

# The Top Ten for *Assisting Ministers*

(Deacons and Worship Assistants)

10. **Robe it!** Arrive 20 minutes before the service begins. Robes are located in the left side of the closet in the office. You need 1 robe and 1 cincture (that is the “churchy” name for the rope you wear as a belt).
9. **Grab a Bulletin.** Check the hymnals you will need – to carry in for the first hymn or to use during the service (place on your chair in the chancel).
8. **Check in with the Pastor.** You and pastor will pray before entering the sanctuary. He will alert you to anything different in the service.
7. **Pray again.** Stop at the foot of the chancel steps, pray and then sit in the first pew prior to the announcements.
6. **Share the Peace.** Share the Peace with the pastor after the announcements and then the persons on the lectern side of the center aisle ending at the back of the sanctuary.
5. **When you sit.** Your chair is on the lectern side of the chancel after the Entrance Hymn and opening liturgy.
4. **Read it through.** Familiarize yourself with the Prayer of the Church prior to the service. It is on the lectern side of the altar. This is where you will stand to read it.
3. **Other Prayers.** You also read/lead the following prayers from the bulletin at the appropriate time – Offertory Prayer and Post-Communion Prayer.
2. **Communion.** Following the Prayer of the Church, exit through the side chancel door and make your way to the rear of the sanctuary. You lead the offering procession carrying the tray of bread and wine for communion. During the distribution of Communion you distribute the bread (*Body of Christ, given for you*) and offer a blessing for those children not yet communing (e.g., *The Lord Jesus bless you today and always*).
1. **At the end of the Service.** After the candles are extinguished, give the dismissal as printed in the bulletin. Thank you for serving!