

LEADING WORSHIP



TABLE OF CONTENTS	
WHY WORSHIP?	2
WHY WORSHIP TEAMS?	2
WHAT KIND OF WELCOME?	3
WHAT LEADERSHIP ROLES?	3-8
ALTAR CARE TEAM	3
GREETERS	3
USHERS	4-5
LECTORS	6
COMMUNION ASSISTANTS	6
A/V TECHNICIANS	7
WELCOME DESK VOLUNTEERS	7
OTHER HOSPITALITY INFORMATION	8-11
COLLECTING CONTACT INFORMATION	8
YOUNG FAMILY MINISTRIES	9
SYMBOLS IN THE SANCTUARY	10-11
INFORMATION FOR EMERGENCIES	11

WHY WORSHIP?

Worship is the central and unique function of the church. We assemble with honesty and awe in the presence of the Triune God...

- › to acknowledge God's holiness.
- › to remember and give thanks for the saving acts of God.
- › to praise and adore our Lord.
- › to receive forgiveness.
- › to be nourished by word and sacrament.
- › to be sent out for good work in the world.

During worship, scripture is written on our hearts, our relationships are made new, and we practice embodying resurrection so that our daily work and living reveals God's love. Worship is a key location for people to be known, challenged, changed, and sent. Your leadership and hospitality in worship support the Holy Spirit's work to people and places. Thank you for showing up and saying YES!

WHY WORSHIP TEAMS?

Each team was originally formed to include some expertise and experience in each role, but also includes people who have not served in these capacities before. This model offers flexibility for schedules, opportunities to try new roles, and encourages intergenerational relationships.

Teams function best with a designated captain who communicates with team members and confirms a schedule for each appointed Sunday. This captain will encourage relationships within the team so that people can learn from each other, build relationships across generations, and appreciate their specific role as an integral part of the whole worship experience.

Over time, teams may begin to function like small groups who equip and pray for each other. As this worship community grows, these teams are a great way to incorporate new people of all ages into life and leadership together.

WHAT KIND OF WELCOME?

Every congregation self-describes as friendly and welcoming. But what do seekers and visitors actually experience? Most people make up their mind about a congregation within ten minutes of arrival. Here are a few ways Bethlehem's staff and members practice hospitality.

Wear your nametag. Expect to see someone you don't already know! Nametags are symbols of growth and new life. They are especially helpful tools for visual learners.

The three-minute rule. Spend the first three minutes after the Postlude engaged with someone you don't already know well. Your friends will wait. Use this time to be curious and warm toward someone less familiar.

Marriott hospitality. If you see someone in need of direction or assistance, be proactive. Don't just point them in the right direction – walk with them or make an introduction that shows deep consideration.

WHAT LEADERSHIP ROLES?

ALTAR CARE TEAM is responsible for preparing the physical setting for our corporate worship experience and the liturgical life of the congregation. These leaders are working behind the scenes to store and change paraments, set the table for communion, incorporate flowers or decoration, prepare for baptism, and keep worship supplies in stock (Custodians are currently responsible for watering Chancel plants and filling candles with oil).

GREETERS are stationed inside the south entrance and at the top of the narthex steps. It's a great role for people of all ages! They welcome people warmly to the space paying close attention to those who might need assistance or direction. Greeters follow the same guidelines for hospitality listed below for ushers.

USHERS function as ambassadors for the worship space. We expect first time guests at every service and want them to feel comfortable in a sanctuary that is brand new to them. Here are a few ways you can welcome guests and members alike:

- › Wear your nametag.
- › Tell people you are glad to see them in worship today.
- › Make large print bulletins available upon request. We also have two hearing assist devices available at the A/V booth.
- › If people sitting in the back of the sanctuary are distracted by the sounds of Echo, invite them to move up closer to the front of the sanctuary.
- › Sometimes the rhythm of the liturgy varies with special music or events in worship. Review the bulletin before worship begins and make sure that at least two ushers are listening to the service in the sanctuary so you don't miss any cues to participate.
- › In case of an emergency, basic information is listed on the back cover of this booklet. All ushers should be familiar with this list and ready to respond.

Detailed Instructions for Ushers:

1. Find bulletins and offering plates on the counter in the Volunteer Room (room on the north side of office).
2. Remain in the narthex to welcome latecomers for the first several minutes of worship.
3. During the Time for Children, count the number of people in worship. Be sure to include those in the nursery and balcony. Enter the count in the blue attendance book on the ushers' desk in the narthex.
4. Echo Sunday School currently meets in the narthex. Their sounds are a welcome part of our worship experience. Engage warmly with families as they move back and forth between the sanctuary and narthex. If people in the Sanctuary are distracted by the sounds of Echo, invite them to sit up closer to the front.

5. After the Peace, the Offertory begins. The ushers bring the plates to the front of the sanctuary and begin passing them through the pews. When the Offertory ends, the pastor will be standing in the center aisle to receive the plates.

6. Ushers invite people to come forward for communion by the center aisle. They return to their seats by the side aisles. Ushers should commune once the assembly has come forward, and then helps the communion servers identify anyone who wishes to be served in the pew.

7. While the Head Usher receives the offering (instructions below), other ushers walk through the pews to straighten pew pockets and recycle bulletins, and prepare the space as welcoming and clean for the next worship service. The top part of the usher cabinet contains supplies for refilling card racks with pew pencils, offering envelopes, welcome cards and Simply Giving cards.

Ushers Take Care of the Weekly Offering

1. Immediately after the service ends, the Head Usher collects the offering plates from the altar and contacts the Custodian on duty to unlock the office and storage room doors.

2. Plastic deposit bags are located on top of the safe. Take one deposit bag and write your name and the date in two places: the pull-off section and on the body of the deposit bag.

3. Put the labeled deposit bag into the slot at the top of the safe and put the pull-off section on the Campus Administrator's desk so they know there is offering money in the safe that needs to be collected by the courier for deposit.

4. Ensure that the office door is locked when you leave and return the empty offering plates to the Volunteer Room.

LECTORS proclaim the good news! Lectors help the assembly connect with God through the Word before the sermon begins. Scripture has long been an oral tradition, so we continue to hear it read aloud in worship. Lectors are sent the text in advance so they can become very familiar with the passage before Sunday morning. Take note of the tone and style of scripture reading. Is it tense, humorous, or dramatic? Is it a narrative that can be brought to life? Pastors are happy to help if you have questions about pronunciation or want to practice with the microphone turned on.

COMMUNION ASSISTANTS deliver the promise, “This is the body of Christ, given for you. This is the blood of Christ, shed for you.” It is a universal gift that is true for all people across time and space and yet very specific and personal for the one to whom you speak each time. We believe that Jesus is fully present in the meal with forgiveness, new life, and salvation. Blessing others with this profound truth and watching them receive the sacrament can be a powerful spiritual experience.

Communion is served by intinction at two stations on the floor. The Pastor or Assisting Minister holds the bread/wafers and the Communion Assistants hold the chalice. Gluten-free wafers and individual cups are available at a center station for those with a gluten sensitivity.

After the Lord’s Prayer, the congregation is seated and Communion Assistants come forward. Before serving, use the hand sanitizer. Bottles are located on the window sills at the front of the side aisles. The congregation comes forward by the center aisle and returns by the side aisle.

Children who do not yet receive communion receive a simple blessing by the person serving bread. If the child is comfortable with a hand placed on their head or shoulder, use the hand you were not using to serve bread and offer simple words like, “May God bless you” or “Jesus loves you very much.”

Some members prefer to be served in the pews. Before communion assistants serve each other, survey the assembly to make sure the organist, guest musicians, A/V volunteers, and people with mobility challenges have been offered communion.

A/V TECHNICIANS operate audio and visual equipment at the sound booth in the rear of the sanctuary during the service. Arrive thirty minutes before worship begins to do a sound check with worship leaders and to become familiar with the presentation. Training is provided for operating the projector and screen.

WELCOME DESK VOLUNTEERS are some of the first faces people see when they come to worship on Sunday mornings. Here are a few ways you can make a big impact:

1. Arrive by 9:00am and wear your nametag. Please return to the Welcome Desk after worship for the first fifteen minutes of coffee hour.
2. Look through the Connect Newsletter and the bulletin announcements so you have timely information about events and ministry. See the *other hospitality information* section starting on page 8 to learn more about our ministries.
3. Make a small stack of Welcome Cards available for guests to use.
4. Make sure the TV monitor in the hallway between the Welcome Desk and the Office is turned on. This is programmed with current announcements and upcoming events we want people to see. If it is turned off, ask the custodian on duty to turn it on.
5. Check the table between the Welcome Desk and the Narthex steps to learn about upcoming events that require registration. Encourage members to sign up!
6. Be prepared to help guests navigate the building. First time visitors might need help locating spaces like the Sanctuary, elevator, bathrooms, accessible bathroom, and nursery area.

OTHER HOSPITALITY INFORMATION

COLLECTING CONTACT INFORMATION

We use Welcome Cards to collect the contact information of visitors. These are easily transported to the Minneapolis campus with the financial offering on Mondays where they are used to update our systems, inform the staff of their attendance, and address “thank you for visiting” letters that get signed by the preaching pastor.

1. First time guests might not be ready to share their contact information with us - especially prior to their worship experience. Consider giving them a Connect Newsletter or a Welcome Card to take with them into worship.
2. If people ask about the consolidation with Bethlehem, you might refer to the large poster story on the bulletin board by the elevator. It’s a great overview.
3. If you notice that regular attendees don’t have name tags, invite them to contact Sue Lungstrom or Wendy Osman so they can be included in the next order.
4. It’s important to be informed about ministries that serve young families. Here are the basics:

YOUNG FAMILY MINISTRIES

NURSERY SPACE We have a nursery available in the Sleepy Tigers Child Care area that families are welcome to use. Since all of our active families prefer to worship together and participate in Echo, it is not currently staffed. So parents and guardians must supervise their children in the space and clean up after themselves. If families would benefit from a staffed nursery, it can be easily arranged with advanced notice. Pastor Meta or Kirsten Patterson are the contacts for this request.

SUNDAY SCHOOL Sunday school happens during the Word portion of the worship service. Kids of all ages gather in the Narthex for a Bible study and art project that connects to the worship service. We can hear them and they can hear us, so we call it Echo. Kids can be seen and heard in and during worship.

CONFIRMATION Confirmation happens in two different forms at both the Minneapolis and Minnetonka campus. Minneapolis has a large 4-year program. Minnetonka is just launching a small pilot program with a fall and spring series for 5-8th graders. Families can read more about both programs on the website or connect with Pastor Meta for details.

SYMBOLS IN THE SANCTUARY

LINENS AND PARAMENTS: Altars have always been covered with fine cloths or linens. Paraments have been used since the 5th century. The linens are always white, a symbol of Christ's purity and light. The paraments are different colors, changing with the seasons of our lives and the church calendar.

THE CROSS: It's best to have just one near the front of the sanctuary. Some congregations have several different crosses, but rotate their use so it can remain a simple focal point that does not distract or compete. Ours stands on the "retable".

CANDLES: Lighted candles is among the oldest ornaments of worship. In their most basic sense, candles serve as a visual reminder of Christ as the light of the world.

PASCHAL/EASTER CANDLE: This tall candle symbolizes Jesus' Easter triumph over the darkness of sin and death and has been used in worship since the 5th century. It is reminiscent of a pillar of cloud and fire that led God's people to the promised land. We light it during the Sundays of Easter until Pentecost and also for baptisms and funerals.

SANCTUARY LAMP/ETERNAL FLAME: This comes from an ancient Jewish custom of always having a light burning at the altar, a symbol of God's presence with us all the time.

OFFERING PLATES: The style and materials of offering plates often reflect the culture of a specific time or community. A variety of metals or fabrics might be used.

FLOWERS: Live greenery and blooms symbolize life, joy, human frailty, and God's beautiful creation. Flowers should adorn but never obscure the central things – font, altar, pulpit. They should not be put on top of the altar or inside the font. If they look withered or dead, they should no longer be in the worship or gathering space.

Liturgical Colors and Sacraments. *What do they mean?*

BLUE - hope in the season of Advent

GOLD/WHITE – the triumph, purity, light of Christ used for Easter and festival Sundays

PURPLE – our penitence and Christ's royalty

GREEN - creation, life, growing in faith

RED – the fire of the Holy Spirit

INFORMATION FOR EMERGENCIES

In case of an emergency, call 911

The church's address is 16023 Minnetonka Blvd., Minnetonka.
Bethlehem Lutheran Church, Minnetonka campus; formerly Minnetonka Lutheran Church.

Come into the parking lot and enter via the south main door.
An usher should watch for the emergency responders and connect them with the emergency situation.

Church office: 952.935.3419

Fire extinguishers are located...

In hall where coats are hung - down the stairs and to the right (north).

In kitchen – on the East wall – behind the door.

In Sanctuary by the NE door, beyond the piano.

A fire alarm is also located in the Narthex.

Automated External Defibrillator (AED):

Located in the volunteer room. Lower cabinet – left hand side.

For more information about these leadership roles and joining a worship team, contact Sue Lungstrom in the church office at slungstrom@bethlehem-church.org or 952.935.3419 or connect with a pastor.

