

Assisting Minister Responsibilities

- Read all the parts marked with an **A** in the bulletin
- Help in the distribution communion. There should be that you can use.
- Arrive by either 5:30pm for the Family Liturgy or 10pm for the Candlelight Liturgy so that we can get you fitted for an alb, a wireless handheld microphone, and go over any questions about the service.

Reader Responsibilities

- Practice the reading ahead of time.
- Read the lesson(s) appointed for Christmas Eve
- Be able to help with distribution of communion if necessary

Acolyte and Crucifer

- Arrive by either 5:30pm for the Family Liturgy or 10pm for the Candlelight Liturgy so that we can get you fitted for an alb, find your supplies, and go over any questions about the service.
- At the Candlelight Liturgy, there will be lots of candles to light and a gospel procession. Arrive early so that Pastor Matt can go over the specifics.
- All the normal responsibilities for a Sunday morning liturgy.

Parking Lot Greeter Responsibilities:

- You are the first person they will see when they come into church. First impressions matter! Smile and wish people a Merry Christmas.
- If the parking lot fills up, direct people down to the lot across from the Apollo theater.

Thank you again for standing out in the cold. Be sure to come in for the worship and to warm up! Happy Easter.

Outdoor Greeter Responsibilities:

- You are the first person they will see when they come into church. First impressions matter! Smile and wish people a Merry Christmas
- Be sure to lend a hand getting people inside. We have had a few people fall coming into church and we don't want that to happen tonight.
- If someone requires an elevator, please direct them to the proper door.

Your job is simple but very important (probably even more important than the preaching). Thank you again for helping out and Merry Christmas!

Inside Narthex Greeter Responsibilities:

- Be sure to smile and welcome people. First impressions matter! Smile and wish people a Merry Christmas.
- You will be in-charge of distributing the bulletins this year. Hand everyone a bulletin and a welcome flyer. Don't stuff them in the bulletins but put the welcome flyer on top of the bulletins.
- If they are a visitor, make sure you tell them to sign our guest book and/or fill out the pew register so that I can send them a note.

Usher Responsibilities

Other than the standard roles of helping with Offering (we will use four people on Christmas Eve) and with Holy Communion (there will be two stations at the front for people to receive and both will offer pour chalices), we will also have candle lighting. **During the final choir piece, begin to light peoples candles by starting at the end of the row and instructing people to light their neighbor's candles.**

For Communion, people will come up as normal. One person can dismiss people from their pew and another may hand out the plastic cups. Please remind people that they may use the other both stations to receive. Be sure to relay to Pastor Matt if someone needs communion brought to them.

**Thank you for helping
make St. John's a
warm, inviting place
this Christmas!**

