

Ministry Description  
**Assisting Minister**

Biblical Ministry Objective

To lead the congregation as they “worship in spirit and truth” (John 4:24)

Ministry Goals

1. To lead the assistant aspects of worship which usually includes the Prayer of the Day, Prayers of the Church, the Creed and the Dismissal.
2. To grow in your own abilities to speak publicly.

Qualifications

1. A deep commitment to St. Paul’s mission statement, “Grow in Faith and Serve with Love!”
2. The ability to let yourself be used by God.

God Given Gifts

1. The ability and/or desire to speak in front of a group of people.
2. The ability to take responsibility as part of the worship team, making sure you are present and prepared to serve.

Time Required

1. Each schedule has a rotation with the others serving so it tends to be once every 5-8 weeks, depending on how many are on the team.
2. Generally the hour of worship as well as arriving early and a little preparation.

Term

1. It would be helpful to make a one year commitment which you can renew or decline at your discretion.

Training, Support and Supervisor

1. The pastor and Parish Administrator.

Responsibilities

1. You will receive an email from the Administrative Assistant the week you are scheduled to serve with the Prayer of the Day and the Prayers of the Church. Please review those before worship.
2. Please arrive at least twenty minutes before worship and check in with the pastor about any last minute additions to the prayers.
3. There will be an Assisting Minister book on the shared desk in the church office and the microphone should be ready with fresh batteries.
4. It’s also helpful to check with the sound person to test your volume level with them.
5. You may sit where you like in the sanctuary, but in the front row is probably best for quickly getting to the altar.
6. When it comes time for the Prayer of the Day or the Prayers of the Church, please come to the altar and read the prayer(s). Remember to turn on your microphone.
7. Please read in a loud, clear and slow manner. Remember to turn your microphone off when done and going to be seated.
8. To assist with Communion, please come forward and join the pastor after the Lord’s Prayer. The current procedure is to take a tray of communion packets and offer one to each person, starting at the front and moving to the back and then starting again at the front. When they take the

communion packet, please bless them by saying, "The body of Christ and the blood of Christ, given and shed for you."

9. For blessing children, it's good to bend down to their level, look them in the eyes and place a hand on their head or shoulder or make the sign of the cross on their forehead and say something like, "Your father in heaven loves you, and may he bless you now and forever," or "You are a child of God, He is with you always," or "The Lord Bless You and Keep You," or "You are a special child of God and loved by Him."
10. After the congregation has been communed, you and the pastor may commune each other.
11. At the end of the service proclaim the "Dismissal" from the front of the church and then exit to greet people after worship.