

**Messiah Lutheran Church**  
**GUIDELINES FOR ASSISTING MINISTERS**

*Updated 9/17/14*

As one leader among many in the church empowered by the Spirit, you are sharing your God given gifts to not only help create a welcoming, affirming, and faith filled atmosphere so that people may have a meaningful experience of God but to also lead the gathered assembly in actively worshipping our Lord. You are an important part of Messiah's hospitality and greater mission, so we thank you for your willingness and stewardship in serving God and neighbor in this capacity.

1. You will meet with one of the pastors before you start serving as an Assisting Minister (AM) so we can go through the responsibilities and flow of worship together.
  - a. Ex: when to go to the lectern so there isn't a lag, making sure you adjust the mic so you can be heard clearly, etc.
2. Plan to be here about 10 minutes before worship to look over the bulletin prepared for you in case you have any questions or there are changes you need to be aware of because of special things taking place in worship that day. The bulletins will be on the front desk in the office and will be marked to let you know what pieces of the liturgy you are being asked to lead. This includes but is not limited to:
  - a. the Greeting, the Prayer of the Day, the Creed, the Prayers of Intercession, the Sharing of the peace (10:30 only), the Post-communion prayer, and the Sending.
3. The Parish Administrator makes the schedule for every three months so please let her/him know what days you can or cannot serve. If you find after the schedule has been made that you are unable to do this, we ask that you please find a replacement by switching with one of the other AMs or if that is not possible, contact the pastors and let them know.
4. You will receive a phone call from the office reminding you of the date and worship service you are scheduled to serve.
5. You will receive an email from one of the pastors the week you are an AM, which will include the prayers of intercession so you can look them over ahead of time if you so desire. The pastors will make a hard copy and leave it on the lectern, which is where you will be leading from.