

SUMMARY of **LEADERS EDITION**, Revised March 2024

Rubrics in Red

Order of Worship

GATHERING

Assisting Minister

Albs (the white robes) are currently in the alcove off the lounge. Arrive by 9:20 to put on a robe and cincture (rope belt). Masks are optional at this time.

Acolyte, Crucifer, or if necessary, the Assisting Minister

Please light the candles during the prelude.

PRELUDE, 9:30 TO 9:45 A.M.

Presiding Minister

Please confirm you have the correct number of people for the distribution of communion. If we use two stations, 5 people are needed (two with the host, two with the wine/juice, and one to bring fresh trays of wine/juice. If we have one person to offer the host, we use 4 people or 3 people (with the person holding the wine trays switching sides as the congregation is instructed to come forward one side at a time).

Assisting Minister

Please light the candles before or during the prelude, if not lit by an acolyte or cross bearer (crucifer). If the assisting minister has additional responsibilities, such as singing in the choir, he or she may recruit another volunteer for this function. The same person would also extinguish the candles after the conclusion of the service, during the postlude or later.

Choir

Please do NOT process at this time but take your place in the pews at the back of the sanctuary and then assemble there, as directed by the choir director, during the prelude.

WELCOME AND CONFESSION AND FORGIVENESS

These are led by the Presiding Minister from the back of the sanctuary.

See the first 3 bullets in the cross-bearer instructions, partially reiterated below.

GATHERING HYMN

Assisting Minister

The person bearing the cross (usually the Crucifer, if necessary, the Assisting Minister) leads the procession with the cross. You may use the one from the center or the lighter one by the pulpit. Additionally, the assisting minister may recruit another volunteer for this function. The same person would also carry the cross for the processional out of the liturgy.

When we arrive just inside the altar rail, we stop and reverence the presence of Christ in the tabernacle with a bow. We then climb the remaining steps and go to our seats.

The Assisting Minister's chair will be on the side near the lectern (and organ). When the Bell Choir plays, step into the choir loft and return to your seat after their anthem.

GREETING

KYRIE

PRAYER OF THE DAY (Presiding Minister)

WORD

Assisting Minister

Please read the readings from the lectern. Be sure the microphone is powered on (GREEN Light)

FIRST READING

Introduce the reading by saying, "The first reading is from the ____ chapter of __ (book)__. You may stop there, add "beginning at the ____ verse," or announce the specific verses to be read. Conclude the reading by saying:

A The word of the Lord. **C. Thanks be to God.**

Cantor or Assisting Minister

A cantor (usually) or the assisting minister (only if the assisting minister is also in choir), or the pastor, chants the Psalm from the lectern. This will be coordinated by the choir director.

PSALM

SECOND READING

Assisting Minister

Use the same format as the First Reading, above.

A The word of the Lord. **C. Thanks be to God.**

GOSPEL ACCLAMATION

GOSPEL **Preacher**

SERMON A Pastor

HYMN OF THE DAY

APOSTLES' CREED

PRAYERS OF INTERCESSION

Assisting Minister

These prayers will be sent to you by email on Saturday. If you do not receive them by the afternoon, email the pastor to ask for it. You may read it from the Lectern and from a printed copy that you bring to church or from your phone. Note that a pastor usually reads the opening and the closing sections, designated by a P. You read the ones designated with A for Assisting Minister.

THE PEACE *Please share the peace with one another.*

OFFERING

Choir

The choir assembles at the altar steps for the musical offering.

MUSIC AS THE OFFERINGS ARE MADE

OFFERING

Ushers

At this time, the ushers are bringing the offering to the altar for blessing and then delivering the offering to the proper location.

Altar Server

Usually, the acolyte or the crucifer will meet the usher and bring the offering to the pastor at the altar for a blessing and then return the offering plate to the usher. If neither the acolyte nor crucifer steps forward, the assisting minister steps in as follows:

Assisting Minister

Please take the offering from the usher, hand it to the presiding minister for a blessing, and return it to the usher after the blessing.

OFFERTORY PRAYER

Assisting Minister

Please pray this prayer from the altar, (be sure the microphone is on, RED light [yes, it is different than the lectern]).

MEAL

THE GREAT THANKSGIVING

WORDS OF INSTITUTION

THE LORD'S PRAYER

DISTRIBUTION

Ushers

Please form one or two lines, alternating sides to create the line(s). If one pastor has the host, the congregants form one line and then receive the wine on their side of the sanctuary before returning to their seat by the side aisle. If there are two persons offering the host, form two lines. If one pastor has the host and one person the wine, the congregation will come forward from one side and then from the other side at the direction of the ushers. The person with the wine will switch sides as the congregation members switch from one side of the aisle to the other. Please be alert to the possibility of taking the communion elements to someone seated in a pew who did not come forward to receive communion. In this, follow the lead of the pastor who will indicate if you are to follow with the wine.

Ministers

Please space out far enough that people do not back up either in the aisle or at the stations.

Ministers, Assisting Ministers, Acolyte, Crucifer

You receive communion at the pulpit side of the altar after distributing it to the congregation. You will receive it from the presiding pastor. Then the other pastor or the assisting minister will present the host and the goblet to the presiding pastor for their communion participation. The

acolyte or crucifer will take the stack of wine trays to the sacristy. Someone will also take the trays with the empty cups from the two side aisles and take these to the sacristy. If there is no acolyte or crucifer, the assisting minister may remove the trays to the sacristy.

LAMB OF GOD

COMMUNION HYMNS

Assisting Minister

Please pray this prayer from the altar.

PRAYER AFTER COMMUNION

ANNOUNCEMENTS (By A Pastor). The congregation is seated.

SENDING

WATCH AND PRAY PRAYER lead by a Pastor with the congregation participating.

BLESSING (By A Pastor)

Assisting Minister

The cross bearer who leads the procession with the cross at the start of the service will lead the procession at the close of the service. (This may, on occasion, be the Assisting Minister.) You can use the lighter one by the pulpit.

Please take your place at the center with the cross held high. Please note the number of verses in advance and leave during the next to last verse.

SENDING HYMN

If someone else carries the cross, you and the acolyte will join the procession immediately following the choir and before the pastors during the Sending Hymn. When we come to the center aisle just inside the altar rail, we will turn to face the altar and reverence the presence of Christ in the tabernacle with a bow before turning to step down that final step and follow the processional cross. Try to time leaving the altar and your bow to be just after the last choir members have started down the center aisle.

CHORAL RESPONSE

DISMISSAL

Assisting Minister

Please memorize your dismissal line:

A Go in peace! Serve the Lord. **C. Thanks be to God!**

POSTLUDE

The same person who lit the candles before the service would also extinguish the candles after the conclusion of the service, during the postlude or later. If an acolyte arrived late, that person may extinguish the candles.