

IMMANUEL WORSHIP ROLES AND RESPONSIBILITIES

Last Updated: December 7, 2022

IMPORTANCE OF ALL TASKS

Worship is the gathering of the community – where we come together to learn, to be nourished by participating in Communion, to pray, to sing, to be aware of the needs in the community and social justice that needs tending - to care for each other - we also welcome visitors to our community. We are in mission with and for others at all times.

Welcoming people to Immanuel and helping them navigate our worship experience is an incredible witness. New visitors sometimes have little church experience.

While some of the information below may seem trivial, it can make the difference in making newcomers, or someone returning after an absence, worship experience positive or negative. It could also make a difference for a regular attendee who may be experiencing some difficulty in their life. You can help make their experience of worship a great one.

The following are the key tasks for each of these important roles. Thanks to everyone who has agreed to help, and to those who may be considering a role.

Orientation for all roles can be offered, either individually or as a group.

1. ALTAR GUILD

The Altar Guild, under the guidance of the parish priest, prepares for Sunday services, baptisms, funerals/memorial services, weddings, confirmations, and services held at special times such as during Holy Week, and at Christmas and Thanksgiving. The Guild:

- ensures that all supplies required for services are on hand - wafers and wine for communion, candles, altar linens, battery for the Memorial Candle and, this is optional, a flower for the Memorial Vase.
- Floral arrangements given either in thanksgiving or in memory are often arranged by the Guild.
- The Altar Guild performs its duties with the help of four teams which each have four to six members. This should ensure adequate coverage for all services.

2. COMMUNION ASSISTANT

- One or two *Communion Assistants* are needed at each service.
- The Communion Assistant assists the clergy at communion in serving the wine.
- Orientation/training will be provided on the process and protocol.

3. COMMUNION USHER

- **Greeters at the sanctuary door** (see #4.ii. below) are also the *Communion Ushers*, offering hand sanitizer as people come out of their pew and ushering them up to communion.

- **NOTE:** The musician and choir members go up first for communion. The musician and choir members will try to be at the front of the communion line right away, but just in case, please **let the organist and choir go up for communion before the other parishioners start lining up.**
- Please spray hand sanitizer on parishioners' hands as they come out of their pew and go up for communion. The hand sanitizer is on the table at the back of the church under the window of the sound booth room.
- There are usually two lines for parishioners to go up for communion, so you will have parishioners coming out of the pews on each side of the aisle at the same time. Please make sure that not too many are coming out into the line at a time, so we don't have too many people standing close together in the aisle.
- After the service, can you please pick up any papers left in the pews, and clean up the books left on the pews and return them to the book holders.

4. GREETER

Greeters have the important job of welcoming people to worship. Being enthusiastically greeted by lay people is the most important reason new visitors give for returning to church. Greeters make incredible first impressions.

Greeters could be individuals or families.

There are **two spots** where greeters are needed:

i. One person inside the church at the parking lot door;

- All greeters are asked to wear a name tag.
- This greeter welcomes parishioners as they come in the doors from the parking lot. You can offer them a mask if they are not wearing one, and they *choose* to take one.
- There should be hand sanitizer and name tags on the table. With the larger crowd you can invite people to fill out a name tag there, but there should also be name tags on the table outside the sanctuary.
- If it gets too congested inside by the parking lot door, please ask people to move along into the narthex.
- In the seasons where coats are worn, the coat racks are located on a rack outside the office or lounge room in the hallway, and one in the narthex.
- **NOTE:** For those who have children let them know the children will start in the church service first with their parents/caregiver for a brief story time/conversation with the Priest, and then go to Sunday School. If they are visiting or seem unsure where the Sunday School is, show them the door going upstairs across from the lounge door.

ii. Two greeters at the sanctuary entrance.

- **Two Greeters** are needed to welcome parishioners as they enter the sanctuary, asking them to fill out a name tag, and directing them to the table with documents that we may want them to pick up, if they don't already have the information.

NOTE: These greeters are also asked to be communion ushers (see #3 above).

- There are hearing assisted aids in a basket on the table. If anyone has questions on how to use them, please ask Don or Cal in the sound room to help them.
- If the hymn numbers are not on the hymn board at the front of the church, those should be put up. The numbers can be found on the table outside the sanctuary. The bulletin on the table has the hymns listed in the order in which they will be sung. You can put two hymn numbers on one line. Please do not use the top row of the hymn board. If you need help, please ask.
- **NOTE:** The children will start in the church service first with their parents/caregiver for a brief story time/conversation with the Priest, and then go to Sunday School.
- Bulletins are handed out to each family.
- If you notice a visitor, ask them if they have any questions – about worship in general, finding a seat, Sunday School, and inviting them to stay for coffee after the service. Let them know the hymn book and prayer book are located in the book rack in front of them.

Recall a time when you were new and how you liked to be greeted.

- We are also asking these greeters to pass the collection plate up and down the pew rows to give people a chance to put in their collection. This would be done during the Offertory Hymn, as noted in the bulletin. The collection plates are on the table in the narthex. One greeter would do one side of the pews and the other greeter would do the other side of the aisle. Once the plates have been passed around, both greeters, together, would take their collection plate up to the altar (during the last verse of the offertory hymn). The worship leader will receive/take the plates from you. You should stay at the front until the leader has said the offertory prayer, and then return to your seats.

5. LIVE STREAMING – SOUND BOOTH

- Two or three people are needed in the sound booth each week to help with livestreaming the service. If enough volunteers can be found this should only be once each month. There are four key functions to livestreaming a service from the sound booth:
 1. Entering in the worship service/words which then become the slides/wording you see on the screen; (This is done during the week.)
 2. Running the worship slides/words throughout the service. This means pushing a button to make sure the slides/words for the service are shown at the right time.
 3. Working the camera(s) to make sure those individuals doing the service have a camera on them at the right time; and,

4. Working the sound to make sure that the right microphones are on at the right time and the sound level is adjusted. We are looking for more volunteers to help with these tasks once or twice a month.

- A schedule is set up. Training will be provided. All ages are welcome.

6. READER

- Two **Readers** are needed for the service. Each person will do one reading.
- To start, we are asking one **Reader** to do both readings.
- The Reader is asked to sit near the front of the church.
- The readings will be sent out in advance
- “A Guidelines for Reading the Lesson” will be provided.

7. RIDES TO CHURCH

- There are some members who now, or in the future, may need a ride to church.
- We need to keep a list of those individuals who can give members a ride to and from church if needed.
- When requests are received, we will, to the extent possible, try to align the area in which the member lives, to as close as possible to where the volunteer driver lives.

8. SERVER

- One or two **Servers** are needed each Sunday.
- Servers can be either a youth or an adult.
- Servers assist in bringing the communion to the table for the Deacon to set the table for communion.
- Servers can also be acolytes (candle bearer) for entering the service and reading the Gospel.
- They assist with supplying new purificators to those serving the wine.
- Orientation will be provided on the process and protocol.

Please give these ministries prayerful consideration. If you can help with any of them or have questions, please email info@immanuelanglicanregina.ca or call the office at 306-586-4420.