



St. Paul Lutheran Church & School

"We Preach Christ Crucified"

MISSOURI
SYNOD
FAIRMONT, MN
56031

GUIDELINE FOR WORSHIP SERVICE ASSISTANT DUTIES

This guideline includes, but is not limited to the following duties and responsibilities for the position of "Worship Service Assistant" at St. Paul Lutheran Church.

What is the position of *Worship Service Assistant*?

The **Worship Service Assistant (WSA)** position is a volunteer position, but a very seriously selected position for which a **WSA** is held to a higher standard. A **WSA** will to the best of their abilities, assist or aid the pastors with the order of service as directed by the Pastors or the Deacon for Worship Service Assistants. The **WSA's** duties may also include coordinating efforts with the Altar Guild and/or the Ushers.

Qualifications for a Worship Service Assistant:

A Worship Service Assistant...

1. Must be a Lutheran male and a member in good standing at St. Paul Lutheran.
2. Must be approved by the Pastors.
3. Must be approved by the Board of Deacons.
4. Must believe and follow the church teachings and polices regarding closed-communion to the best of their ability.
5. Must possess eagerness to serve.

Duties and Responsibilities of a Worship Service Assistant:

A Worship Service Assistant...

1. Is not required to wear robes, but is expected to dress appropriately and in good taste. **Reminder:** You are assisting the Pastors and are expected to be held to a higher standard. Use common sense.
2. Needs to report for duty thirty minutes before the Saturday evening and fifteen minutes before the Sunday scheduled service.
3. Needs to contact the Pastor before the service for any special instructions.
4. Needs to check the hymn boards for the correct numbered hymns.
5. Will light and/or extinguish the appropriate candles or supervise lighting and/or extinguishing the candles.

6. Will ring the bell or supervise the ringing of the bell at the appropriate time.
7. Will exercise ushering duties when necessary.
8. Will assist pastors in the distribution of the communion elements as needed or directed.
9. When distributing the bread, the **WSA** will say to the communicants either of the following:
 - “The true body of Christ given for you.”
 - “Take eat; this is the true body of our Lord and Savior Jesus Christ, given into death for your sins.”

When distributing the wine, the **WSA** will say to the communicants either of the following:

- “The true blood of Christ shed for you.”
 - “Take drink; this is the true blood of our Lord and Savior Jesus Christ, shed for the forgiveness of your sins.”
10. Will assist the Altar Guild as necessary with the preparation and set-up of the altar par aments, communion supplies, candles, or as directed.
 11. Will be prepared to carry out the duties of **WSA** as directed by the **WSA Schedule**. When your personal life does not allow you to carry out your **WSA** duties, it is your responsibility to contact a qualified replacement.
 12. Will contact KSUM radio station when necessary to make sure the radio station has received the transmission for broadcast. And if necessary, deliver a tape of the service to the station.
 13. Will place the offering collection in the designated safe when needed.
 14. If you have any questions concerning your duties as **WSA**, contact a Pastor or the Deacon for Worship Service Assistants.