating basis.

If there are any changes in your usher team or changes in telephone numbers, notify the Head Usher.

If you are unable to have enough ushers for the service, notify the Head Usher at least one day in advance of your assigned service.

Assign an alternate Captain if you must be absent.

Sunday, before worship:

Be certain that each usher knows their duties and responsibilities.

Take carnations out of cabinet in church office hallway and place on top of cabinet for ushers to pick up.

The worship bulletins will be on top of the above-mentioned cabinet. Move baskets of worship bulletins and children's activity sheets down to the back of the sanctuary.

Have each usher wear a nametag and a carnation; generally white for ushers, pink for Captain.

If your team is assigned to replenish the pew racks on this Sunday, assign ushers to do the following tasks. Supplies will be found in the narthex cabinet. Note: this process can be completed before and/or after the service.

- a. Make sure there is a bookmark showing in each Bible and hymnal.
- b. Each pew "pocket" should contain these items in a front-to-back order:
 - * small Kleenex package
 - * 2-3 offering envelopes
 - * 1 pledge card
 - * 1 Community Crisis donation envelope
 - * 1 Community Crisis brochure
 - * 1 Welcome brochure
- c. Items not included on the above list should be removed except for items inserted at specific times of the year for special offerings (e.g. Christmas / Easter offering envelopes, One Great Hour, Blankets, etc.)

Check the hearing devices in the basket at the rear of the sanctuary to be certain they work. Replace batteries if needed (found in the basket with the devices). Place hearing devices where members of the congregation may pick them up to use during the service.

Fill two drinking cups with fresh water and place one in the pulpit and one in the lectern.

If acolytes are not used, light the altar candles fifteen minutes before the service.

Place two offertory plates on each side of the altar 30 minutes before service. On Communion Sundays place them on flower stands in front of the pulpit rails. Offertory plates may be found in the narthex cabinets. Flower stands are usually found in the sacristy.

On Communion Sundays, reserve the first pew on each side of the sanctuary for the Communion servers. Ropes used to reserve pews are kept in the sacristy.

Determine whether windows need to be opened for proper ventilation. Use the window pole, which is kept along the window frame at the right rear of sanctuary

Assign ushers to specific locations.

One usher should greet at the door to the sanctuary from the Wright Pavilion hallway. This usher should close the door to the sanctuary and return to the rear of the sanctuary once the service begins.

One usher should be assigned duties in the balcony. If the number of ushers does not permit this, then make sure there is a small supply of bulletins placed upstairs at each entrance door.

Make sure the ushers do not cluster in the center aisle near the doors to the narthex. Make sure both side aisles have usher support.

The Usher Captain should remain by the center aisle with other ushers near the side doors

Check with the clergy to determine if any procedures have been added or changed for that day's worship.

Review the double-sided "Usher Guidelines for Emergencies".

Sunday, during worship:

Close doors from the narthex at the beginning of the service. One usher (you or another) should remain in the narthex to greet latecomers. Other ushers should sit in the sanctuary.

If a narthex greeter is not present for the service, make sure that the “Prayers for the People” sheet is taken to the pulpit minister during the first hymn.

Request that latecomers or returning parents from Sunday school wait to be seated until prayers have been completed.

Assign four ushers to take the offering and make sure they know what is required of them. Make sure an usher or volunteer is assigned to take the offering in the balcony.

Use the signal light by the narthex door to indicate to organist when the offering has been completed.

Take attendance, count, and record this on the card provided by the office. Count worshipers after the children leave for church school.

If there are babies or small children who are consistently making noise, speak with their parents and offer to show them where child care is located.

If additional seating is ever needed, we must abide by the following safety regulations:

- a. One row can be placed in front of the first pew of the sanctuary.
- b. One row can be placed in back of the sanctuary, keeping doors clear and open.
- c. No chairs in aisles or narthex.

In the event an emergency necessitates an evacuation of the sanctuary, designate three ushers to inform people in the undercroft, the third floor classrooms off the Community Room and the third floor classrooms over the office area.

Sunday, after worship:

Assign two ushers to collect the sheets from the Friendship Pads, including the balcony, and return them to the office. The sheets from the sanctuary should be collected in a manner that allows the sheets from the pulpit side to be kept separate from those from the lectern side. The sheets from each side should be collected with the first pew sheet on top, second pew sheet under the first pew sheet, third under second and so on. Mark the top sheet "pulpit side" or "lectern side," as appropriate. Balcony sheets should be marked "balcony."

Assign remaining ushers to tidy up the sanctuary and balcony pews. Ushers should collect used bulletins, scrap paper, etc., including crayons, and return paper to the church office for recycling and crayons to the rear of the sanctuary. Ushers should return all hymnals to the racks and straighten up any that are crooked. Look in the racks for scrap paper as well.

Check each hearing device to be sure it is turned off (= no red light). Coil wires neatly around each device and place the hearing devices back in the box. Return the box of hearing devices to the sacristy, next to last top drawer nearest to the far wall.

Turn over the offering to one of the counters. If none is present, remove the offering and take it to the office and hand over to the counters there. If no counter is present, turn the plates over to the minister.

Instruct the ushers to return carnations to the basket in the church hallway where they picked them up. When all carnations have been returned, move basket of carnations to a shelf in the cabinet below.

Extinguish the alter candles.

Retrieve water glasses from the lectern and pulpit and dispose of in the sacristy.

Make sure all windows are closed and locked.

Make sure Cottage Road doors are closed

Extinguish lights in the narthex and sanctuary if they are empty.

(February 2014)

Usher Guide

1. All ushers should dress appropriately. White carnations and nametags should always be worn.
2. Familiarize yourself with exits of the building, location of the fire extinguishers, and location of the wheelchair. Review the double-sided “Usher Guidelines for Emergencies”.
3. Captains should assign ushers to an area to greet from. Ushers should not all congregate at the main door entrance from the narthex.
4. Ushers should carry a small supply of bulletins to hand out. Large print bulletins are available for those that request. If bulletins appear to be getting low, ask groups to share where possible.
5. Meet worshipers as they enter the sanctuary. Greet them with a smile and a verbal greeting. Act as though you are welcoming a friend into your home.
6. Offer to seat them where they request. Ushers should offer to escort people to seats and not simply pass out worship bulletins. Fill in areas as possible.
7. If small children are a part of the group you are greeting, ask them if they would like a children’s program and/or crayons.
8. Greet latecomers. Ask them to stand quietly with you in the narthex until you can escort them to a seat. Do not seat latecomers during prayers.
9. Offering: Four ushers are required for the downstairs and one for the balcony.
 - a. When the offertory anthem begins, four ushers walk down the aisle two-by-two and stop four across in front of the worship leader. The center two ushers take their plates from the worship leader. The outer ushers then take the remaining two plates. Proceed to the first row, one in each outer aisle, and two in the center aisle. Pass the plates back and forth on each side in alternating rows until all rows have been covered. Return to the narthex.
 - b. The usher captain will appoint two ushers to bring the plates to the altar. Each usher will carry two plates, one on top of the other. When the organist begins the offering response, walk down the center aisle to the altar. Proceed up the chancel stairs and place two plates on each side of the altar. Step back beside the minister while he/she gives the offertory prayer. Return to the back of the sanctuary with the start of the hymn.

- c. On Communion Sundays, two Communion servers carrying Communion elements will follow the ushers to the front of the church during the offertory response. Ushers should bring plates only as far as the flower stands at each side of the chancel steps. Place the plates on the stands before the dedication prayer and wait. Recess to the back of the church upon completion of the prayer.
10. During the closing hymn, open the doors at rear of the sanctuary, in the balcony and at the Wright Pavilions entrance. Remain seated for the benediction and the postlude.
11. Clean up and close up:
 - a. Pick up bulletins and scrap paper in the pews. Return hymnals to the racks and straighten up pew racks, checking for scrap paper, etc.
 - b. Collect the Friendship Pads sheets and give to the usher captain. The sheets from the sanctuary are to be collected so that the sheets from the pulpit side are kept separate from those on the lectern side. The sheets from each side should be collected with the first pew sheet on top, the second pew sheet under the first pew sheet, third under the second and so on. Mark the top sheet "Pulpit Side" or "Lectern Side," as appropriate. Balcony sheets should be marked "Balcony." Any pads with few or no remaining sheets should be replaced with a new one from the narthex supply cabinet.
 - c. Any items left behind should be taken to the office for "lost and found"

(February 2014)