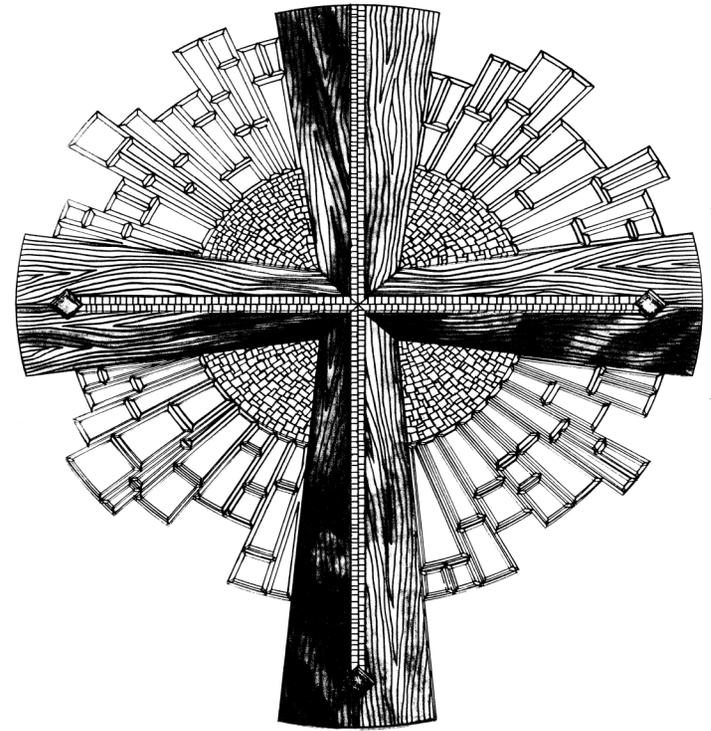


USHER

Ushering is an important part of the worship experience. You are the first person that people meet when they enter the sanctuary. A warm smile and a welcoming presence is all that is needed.

Basic instructions:

- Hand out bulletins and encourage people to sit towards the front.
- Make children's bulletins available.
- Ask those with special needs if they want communion brought to them and then inform pastors of people that have requested that communion be brought to them.
- Usher people to empty seats. If necessary ask members to move in towards the center of their rows.
- Help Acolytes light their candle lighters. If there are no Acolytes please light the candles during the opening hymn/Song of Praise.
- Set up extra chairs as necessary.
- Count attendance & record on the pink slip.
- Collect the offering.
- Direct people forward to receive communion, follow pastor's instructions.
- Straighten up the sanctuary after worship.
- Bring the offering to the office workroom.



Immanuel
Lutheran Church

**Sunday Servant
Volunteer Handbook**

Welcome to Immanuel!

This booklet is to help you become familiar with ways that you can volunteer on Sunday mornings.

Volunteering as a Sunday Servant is a great way for you to share your gifts/abilities and contribute to what makes Immanuel a welcoming faith community!

Each Sunday we need more than 25 volunteers; would you be willing to sign-up for one, or more, of our Sunday morning volunteer positions?

Simply browse through the descriptions and select one or more of the volunteer positions listed in this booklet.

Go to Immanuel's website
www.immanuel.us/sunday-servants.asp and sign up!

If I can help you in any way to become connected in the life of Immanuel please contact me.

Your servant in Christ,

MaryKay
Volunteer Coordinator
952.937.8123 x17
marykay@immanuel.us

NURSERY ASSISTANT

Assist the Nursery Caregiver in caring for pre-Sunday School aged children (infants and toddlers) during 9:30 worship. Two people are needed each Sunday during the school year.

SUNDAY MORNING TREATS

We need three people each Sunday (September-May) to provide 3-4 loaves of sweet bread or three containers of donut holes (or treats of some kind).

Your treats need to be at church prior to the start of the 8 a.m. service on the Sunday that you are scheduled. You can either purchase bread/treats or you can bake them.

WELCOME CENTER ASSISTANT

Welcome people who come to the Welcome Center in the atrium and answer any questions they may have.

Time commitment:

- 8:30-11:30 a.m. on Sunday Mornings (September-May)
- 9:15-10:30 a.m. during the summer (June-August)

Skills:

- A welcoming smile
- Knowledge of the church (training provided)
- Willingness to help members and especially our guests.

GREETER

Be that welcoming presence when people first enter the church atrium. Have a warm welcoming smile and a friendly handshake.

1. Be at your door 20 minutes prior to worship start time. We encourage you to greet as a household.
2. Welcome everyone, and as people leave from the prior service, wish them a good day.
3. Let parishioners and guests know that if they need assistance they can ask an usher or the Welcome Center Attendant.
4. Become familiar with where things are in the church so that you can be better equipped to assist people as they enter.

HEALING PRAYER ASSISTANT

On the fourth Sunday of every month we offer the opportunity for people to come forward for prayers of healing. You will assist one of our pastors and will:

- Place your hand on the person's head.
- Read the prayer that you will be given.
- Assist about once per quarter.

MEET & GREET

Do you enjoy being outside? Do you have a helping hand? Then we need your assistance on Sunday mornings outside greeting our members and guests as they come to worship. A friendly smile and helping hand is all that is needed. Time commitment is 1/2 hour prior to the start of worship.

You will:

- Warmly greet people as they arrive at Immanuel.
- Open car doors and assist people as necessary.
- Assist the elderly as needed (provide and arm for support).
- Provide an umbrella as needed.

BIBLE READER/LECTOR

Reading the Bible can be a very rewarding way to share your gifts. If you enjoy reading out loud then this opportunity is for you. You can sign up for a certain date or we can assign you a date.

You can serve as a reader 1-2 times per quarter, depending on how many volunteers we receive.

1. Your readings will be mailed or emailed to you the week you are scheduled to read. If you have not received them by Thursday please call the church office.
 2. Check in with the pastors or MaryKay 15 minutes prior to the service.
 3. You need to read from an NRSV (New Revised Standard Version) of the Bible. Feel free to stop by church and pick up a red pew Bible or you could print out your texts in the NRSV format from www.bible.oremus.org.
 4. Pull the microphone towards you before speaking. Introduce yourself to the congregation and state what you will be reading and give the page number for where it can be found. (When introducing yourself please do *not* say how long you have been a member of Immanuel).
- An example of what to say is: "Good morning, my name is (name) and our lessons can be found in (verse) found on page _____) of your red Bible."
5. Before you begin to read give the congregation about 10 seconds to find the verses in their Bibles.
 6. Read slowly, clearly and loudly. If you have any question regarding pronunciation ask one of the pastors prior to the service. Speak into the microphone.

COFFEE SERVER

We need you to help prepare and serve coffee/treats during coffee time on Sunday mornings. We need 3 people to help each Sunday (September-May)

WHEN YOU ARRIVE- 8:15 a.m.

1. Start to prepare coffee. Instruction sheet for coffee making is in the drawer under the coffee maker.

PREPARING COFFEE & TREATS

1. Make 1 ½ gallons of regular coffee to start.
2. Make 1 gallon of decaf to start.
3. Prepare treats (breads, muffins or donut holes) left by volunteers. Cut as necessary and set on trays ready to be served.
4. Please make sure that leftovers are wrapped, labeled and put in the freezer.

LEMONADE/WATER

1. Make 6 pitchers of lemonade and put in the refrigerator.
2. Fill 6 pitchers of water and refrigerate.
3. IN SUMMER: Make 6 pitchers of lemonade and an additional two 4-quart pitchers of lemonade (for refilling the small pitchers). Follow instructions on the canister of lemonade (However use your own judgment as to how much to use. Do a taste test).

SETUP

1. Open the serving window at about 8:50 a.m.
2. Put out coffee cups (Styrofoam), creamer, napkins, sugar, stir sticks & water/juice cups, treats.
4. Set out the free will offering basket with “free will offering” sign.

SERVING 9:00-9:30 and 10:30-11:00

1. 10 minutes before the worship service is completed put the coffee & treats on the counter, fill small Dixie cups with water.
2. Refill all items as needed during serving time.

END OF FELLOWSHIP ~ 11:00

1. Place the free will offering in an envelope and label it “Fellowship Coffee Hour.” Write the amount collected and date on the outside. Put it in the safe (located in the office workroom. If you have not done that before see MaryKay to show you what to do).
2. Wipe off serving counter and work counters. Make sure all items are washed and put away.
3. Take home any used towels, wash clothes and linens. Please wash them and return them no later than Wednesday (for use at Wednesday evening meal).

COMMUNION ASSISTANT

Basic instructions

1. Check in with the pastor or MaryKay 10 minutes prior to the service.
2. Come forward after the pastor asks the congregation to be seated and says, “The table is set.”
3. The Pastor will usually hand you the wafer tray. Occasionally, the pastor may need a third server to assist with wine.
4. Communion will either be at the altar rail or by intinction.
Altar Rail: begin serving at the back edge of the altar platform. When you reach the last kneeling person return to the back edge and begin again.
Intinction is when the wafer is dipped in the chalice. Stand near the center of the altar platform for distribution. On special occasions there may be more than two communion stations. In this case you will be directed where to set up your station.

When you are serving the bread or wine look the person in the eye and say, “**The Body of Christ given for you.**”

When you offer the wine say, “**The Blood of Christ shed for you.**”

5. The person who distributes the wine also blesses the children that are not communing. Bless them by placing your hand on their head and say, “Jesus Loves you,” or, “The Lord bless and keep you.”
6. Refill the bread and wine as necessary. The Acolytes should have the extra wine and wafers readily available.
7. When everyone else has received communion the pastors and servers commune one another. Return the elements to the altar and return to your seat.
8. If you are unable to serve communion for the worship service as scheduled or assigned, please:
 - Find a substitute.
 - Call another person listed and exchange dates.
 - When a substitute is found, contact the church office and notify them of the change so that the correct names are listed in the bulletin (The bulletin goes to print Thursday noon).