
Calvary by the Sea Lutheran Church



Worship Service

Training Handbook

A Guide for Tribes - Revised Fall 2016

Welcome and Aloha!

Within this Worship Service Training book you will find all the information and steps you need to follow in order to set the Sanctuary up for Church on any typical Sunday. Below is the listing of the different sections within the training manual. No one person should be doing all of these things alone, this is the duty of the entire tribe and the responsibility of your tribe leader(s) to coordinate who is overseeing which responsibility on any given Sunday.

Should you have questions you can always turn to your tribe leader(s), Pastor or Director of Worship and Arts.

Index

General Sanctuary Set-up	Pages 3-6
Altar Set-up	Pages 7-9
General Usher Duties	Pages 10-11
• Welcoming and passing bulletins	
• Ringing of the bell	
• Giving of Lei to guests	
• Offertory Collection	
Scripture Reading	Page 12
Serving Communion	Page 13-14
Closing and Cleaning after Worship is over	Page 15

Sanctuary Setup

Sanctuary Setup is completed **prior to the 7:30 a.m.** service on most Sundays. There may be exceptions to this on special Sundays, however, those dates with a special change would be made known to you well in advance of showing up for Usher duties.

Opening the Church and getting ready for the service should be done by more than one person ideally you have 3-5 tribe members working together to get everything accomplished. You should however give yourself plenty of time should you need it. Most tribes plan to **arrive to church between 6:45 a.m. and 7:00 a.m.** to ensure all items are completed.

Below is a checklist of the duties needed to open up the church, however, these duties do not include altar care and usher duties as there is different procedures for the 7:30 a.m. and 10:00 a.m. services. These duties are outlined in their own sections.

Unlocking the Doors



1. Get the keys out of the lockbox next to the kitchen door. (Lockbox sits on the door jam of the kitchen door). These keys open the sanctuary, bathrooms, groom's room and bride's room. Typically your tribe leader will do this, but if you arrive first you will need the code to get the keys. Either your tribe leader or any church staff member has this code.

2. Unlock the sanctuary doors. The sanctuary has six doors, all with a separate lock on the bottom of the door. Once opened, the two doors on the outside open up and stay open on their own, The inner four doors need to be held together with tension/bungee cords which can be found in the usher closet. Simply hold two inner doors open so the handles are touching and wrap the cords around the handles and secure. Repeat with the other two doors.

3. Unlock the kitchen, closet within the kitchen, basement door, two bathrooms, the bride's room and the groom's room. At this point, return the keys to the lockbox. This ensures we don't misplace them.



Sanctuary Duties

4. Turn on lights and fans in sanctuary using controls in usher closet.
 - a. For the 7:30 a.m. service, turn on all controls all the way.
 - b. For the 10:00 a.m. service, you may back off some of the light controls from the 7:30 a.m. service, depending on how much light is wanted.
 - c. For any service at night, also turn on outside lights whose controls are on outside island near refreshment area.
 - d. If there is a power outage, reset controls by turning power on in service box which is located in rake closet in kitchen.
5. Use remote control to open the sanctuary sunroof.
6. Wash shell near front inside sanctuary and refill with fresh water.
7. Put out kneelers in u-shape around altar (short kneeler on the Kokohead side). Typically the kneelers will be in the back of the sanctuary and you will need to carry them down to the altar and set them up. **This can be done on Saturday night** if a tribe member so desires to complete this duty at that time.

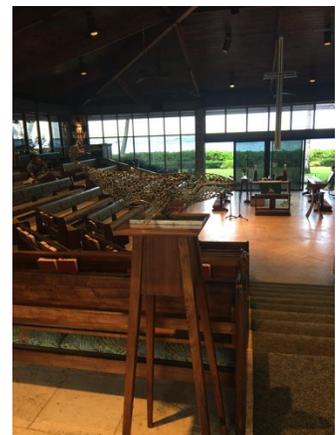


The kneelers are heavy so this should be only done by tribe members who are able to carry more than 25 pounds with no trouble.

8. Turn fan on side near pastor's bench. This fan sometime ends up on the church choir side of the altar.
9. Open oceanside sanctuary doors, all window vents and side doors around sanctuary for ample air flow.



10. Make sure small tables are on either side of the center aisle and setup guest book with pen on stand to the right side of center aisle and whale on stand to left side of center aisle. The whale is often in the altar cabinet so the person setting up the altar will typically bring this up and set it on the table.
11. Leave ushers' folder on ushers' table to record attendance.
12. The flowers and refreshment volunteer sign-up board are in the usher' closet. These should be placed to the right of the guest book stand.
13. If there is time, straighten hymnals and bibles in pews, throw out scratch paper and make sure that the church information portfolios are evenly distributed and have pens.
14. Leave a note for church staff in white plastic bin if more church flyers, envelopes and pens are needed for future services.
15. Place donated food for Angel Network in baskets at altar. If additional food comes in after service starts, keep it in cart (usually brought by Pastor) by right side entrance door.



Outdoor/Lani Duties



16. Get air conditioning remotes from cupboard in kitchen and turn on air conditioning units in the bathrooms, bride's room and grooms' room (These are sometimes used by groups for meetings prior to or after service).



17. Rake leaves around entrance using rakes from kitchen closet.
18. Carry refreshment table from basement to refreshment area. Setting table up perpendicular to the lanai island.



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19. Make coffee (both 12-cup coffee makers) and set on lanai island with cream, sugar, stir sticks, cups and water cups. These are all in the kitchen cabinet.
 20. Place serving utensils, cutlery and plates on table.
 21. Hang announcement board. Announcement board can be found in the basement. It hangs on two hooks on the lanai and typically is a two-person job. (If it is raining, do not hang announcement board. If it is raining very hard, set up coffee and refreshments in groom's room.)
 22. Assist member who brought flowers with getting vase (if needed) and direct them inside to set near altar. If there are no flowers, a vase can be made with cut greenery from church premises.



Altar Care

The majority of altar care is done prior to the 7:30 a.m. service. **Give yourself 30-45 minutes prior to service or the night before.** There is some altar care that needs to be done for the 10 a.m. service which is listed below as well.

If you come on Saturday or prior to the tribe leader arriving on Sunday morning, you'll need to open the Sanctuary with the keys from the lockbox located on the door jam of the kitchen. You'll also need access to the kitchen, so remember to open that door too. If you do not have the code for the lockbox you should speak with your tribe leader or a church staff member. **Remember to return the keys to the lockbox once you open the sanctuary.**

Note: While you're near the kitchen, save yourself some time and grab the grape juice from the refrigerator.

All the other items are found in the worship cabinet, these include:

- The chalices
- The glass carafes & tray
- Round wood container for Host
- Wood bowls and small wood bowls for gluten-free rice crackers
- Wine
- Host wafers in the plastic jar
- Gluten-free Host rice crackers
- Bottle of candle oil
- Altar cloths of various sizes
 - Colored paraments (change seasonally according to schedule posted in the worship cabinet)



1. Check schedule in the worship cabinet to see if the parament needs to be changed, and handle accordingly.
2. If the large altar a cloth is soiled, there are clean cloths in the worship cabinet. Soiled cloths should be placed in the white plastic bin in the usher closet.
3. There may be a medium-size cloth already on the altar. If not, place a medium-size cloth toward the ocean side of the altar. The edge of the medium cloth should be about four inches from the ocean side of the altar.
4. Fill the round wood container with Host wafers and remove any broken or half wafers, which should be crushed and scattered outside on the ground. Put the top on the container.
5. Prepare a bowl of five gluten free Host rice crackers.
6. Gather two small wood bowls (for use with Host during communion serving) and two extra small wood bowls (for use with gluten-free Host during communion serving) and two small cloths to cover the wood bowls.
7. Stand at the altar and place on the medium-size cloth – starting at the left (as pictured below):
 - a. The round wood container with the Host and gluten-free Host bowl.
 - b. The two wood bowls and two extra-small wood bowls come next; put the small cloths on top of the bowls.
 - c. The wooden tray is next and on the wooden tray put both the wine and grape juice carafes (ONLY fill these, Pastor will fill the chalice during service).
 - d. The chalices come last and sit at the right side of the medium-size cloth; put the chalice divisions parallel to the long side of the altar.



Now that the communion is prepped, you need to finish setting up the altar.

8. Remove the glass candle chimneys using a tissue so you don't leave marks. DO NOT put chimneys on the cloth (otherwise, they will leave a black ring). Check if the chimneys need to be washed and handle accordingly.
9. Remove the candles – be careful not to let any oil drip on the altar. Open a candle by unscrewing the top & fill with oil to the bottom of the threads – DO NOT overfill or they will leak onto the holders. Repeat with the second candle.
10. The Whale is in the cabinet. Put it on a small pedestal to the left of the center aisle at the back of the church.
11. Fill two coffee mugs with water for Pastor and hid them on the altar near Pastor's seat and behind the podium.
12. There should be a lighter sitting on the altar for the ushers to light the candles ten minutes prior to service.

10:00 a.m service

Altar care at the 10:00 a.m. service generally includes cleaning up and refilling.

1. Ensure the altar is set-up per the guidelines above.
2. Refill the Host, gluten-free Host, wine and grape juice (in carafes only) as needed.
3. Empty the chalice (if any left), this should be done among the flowers outside the sanctuary.
4. Check oil in candles and ensure it doesn't need refilling. If it does, top-off.
5. Refill Pastor's water mugs.
6. There should be a lighter sitting on the altar for the ushers to light the candles ten minutes prior to service.

Usher Duties

These list general set-up duties that need to be done outside of Sanctuary setup, lani setup and altar setup, and slightly differ for the 7:30 a.m. service and 10:00 a.m. service. The differences are indicated below.

Pre-Service Duties

1. Set up ushers table starting half hour prior to service. Bulletins, service binder, and other information are in a white plastic bin in the usher closet. This is typically done by the 7:30 a.m. service ushers, but, 10:00 a.m. ushers will need to check and refill when appropriate.
2. Collate orders of service and announcements.
3. Give Pastor his own highlighted announcements. This can be placed on the podium next to the altar.
4. Children's papers are also available.
5. Pastor brings sermon summaries to be given to those who ask for them. Before the 7:30 a.m. service he will set them out.
6. At least two ushers should be at the door entry 15 minutes before service begins to greet and hand out bulletins to arriving guests.
7. Ten minutes prior to service, light the two candles on the altar using lighters on the altar.



During Service Duties

8. One usher should stay near the door or desk throughout the service to assist anyone arriving late (give bulletin, help find seats).
9. **RINGING OF THE BELL** At the Pastor's cue, an Usher should ring the bell at the front of the sanctuary **THREE TIMES** to center thoughts on the Holy Trinity.
10. **GREETING OF THE GUESTS** Prior to the Greeting of the guests, make sure you have lei and are ready. Once the Pastor asks and then identifies any guests in the congregation, go to the guests and lei them.
11. During the readings, ushers should take a headcount of everyone in the sanctuary including babies and people who may have come and gone or who are sitting

outside. This includes the Pastor, organist, ushers and entire congregation. Record this on attendance sheet in the service binder on usher's table.

12. Pastor will indicate if it is time for the whale offering and if he would like the whale brought down to the altar. One or two ushers should take the whale/stand down from the entrance of the sanctuary to the center floor in front of the altar. (Sometimes, in the interest of time, the whale isn't done).
13. **PREPARATION OF THE GIFTS** A few minutes before the Offertory, the ushers should take out the wooden bowls from the usher's closet and place on the usher's table. Each usher will cover a certain area during the Offertory. Once the music begins, Ushers should WALK DOWN THE AISLE TO THE BOTTOM AND, STARTING WITH THE FIRST ROW, PASS BOWLS DOWN EACH ROW. AND WORK THEIR WAY UP THE AISLES TO TOP ROW. If you use more than two offertory bowls on a busy Sunday, offerings should be combined into two bowls.
14. **DOXOLOGY** During the Doxology, two ushers should take the bowls down to the altar to be blessed. On their way back, the ushers should bring the whale and stand back up to the entrance area.
15. **BENEDICTION AND SENDING** After the congregation says, "Thanks be to God," an Usher should ring the bell **ONCE** with authority.

After Service Duties

16. At the end of service, the ushers should put out the recycle box so bulletins and announcement can be recycled.
17. The offering money should be placed in the correct service money envelope. Envelopes are labeled with either 7:30 a.m. or 10:00 a.m. The money should **NOT** be counted by the Ushers.
18. Money is then taken to the safe. **MONEY MUST BE TAKEN BY TWO, NON-RELATED USHERS** to the safe in the back room of the preschool office in Ohana Lani. If the Ohana Lani door is locked, ushers will need to open the door with keys from the lockbox outside the Koko Head side door. Alternatively, the Pastor or Director of Worship and the arts may be able to open the door.
19. Walk through the sanctuary and pick-up any bulletins left behind or rubbish.
20. For 7:30 a.m. ushers your duties are done. 10:00 a.m. ushers may need to participate in closing (additional duties listed on page 15).



Scripture Readings

Prior to the service, the Reader should obtain an advance copy of the readings from the Calvary website or the the _____, which references the bulletins for the different services. This gives the Reader time to read through the two readings for service and familiarize themselves with the text.

The Reader should check with the Pastor prior to service with respect to any unfamiliar words or names.

The Reader should sit close to the podium and be prepared to go to the podium and begin the readings at the Pastor's cue.

During the sharing of aloha, the Reader should be prepared to begin the readings at the Pastor's cue.

Normally, the Reader reads the first reading at the podium and sits down. The Psalm is then usually sung by another volunteer or the Director of Worship and the Arts. The Reader should then come up to do the second reading at the podium. Once finished, the Reader should return to the pews and stand up during the Gospel Acclamation with the rest of the congregation.

Readers should read slowly and clearly, giving emotion and correct emphasis within the passage. Training in Scripture Readings is available twice a year. Check the church website for the next training scheduled if you are interested.

Ideally there is always enough tribe members so that the Reader only reads during the service. However, this is not always the case. Reader responsibilities can be done in conjunction with usher duties and/or communion server duties if needed.

Communion Server

Generally, three servers are needed at the service to fulfill communion needs. During the preparation of the gifts those three servers should be ready, and as Pastor says, "communion is prepared," the servers should walk down to the altar.

The following duties are outlined in order of how they occur each Sunday:

1. As each server steps up to the altar, wash your hands using the hand sanitizer on the Koko head side of the altar, and gather together behind the altar.
2. Pastor will immediately serve communion to the three servers.
3. After receiving communion, the Pastor will hand one Host bowl to one server and one chalice to another server. These two servers will immediately serve communion to Pastor.
4. Once Pastor has received the host, the third server will be given the second chalice. The two who gave communion to Pastor will operate as a team while the third server will work with the Pastor.
5. Pastor will indicate which direction each set of two servers will move. Begin serving communion with the Host given first, followed by the chalice. See below for wording and how to present the Host and chalice to each individual.
6. Pastor will primarily do this, but be a second set of eyes for him and look to see if there are any attendees needing the servers to go to them at their seat (elderly, disabled, etc).
7. Once all have been served, return the Host and chalice to the altar as they sat prior to communion being served.
8. At this point, depending upon the size of the congregation, either join the larger circle to hear the prayer or the communion servers make their own circle within the larger one in front of the altar.
9. After the prayer, the servers return to their seats or usher duties for the closing of service.

Host Servers

Note: Make sure you also grab the gluten-free Host prior to serving.

1. As you approach each individual place one Host in their outstretched hands. Always use the traditional Host, those with gluten allergies will indicate to you if they need the alternative.
2. As you place the Host in the hands, you say: "This is the body of Christ given for you."
3. Most individuals will then respond with "Amen" at which point you move on to the next individual, repeating the process.

Wine Servers

1. Follow behind the Host server with the chalice. As you approach an individual with the Host in their hands, present the chalice to them, they will dunk the Host into either the wine or grape juice (Grape juice is clear and has a cross on bottom of chalice).
2. As you present the chalice say: "This is the blood of Christ shed for you."
3. Most individuals will then respond with "Amen" at which point you move on to the next individual, repeating the process.

Training in Communion is available twice a year. Check the website for the next available date if you are interested. You can also be trained in via your tribe leader.

Closure

At the conclusion of the last service (typically the 10:00 a.m. service) the following needs to be completed:

Sanctuary/Altar clean-up

1. Blow out candles.
2. Dispose of any left over wine and juice onto grass or plants.
3. Wash everything and place in worship cabinet including communion hosts, wooden bowls, chalices, etc. Make sure hosts and wine are placed in bottom part of cabinet.
4. Wash and put pastor's water cups into worship cabinet.
5. Bring any soiled linens to the plastic bin in the usher cabinet for cleaning
6. Put Whale away on bottom shelf of cabinet in worship cabinet
7. Bring kneelers/cushions to the top entry area of the sanctuary, placing them behind the right and left side pews (not the center pews). Ask for help as needed.
8. Clean up sanctuary of all papers and trash.
9. Check blue folders at each pew to look for completed visit & prayer sheets and put these into clear pouch in folder in plastic bin.
10. Put guest book into plastic bin along with any unused money envelopes.
11. Take plastic bin in usher closet to Ohana Lani. (Leave bin near or on piano).
12. Put flowers and refreshment volunteer sign up boards into usher closet.
13. Shut all windows and doors in sanctuary.
14. Shut off lights and fans (switches are in usher closet).
15. Take food donations for Angel Network Charities and recycle paper box to Ohana Lani and leave near or on piano.



Outside/Lani Cleanup

16. Clean up lanai area of coffee, food, tables etc. Nothing can be left on kitchen counters.
17. Put away bulletin board and table(s) into basement.
18. Make sure all lights and air conditioners are off and lock all doors to restrooms, bride and groom rooms, kitchen and basement.
19. Lock all sanctuary doors.
20. For night services, turn off all outside lights (controls on lanai island).