

GRAFTON LUTHERAN CHURCH FAITH AND CARE

INTRODUCTION:

The Faith and Care groups at Grafton Lutheran are how we get things done. All members of Grafton Lutheran are put into a Faith and Care Group and each group is assigned a month in rotation to work and volunteer. Faith and Care groups take care of the church functions and work duties throughout their assigned month and also get called upon for special events. The usual worship duties for a Faith and Care group are serving as ushers, greeters, lectors, fellowship servers, communion assistants & runners. Members of Faith and Care also help with the special events (funerals, church fundraisers, Park River Bible Camp events, etc.).

The Lay Ministry Board of the Church organizes and supervises the Faith and Care groups. If you know of an additional task for Faith and Care groups, submit that need to the Lay Ministry Board.

GUIDELINES:

All members of Grafton Lutheran are put into a Faith and Care Group and each group is assigned a month in a rotation. Each group has at least two chairpersons and consists of approximately thirty households. If the month your household is assigned does not work well for you, please contact the church office so that arrangements can be made to exchange with another month. You may also, if you know a specific month better suits you, contact someone from another group to exchange. The congregation's Administrative Assistant or Lay Ministry Board can provide you a list of other groups to help you trade assignments.

Members of Grafton Lutheran should perform their Faith and Care service by giving of their time to a task. Those who cannot give of their time are asked to contribute financially to the Hospitality Fund each Faith and Care Group uses to purchase needed supplies. The suggested contribution is \$10-\$20. The chairpersons will collect these contributions and submit them to the office for their group.

FAITH AND CARE DUTIES AND EXPLANATIONS

CO-CHAIRPERSONS:

Responsible for finding people to perform all the duties required for the month and helping remind those volunteers of their specific duty. Chairpersons also ensure the cash register receipts/charge slips for any charged goods are signed and the event is written on the slips. (Deliver these slips to the church office so the bills are appropriately paid.)

Each member of the family on the Faith and Care group should be contacted throughout the month. Some of the members are in a nursing home or are shut-ins, but they should be contacted and remembered throughout the year. Some older members should not be expected to come to church and work, but by all means contact them. They may be willing to make a dessert or contribute money. We know how difficult this is at times but without your help Faith and Care could not complete its mission. If at any time you have problems or questions, please call your Lay Ministry Board member.

If a church member is unable to perform the job assigned due to a conflict, the member can arrange for a substitute from the Faith and Care Group assigned to them or another Faith and Care Group.

GREETERS:

Should arrive at least a half hour before the service begins. Please wear a name tag and verbally welcome everyone who enters. In conversations, please give priority to individuals you do not know well or at all. Encourage attendees to stay for fellowship.

LECTORS:

Should arrive at least ten minutes before the service begins. The readings will be e-mailed to each lector (or arranged for pick up at the church office). If there are any questions about pronunciation, please contact the office. Remember to conclude the first and second readings with "Word of God, Word of Life."

USHERS:

1. Be at the church at least half hour before the service. Turn on lights in worship area and entryway if not already done.
2. **Please make the elevator travel both up and down to prevent settling of the car.**
3. Wear a name tag (on table with bulletins).
4. Hand out bulletins in the entryway. Children (ages 5-10) can pick up activity bags which are located at the top of the stairs to the left.
5. After the minister's welcome and/announcements, one usher will ring the call to worship. Pulling the larger rope, sound the bell seven (7) times, then pause, then sound the bell three (3) times.
6. Remain in the Narthex or the back pew during the service.
7. Count attendance and record on the sheet provided with the bulletins. Put the attendance form in the offering plate.
8. During the offering, all ushers go to the altar for the offering. The balcony passes the plate without an usher, but one usher should go upstairs to retrieve the filled plate.
9. If there is special music during the offering, the ushers should hold and not come forward until the music is done.
10. During communion, two ushers are needed. Beginning at the front, wait for the minister's signal, then invite each row to go forward for communion. Ushers receive communion after their side (and balcony). Individuals with difficulty moving may request communion be brought to them in their seat - note who and where and inform the communion ministers after all others have communed.
11. After each service, neatly replace hymnals in the racks or pews, pick up bulletins and pick up any trash on the floor or in pews.

COMMUNION ASSISTANTS:

1. Be at the church 45 minutes before the service to help the Council member prepare the elements.
2. Unless otherwise instructed, fill 3 trays of wine/juice, two patterns (plates) of bread/wafers including the gluten free wafers, one chalice, and the ciborium (extra bread container).

3. Place the prepared elements on the table as shown on the diagram in the sacristy.
4. Place the two baskets for gathering the used cups under the table.
5. After the minister finishes the instructions and invitation to communion, come forward to receive at the table.
6. Once the assistants, ministers, and acolytes have communed, take your position to distribute to the congregation:
Continuous Communion: The bread servers are on the floor at the end of the center aisle, the wine servers are an arm's length from them (towards the outside aisle), and the acolytes an arm's length further towards the outside aisle.
Kneeling Communion: The bread server leads the way with the wine server and acolyte following.
7. After all have communed (including the less mobile members who may have communion brought to their seat), clear the table of all communion wares and linens. With the Council member, store the remaining elements and clean the wares.
8. If you opened the last bottle of wine or the last box of communion wafers, let the office know so more can be ordered. (A written note slipped through the office mail slot is sufficient.) If any linens are stained, notify the altar guild (leave the linens on the counter to be seen).

FELLOWSHIP SERVERS:

1. Fellowship is served downstairs at the north end of the Social Hall. Before church, cups, glasses, and napkins need to be placed on the long table. Water carafes should be filled and placed in the refrigerator. Food should be placed on platters and covered with dish towels.
2. Servers need to bring a total of 6 dozen bars, cookies, cake, cupcakes, etc. (72 pcs).
3. Coffee, hot water (for tea), and water are provided by the church. Coffee and hot water makers are to be emptied and cleaned.
4. No perishable food should be left in the kitchen refrigerators. Butter, pickles, catsup, etc. may be left.
5. For events requiring the big coffee makers, stove, and dishwasher, instructions are posted in the kitchen on the fridge. Be sure to empty the coffee maker and be sure that all three switches for the coffee maker, dishwasher and booster heater located in the furnace room are shut off after you are done using them.
6. Dishcloths and towels should be washed and returned to the church by the next week.
7. If there is shortage of supplies (sugar, salt, lemonade, paper towels, dish soap, etc.) write it on the list on the fridge.