

OUR SAVIOUR'S ATONEMENT
LUTHERAN CHURCH

**SUNDAY SERVANTS
TRAINING AND REFERENCE MANUAL**



June 14, 2023

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Being an Assisting Minister at OSA

The ministry of Assisting Minister is primarily one of prayer and to assist the Pastor in insuring that the service proceeds smoothly and meaningfully.

General Considerations

- You can wear an alb (white robe) if you like—it's a good practice that symbolizes our baptism, but does not need to be done.
- During the opening Greeting and at other appropriate times (during Baptism if one is occurring during the service), hold the book for Pastor so he or she can use his or her arms for gesture in prayer, holding babies, gesture in blessing, etc.
- Use gestures to help people at times of prayer.
- Speak slowly and clearly.
- Begin every prayer confidently.
- Typically, the parts of the service to be read by the Assisting Minister are preceded with the letter "A".

Things to do Before the Service Begins

- Arrive 20-30 minutes before the service to retrieve the Prayers of Intercession which have been printed by the Office Administrator and placed in a worship folder.
- In conjunction with the Communion Assistant, confirm that the Communion elements have prepared and set on the side table. If not, proceed to do so.
- Compare the congregational response to the petitions printed in the Bulletin with that on the printed prayers if they were provided to you. There have been instances where they are not the same. If there is a difference, note and use the response printed in the Bulletin.

Prayers of Intercession

- Lead the congregation in the prayers of intercession following the sermon hymn. You may amend the prayers of intercession or write your own prayers
- After the prayers lead the sharing of God's Peace.

At the time of receiving the Offering

- At the beginning of the musical offering, retrieve the offering plates and provide to the Ushers who will have moved forward from the rear of the sanctuary to collect the offering.
- While the offering is being collected set the table with for Communion moving the elements from the side table to the altar.
- Receive offering from the Ushers, and pray with it in your hands. Lift it towards God and:
 - Give thanks for the generosity of God's people

- Ask God to enable us to use the money and gifts for the God's work
- Place offering on credence table or the window ledge on the parking lot side of the sanctuary.

Communion

- Following the offering prayer, join Pastor at the altar/communion table.
- Help Pastor and communion assistant with communion.
- Pastor will commune the Assisting Minister and Communion Assistant first.
- Pastor will distribute the host/bread to the congregation and the Assisting Minister and Communion Assistant will distribute the wine and grape juice.
- Note and inform Pastor anyone unable to come forward who wishes to be communed.
- Commune Pastor once all communicants have been served and Pastor has returned to the altar.
- Following the post-Communion blessing, as people return to their seats, clear the altar of the Communion elements.
- Lead the Congregation in the post-Communion Prayer.

Close of Service

- Invite Congregation to rise for the closing hymn.
- Pastor will offer the final Benediction which will be followed by the Postlude.
- Following the Postlude and any possible final announcements, offer the final dismissal, frequently "Go in peace; share the good news," which will be followed by the Congregational response: "Thanks be to God."

Being a Greeter at OSA

Greeting guests at OSA is an essential part of our Christian mission of hospitality. Providing a warm welcome offers a human connection with someone who's coming into a new setting that may be uncomfortable for them. The team which you are joining will have several responsibilities which will be rewarding for both the greeter, the congregation and the most importantly, the guest.

The intent of this document is, along with the in-person training you will receive or have already received, to provide you with tools and guidance to have an effective, meaningful welcoming experience with those people whom God sends to us.

Assignments.

The plan is for the Greeter Team to be large enough so that no one person will be doing all of the greeting every Sunday. In order to have a greeter for every service, but to allow for variation in people's schedules, following is the process we will use to assure coverage each Sunday:

- The following online spreadsheet has been created which will allow you to record your availability to be a greeter: [Greeter Sign-up](#). Jane will refer to this schedule as she prepares bulletins for services.
- If your plans change and you are unable to be a greeter for a Sunday for which you've made yourself available, return to this spreadsheet early in the week for the coming Sunday and change your availability.
- If you are able to line up a substitute, please have your substitute make a change in the schedule.
- If you have a last minute change in your schedule and cannot serve on a Sunday you are signed up to be a greeter, please find someone to cover for you by emailing the team at osa-greeters@osanyc.org.

Before, During and After the Service.

Below are some of the guidelines covered in the training when you are greeting at a service:

- Greeting occurs before service and after service. Generally, the time before service is very short due to the number of people likely to arrive at the same time and the general busy-ness prior to the start of a service. There is more opportunity at the end of the service to greet a guest.
- Before service:
 - If the video loop which plays on the TV monitor in the narthex is not playing, turn on the TV and start the loop. The remote for the TV is located on the top of the desk in the office. For information on starting the video loop, see the instruction

sheet on page 6 of this Sunday Servants Manual. Make sure the remote is returned to the church office at the end of the service before you leave.

- Make sure the guest book is in place at the rear of the sanctuary. The guest book is usually kept in the church office.
- Locate the basket of Fair Trade Coffee which is being offered as a sign of OSA's hospitality and place it on one of the tables at the rear of the sanctuary. For storage, the basket of Fair Trade coffee is located on one of the shelves of the cabinet in the sanctuary along the wall shared with the Lorenz Chapel. If the basket needs replenishing, extra coffee and info sheets about OSA are kept in the tall kitchen cabinet with paper supplies (plates, cups, etc.). Fill the basket with coffee and attach the info sheets as needed. If you notice that the supply of extra coffee is low, send an email to or leave a note for Jane in the church office to order some more.
- During the service, at the specified time, make an announcement greeting new or first-time guests, thank them for joining us, ask them to sign our guest book and offer them a package of Fair Trade coffee with the attached OSA info sheet.
- After service:
 - Approach the new guests whom you've noticed, whether you've spoken with them before the service or not.
 - Be aware and sensitive to the fact, as mentioned earlier, that visiting a church for the first time for many can be a challenging, uncomfortable experience.
 - Test the waters, so to speak. Introduce yourself again (even if you did so before the service), thank them for joining us and if it feels comfortable, ask them a bit about themselves, including, for instance: do they live in the neighborhood, are they new to the neighborhood, and how did they find OSA.
 - If it feels comfortable, continue the conversation offering more information about yourself, OSA, Cornerstone Center, etc.
 - Invite them to coffee hour if they have time.
 - If you sense the guest wishes to leave quickly, don't hold them up but respect their wishes, thank them for joining us and invite them to return.
 - Ask guests if they would like to be included in our mailing list and ensure that they include their email address in the guest book? Does our guest book have a place for email addresses?

The Following Week and After

During the course of the week following the Sunday you were a greeter:

- Jane, in the office will email the team on Monday of any guests who have signed the Guest Book.
- The person who has been the greeter for a particular Sunday will send a handwritten note an email, or make a phone call (if the conversation on Sunday indicated that it would be appropriate) to guests they've chatted with or names provide by the office from the Guest Book. To make this task easier, you may use the pre-stamped post cards designed for OSA for this purpose which are kept in the church office.

- Jane will also advise if someone by email or the website has asked to be added to the church mailing list. If the person is interested in information about OSA, as opposed to Cornerstone, and if Jane hasn't already sent them an email, you might want to do drop them an email or send a card depending on the contact information available.
- Since our hospitality extends beyond the walls of OSA, if you happen to be in the neighborhood and see someone whom you've greeted during a service, consider greeting them. A greeting like this, on the street, is very powerful and personal and confirms our gratitude for their having joined us for worship.
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Displaying Video Loop on Narthex TV

1. Retrieve TV remote controller from Jane's desk in the office.



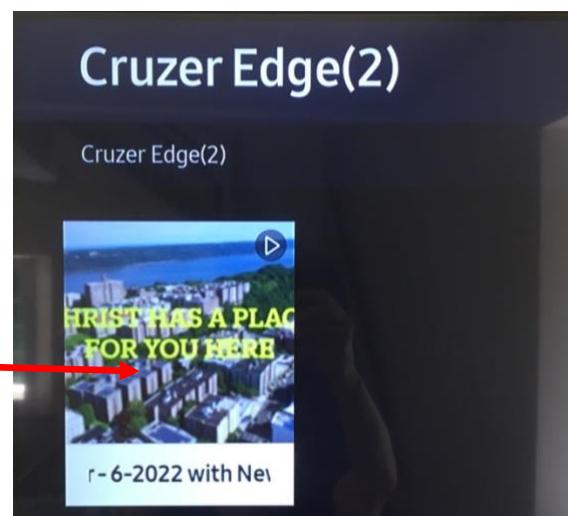
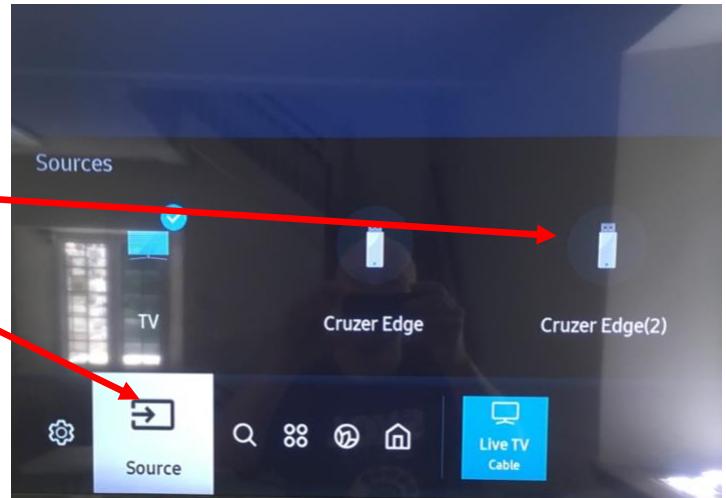
2. Turn on TV by pressing Power button.

3. Once TV is on, press the left edge of the Navigation wheel until the *Source* option is displayed (note the icons will change as the cursor moves to the left).

4. Once *Source* is selected, different options display. Press the top edge of the Navigation Wheel once, then press the right edge of the Navigation Wheel to move to the "Cruzer Edge (2)" option. Press the Selection Button once to display files.

5. Press the Navigation Wheel as appropriate to navigate to the OSA Narthex video. (As of this writing there is only one file in the Cruzer Edge (2) folder.)

6. Press the Selection Button to start the video loop.



Being a Lector at OSA

The lector delivers the first and second readings during the worship service. The first reading, usually from the Old Testament, appears after the prayer of the day, and is normally followed by the singing of a psalm. The second, usually a letter (or “epistle”) from the New Testament, precedes the Gospel text for the day, which is read by the pastor.

Thank you for volunteering to take on this indispensable role.

Some things to consider:

- The sacred texts detail God’s presence in human history, and they are meant to be read and heard by everyone, not just experts.
- The stories in the Bible are complex and may seem unconnected to each other and even contradictory at times. We may not understand them fully, but they are life-giving, nonetheless. They point us to God.
- Hearing a story from the Bible has been likened to having a seed implanted in your heart. You cannot always know in advance how it will grow or what fruit it might bear.
- You do not know who (among the congregation) might have a particular need to hear what you are reading.
- Giving voice to a sacred text enables different people--the congregation--to perceive it simultaneously. This practice unites us in the same way that oral traditions have done for millennia. In fact, the books of the New Testament originally were intended to be read aloud.

Some things to do before and while you Lector:

- Read through both assigned texts carefully well before the service, and do your best to parse their meaning. (Jane Huerta usually sends the bulletin out to people assisting in the worship service days in advance.)
- Do some light research on how to pronounce unfamiliar names and words. (This is optional, in a sense. More important is to draw out some of the essential meaning in the texts.)
- Arrive at church early so you can ensure that the microphone is set up. Before reading, make sure the microphone is on: check for the telltale green light.
- Read more loudly and slowly than you think you need to, and avoid being too dependent on the sound system to project your voice. The person furthest away from you in the sanctuary should not only be able to hear you, but also understand you.
- Enunciate more clearly than you think you need to.

- Let the meaning of the text (as you perceive it) guide your rhythm and pacing. An occasional pause can help people grasp something that you think is important in the text. Of course, you don't want to get carried away with this. Find that nice middle ground between interpreting the text and letting it speak for itself.
- Remember to read the words designated "L:" before and after the actual readings-- i.e., "A reading from..." beforehand and "The word of the Lord" afterwards. Lectors have not been reading (out loud) the italicized contextual information that appears before each reading, but we might discuss whether we should or not.
- Relax into your role and enjoy yourself. You are helping to bring people together.

Being an Usher at OSA

Ushering – an Ancient Hospitality Ministry

Ushering is part of the ancient practice of hospitality in the Christian church, existing since the church's very beginning. Scripture encourages us to welcome the stranger. Hebrews 13:2 says "Do not forget to show hospitality to strangers, for by doing so some people have shown hospitality to angels without knowing it."

The handling of gifts is also an ancient practice in Christianity. In Acts, the work of ministry was divided up between the Apostles and the newly created Deacons. Deacons were broadly entrusted with caring for others and distributing offerings made to the church. Our modern day church ushering ministry also emanates from that tradition.

Ushering at OSA

Ushers are, first and foremost, helpers. We are there to help people be comfortable and feel welcome. The greeter and the usher are the first people that newcomers will meet. Really important to say hello, be welcoming, and get visitors' name, etc. Ushering is a hospitality ministry. Newcomers may or may not like the service, but everyone remembers feeling cared for at OSA.

Before the service:

While the greeter greets people outside, the usher stands just inside the nave and should:

- Welcome people into the nave
- Hand them a bulletin
- Make sure masks are available for people who wish to have one (supplies are located on the credenza)
- Help them to find a seat
- Invite/assist newcomers to sign the guest book (this can also be after the service if needed)
- Introduce visitors to their neighbors
- Monitor the crowd to make sure everyone has a seat and a bulletin
- Bring out extra chairs as needed
- Confirm or identify who will be lighting the candles on the altar, locate the matches to be used, confirm that the candle wicks are easy to light.

During the service:

- During first hymn, assist the acolytes in lighting the wicks and directing and/or assisting them in lighting the appropriate altar candles.
- Collect the offering after the prayers of the people, the Creed, and the announcements.
- Collection plates are in the back in the black closet next to the chapel

- When doing the collection, it's best to pass the plate down the row. Avoid shoving the plate in front of people. Remember that many people are pledging and thus will not put an offering into the plate.
- At the end of offering anthem, approach the altar with the collection plate/s. Pause, bow your head, and pass the collection to the assisting minister. Otherwise, place the plates on the table just before the entrance to the kitchen.
- Direct/assist people who bring nonperishable food donations for the blessing box to place it in front of the altar.
- Record the count of the number of people attending both in person and on zoom. You may need to get the zoom attendance count from the zoom tech volunteer. You can write the attendance on a piece of paper and put it into the collection plate so Jane will get it.
- At communion, guide the congregation forward for communion.
- Determine if communion will be one circle around the table or two circles. Determine if continuous table communion will be the best
- Guide the elderly and infirm to seating, help as needed.
- Alert the Pastor if someone wants to receive communion but cannot join the group around the altar
- During the final hymn direct and/or assist the acolytes in extinguishing the appropriate altar candles.

After the service:

- Help new people sign the guest book.
- Help new people get their coffee.
- Help any confused people.
- After the service, go through the pews and pick up the bulletins.
- Return the basket of unused and recovered bulletins to the office.

Other:

- Ushers are also backup acolytes