

Assisting Minister Guide

Resurrection Lutheran Church

The Assisting Minister is a member of the congregation who provides leadership during specific parts of the worship service and assists the presiding minister with communion preparation and distribution; leads prayers and dismissal; assists with special events. The participation of an assisting minister symbolizes that everyone gathered for Sunday morning worship plays an essential role in the liturgy. Though the pastor has the particular role of preaching and presiding at the Lord's Table, the entire service involves all of God's people and is incomplete without everyone's participation.

Tools of the Assisting Minister:

- Graciousness
- Hospitality
- Friendliness
- Open, clear vocal ability (for speaking and possibly for singing)

The Role of the Assisting Minister:

Before worship:

Arrival ahead of time is important for adequate preparation and fostering an atmosphere of hospitality.

- Arrive early to talk through logistics with the pastor.
- Put on alb and microphone. During the warmer summer months, the pastor and assisting minister may opt to lead worship in street clothes to stay cool.
- Join in prayer with worship leaders.
- Greet those gathering for worship.

During worship:

Gathering:

- The ministers gather at the baptismal font at the start of worship. There might be a thanksgiving for baptism or a brief order of confession and forgiveness. From the font, the ministers process, pausing to bow before the altar and then move to their places.
- After the pastor greets the congregation ("The grace of our Lord...") the assisting minister leads the Kyrie ("In peace, let us pray...", when the musical service setting allows). This is done standing behind the altar.

Prayers:

- The assisting minister leads the congregation in prayer. When leading congregational prayer, pause briefly after saying "Let us pray." This helps the congregation to be centered and ready for prayer.
- Prayers of Intercession – Following the sermon, Hymn of the Day, and perhaps a creed, the assisting minister leads the congregation in praying "for the church, the world, and all those in

need.” These prayers are led at the altar. The *orans* posture is appropriate for leading prayer (arms raised to just above shoulder height, outstretched, hands with palms facing upward).

- In preparation for Sunday’s worship, the assisting minister may use the petitions as they are written or may write her/his own petitions. When crafting the prayers, consider current events in the world, nation, state, town, neighborhood, environment, etc. Note any special occasions that are important in the life of the congregation. Prior to worship, ask the pastor if there are any additional prayer concerns to be included.
 - If yours is an average voice, speak louder and more slowly than you ordinarily do.
 - Enunciate.
 - Let silence happen non-anxiously.
 - Speak the prayers as if they have arisen fresh and of the moment.

Setting the Table:

- While the ushers collect the offering, the assisting minister (and any children who come forward) helps ready the table for communion.
- Once the offering has been collected and the ushers are ready, the assisting minister receives the offering and places it on the communion cart.

Distribution of Bread and Wine:

When there is one communion station, the assisting minister will offer wine alongside the pastor. If there are two communion stations, the assisting minister will offer bread. In this scenario, communion hosts will offer wine alongside the pastor and assisting minister.

- When offering wine, say “The blood of Christ, shed for you.”
- When offering bread, say “The body of Christ, given for you.”
- If offering bread, you may give the following blessing for children: Trace the sign of the cross on their forehead with these or similar words: “You belong to Jesus.”
- Following communion, assist in clearing the altar by returning the bread and wine and other service items to the communion cart.

Sending:

- During the sending song, the ministers recess down the aisle.
- The assisting minister sends the congregation forth with words such as “Go in peace. Serve the Lord.”

After Worship:

After worship, the assisting minister may greet people as they leave the service, making note of newcomers and answering questions about our congregation.

- Return microphone and alb.

**Wednesday worship services may be held in different locations and with different service structures. Communicate with the Worship and Music Coordinator or Pastor for details concerning the role of the Assisting Minister in these occasions. **