

MESSIAH LUTHERAN CHURCH OF CAMROSE

SECTION F

WORSHIP

TABLE OF CONTENTS

Chancel Care Group	page 2
Choir Accompanist	page 5
Choir Director	page 6
Communion Bread	page 7
Communion for Shut-Ins	page 8
Communion Preparation and Clean-up	page 8
Communion Servers	page 11
First Aid for Someone Who is Ill	page 13
Greeter Guidelines	page 14
Handbells	page 15
Lector Guidelines	page 15
Loaning Musical Instruments	page 16
Messiah Big Drum	page 16
Organ Studies Scholarship	page 17
Organ Use	page 18
Sanctuary Use	page 19
Student Bursary Program	page 19
The Grand Piano	page 20
Usher Guidelines	page 21

OTHER RELEVANT MATERIAL

Constitution	
Section 5 Standing Committees	Section A, page 12
Bylaws	
4. Standing Committees	Section B, page 12
5. Worship Committee	Section B, page 13
Governance Handbook	
2. Definitions, 2.4 Standing Committee	Section C, page 6
8. Committee Member	Section C, page 9

MESSIAH LUTHERAN CHURCH OF CAMROSE

CHANCEL CARE GROUP

1.1 ELIGIBILITY FOR MEMBERSHIP

- 1.1.A Members or friends of Messiah who are actively involved in the life and mission of the Congregation are eligible to serve on the Group.
- 1.1.B From time to time, members of the Chancel Care Group will recruit others to renew the Group and to share in their enthusiasm for this ministry, and submit the names of these people to the Worship Committee for formal ratification.

1.2 DURATION OF SERVICE

- 1.2.A Membership in the Chancel Care Group is voluntary for as long as a member of the Group has interest and is able to fulfill the responsibilities of the Group.

1.3 SCOPE OF AUTHORITY

- 1.3.A is authorized by the Worship Committee to pursue its responsibilities
- 1.3.B shall carry out its responsibilities under the direction of members of the pastoral team and the Music Ministry Coordinator
- 1.3.C may organize itself with whatever procedures and structures seem best to the member of the Chancel Care Group subject to Scope of Authority
- 1.3.D may authorize and take on expenses, with approval by the Worship Committee
- 1.3.E may take any action within its specifically mandated function
- 1.3.F shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council and the Worship Committee

1.4 RESPONSIBILITIES

- 1.4.A to prepare the chancel for services by changing the paraments and banners
- 1.4.B to decorate the sanctuary for special festivals such as Easter, Christmas, and Thanksgiving
- 1.4.C to attend to the cleanliness and repair of the linens, paraments, and furnishings such as candle holders
- 1.4.D to facilitate making and repairing banners
- 1.4.E to look after the candles and replace them as needed
- 1.4.F to arrange flowers given by people and the purchasing of flowers when needed

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 1.4.G** to strive to create a visually inspiring worship environment
- 1.4.H** to follow the Church Year and its appointed colours
- 1.4.I** to carry out its responsibilities in a timely manner
- 1.4.J** to provide reports of its activities to the Worship Committee

PARAMENTS

Paraments are placed on the altar, pulpit and lectern throughout the year. A church calendar (in the Church Office or Sacristy) should be followed to know when to put on the proper paraments. Seasons during the Church Year and their correct colours are as follows:

- Advent - blue
- Christmas - white
- Epiphany - green
- Lent – purple
- Holy Week - scarlet
- Pentecost - green

Special days also use certain colours and will be listed.

- Pentecost - red
- Transfiguration Sunday - white

All paraments should be hung up carefully when not in use.

BANNERS

Banners should have a purpose, lend themselves to a certain theme, convey a message effectively and be artistically designed to be useful. Suitable banners are used for certain seasons of the church year, for special days or whenever they lend themselves to an occasion or theme of a service. Banners come in all sizes, shapes and materials. Colour should be used to advantage and material or fabric should be suitable and enhance the design or theme. The banner should be well designed and in the proper proportions to the space it is to fill. In our church banners may be put on stands at the front of the church, hung on the walls or put in other appropriate places. Banners should be large, colourful and simple to carry a message as opposed to having tiny designs and small intricate patterns.

Construction

1. Choose suitable fabrics and colours for the banner. Some fabrics are loosely woven and will tend to sag and stretch easily. Closer woven fabrics hold their shape. If possible choose fabric that can be pre-washed and tested as to colour-fastness, shrinkage etc. (Not including felt, coarse wools, burlap, jute etc., which are popular.) Some fabrics are not tendered properly and it is difficult to get them to hang properly. Banners should be stitched by hand or machine instead of being glued to avoid a lot of repair work. They are often handled roughly. Always sew in one direction especially on large or long narrow banners for smooth hanging.
2. Cords or yarn to hang heavy banners must be strong. Cord may be braided for added strength. Always hang the banners for a time before hemming. Adjustments can be

MESSIAH LUTHERAN CHURCH OF CAMROSE

made for evenness. Fitting dowelling at the bottom of a banner enhances its' hanging qualities.

There are hooks for hanging in the banner room - also rods if you wish to drape them over instead.

3. At least one inch dowelling should be used for long banners. Dowelling should be finished properly at both ends and a groove made at each end for the cord so it does not slip. (Top of banner only.) Dowelling can be painted, stained or finished appropriately.

Care of Banners

Banners should be stored in the banner room by hanging on hooks or over rods. If hung carefully, creases will be avoided. These may be removed by pressing or steaming with an iron in most cases. Washing or dry cleaning may be done if suitable for banner fabric. Care should be used when handling large banners and they should always be returned to the banner room and hung up carefully.

Adopted by Church Council on October 28, 2010
Last review by Worship Committee on August 12, 2009
Amended by Church Council on October 28, 2010

MESSIAH LUTHERAN CHURCH OF CAMROSE

CHOIR ACCOMPANIST

Accompanists should have some of these gifts.

1. **Ability:**

To accompany at the keyboard and follow a director.
To work as a member of a team.

2. **Understanding:**

Of choral and instrumental music.
Of the mission of Messiah Lutheran Church.
Of the structure of Messiah Lutheran Church.

3. **Desire:**

To build community around music.
To enhance worship with music.
To encourage outreach.
To build on the gifts of those around us.
To be sensitive to the membership of Messiah Lutheran Church.

4. **Commitment:**

To the mission of Messiah Lutheran Church
To work with children and adults
To create growth in the music program
To grow in faith.
To give loving service.

5. **Responsibilities:**

To prepare and play music as provided by the director, for all rehearsals and performances.
To assist the director with the choir as needed; such as leading sectionals.
To interact with choir members in a positive way.

6. **Accountable to:** The Music Ministry Coordinator

7. **Terms of Service:** The term of service will be nine months, followed by a review with the Worship Committee.

Adopted by Church Council on October 28, 2010
Last Reviewed by Worship Committee on August 12, 2009
Amended -

MESSIAH LUTHERAN CHURCH OF CAMROSE

CHOIR DIRECTOR

Choir Directors should have some of these gifts:

1. **Ability:**

- To direct a musical ensemble.
- To lead in fellowship.
- To share Biblical ideas.
- To communicate with warmth, friendliness and enthusiasm.
- To work as a member of a team.

2. **Understanding:**

- Of choral and instrumental music.
- Of basic conducting principles.
- Of vocal technique
- Of the mission of Messiah Lutheran Church
- Of the structure of Messiah Lutheran Church

3. **Desire:**

- To build a community around music.
- To enhance worship with music.
- To encourage outreach.
- To build on the gifts of those around us.
- To be sensitive to the membership of Messiah Lutheran Church.

4. **Commitment:**

- To the mission of Messiah Lutheran Church
- To work with children and adults.
- To create growth in the music program.
- To grow in faith.
- To give loving service.

5. **Responsibilities**

- To prepare and direct music in rehearsals and all performances.
- To choose music for the choir, keeping in mind the lessons and themes for the Sundays on which they will participate.
- To teach choir members music, proper technique, musicality and performance practice.
- To lead in fellowship, Biblical learning and other activities.
- To communicate to the choir members/parents verbally and in writing, all necessary schedules.
- To attend regular choir director meetings.
- To supply all music and instructions to accompanists with ample preparation time.

6. **Accountable to** The Music Ministry Coordinator.

7. **Terms of Service:** The term of service will be nine months, followed by a review with the Worship Committee.

Adopted by Church Council on October 28, 2010
Last Reviewed by Worship Committee on August 12, 2009
Amended -

MESSIAH LUTHERAN CHURCH OF CAMROSE

COMMUNION BREAD

Recipe published in 2013 by Augsburg Fortress
in
Leading Worship Matters: A Sourcebook for Preparing Worship Leaders
Demonstrated by Members of Our Savior Lutheran Minneapolis, MN
on video
<https://www.youtube.com> *Baking Communion Bread*

Ingredients:

- 3 ¾ cup whole wheat flour
- 1 ¼ cup white flour
- 2 teaspoons salt
- 2 teaspoons baking powder

- 2 tablespoons olive oil
- 1 ¾ hot water (82° C)
- ½ cup honey



October
29, 2016

Procedure:

- Blend together dry ingredients using a whisk or food processor
- Slowly mix in olive oil
- Combine hot water and honey and add to “well” in dry ingredients and olive oil
- Mix hot ingredients together with a spatula, then with your hands (knead dough as little as possible)
- Divide dough into 7 balls about 6 ¼ oz. each in weight
- Roll into about a 6 inch diameter with a thickness of about 1/4 - 3/8 inch
- Using a serrated knife score dough with fairly deep cuts as indicated in photo
- Bake at 350° F for 5 minutes
- Brush with olive oil
- Bake another 6-7 minutes
- Cool on a rack
- Prepare for storage (Each round will serve about 50 people, particularly if it is “scored”)

Adopted by Church Council on January 24, 2017

MESSIAH LUTHERAN CHURCH OF CAMROSE

COMMUNION FOR SHUT-INS

Communion is to be taken to those who are unable to attend services at Messiah for an extended period of time. An up-to-date list of shut-ins shall be maintained in the Church Office. This includes some of the residents of the various lodges and apartments for seniors, as well as members whose mobility is restricted in some way due to age, physical challenges or extended illness. (Regular communion services are held at Bethany, led by the chaplain.)

Communion elements from Sunday service may be taken by lay communion ministers or pastors according to *Sending of Communion and Holy Communion in Special Circumstances in Evangelical Lutheran Worship Pastoral Care* pg 81-103 or other approved services. Pastors may also choose to develop a brief communion liturgy.

Communion shall be made available at least four times a year and ideally once a month when possible. The four times a year should be before Christmas and Easter, sometime in June or July, and also around Thanksgiving.

Especially at lodges & apartments the service can be done in groups and all Christians who wish to commune are welcomed. In homes, family members and friends may be included.

These communions shall be reported to the pastors and noted in the regular communion records.

Approved by Church Council on October 28, 2010
Last reviewed by Worship Committee on September 19, 2010
Amended by Church Council on

COMMUNION PREPARATION AND CLEAN-UP

If the time/date on the schedule does not suit you, please make arrangements for a substitute. Notify the church office (672-3444) by noon Wednesday prior to the Sunday assigned to you, so that the change can be printed in the service bulletin. *There will be no phone call to remind you of your assigned date.*

Getting in: You may need to make arrangements to pick up a key if you are unable to do the prep on Saturday morning. The church is usually open until noon. Please check at the Church Office Thursday or Friday if you need a key. If you choose to prepare the elements Sunday morning, the Church will be open by 9:00 a.m. when there is an adult study.

Saturday morning preparation:

- Prepare SIX trays of glasses, TWO trays of wafers or 4-5 rounds of bread (each round serves about 50) and ONE dish of gluten free wafers – SEE IMPORTANT NOTE BELOW regarding gluten free wafers. Wafers are used on the first Sunday; bread is normally used on the third Sunday and festivals.
- Since some of our members live with celiac, it is imperative that the gluten-free wafers NOT come into any contact with the other bread/wafers. Please fill the glass dish with six gluten-free wafers FIRST, cover it, and place it on the altar.

MESSIAH LUTHERAN CHURCH OF CAMROSE

- Please cover the plates of wafers with the linen cloths; rounds of bread should either be wrapped tightly in Saran Wrap or kept in their plastic bags until Sunday morning.
- The wine is locked in the cupboard. If you do not know where the key is located, please check with the office or call one of the team members. The grape juice is kept in the sacristy refrigerator; the rounds of bread are in the sacristy freezer.
- The center circle of each wine tray is filled with white grape juice and the remaining glasses are filled with wine. Please fill each glass about half full only.
- If the supplies seem to be getting low, please notify the office (672-3444).
- Place the collection baskets for the empty glasses on the stands in the sanctuary if they are not already in place.
- Place the elements on the altar Saturday or Sunday morning. Sometimes events are scheduled for the Sanctuary either Saturday afternoon or evening. If you are aware of that, do not put the bread/wafers and wine trays out, but ensure they are put out in the morning.
- During the service, please keep an eye on the wine and bread/wafer supply. If more people attend than expected, more wine may have to be poured. Normally one of the pastors will advise you about this, and an additional prayer for the consecration of the elements will be said by the presiding pastor.

Cleaning up:

- Pour unused wine and unused grape juice back into the wine bottle marked “old wine/grape juice.” These elements will be poured into the earth. **Note: they are not to be poured down the drain.**
- Put all unused wafers (including the gluten free) into the receptacle marked “old wafers”.
- Fill strainer with empty glasses. Swish in a pail/bowl filled with hot water and bleach. Rinse in a second pail/bowl of hot water. Place glasses on a towel to air dry.
- Refill communion tray with clean glasses and cover.
- Soiled tea towels should be taken home for washing. Empty wine bottles should be recycled.

MESSIAH LUTHERAN CHURCH OF CAMROSE

Preparation of Communion Boxes for the Seniors Lodges First Sunday of each month

- Two wooden boxes are located in a storage area that is to the left of the mirror in the sacristy.
- Fill one plastic bottle with white grape juice up to the “20” mark for Sunrise and the other with wine for Rosealta to the “40” mark.
- Fill the 2 gold cases with the small white wafers.
- Stock with disposable plastic glasses (extra supplies are in a box in the cupboard where the wooden boxes are stored).
- Place the plastic bottles and the gold cases on the altar in front of the plates of communion bread.
- The wooden boxes are placed at the Welcome Center.
- Leftover elements (wafers, wine and grape juice) should either be consumed by the communion servers or disposed of by placing or pouring into the earth. **Note: they are not to be poured down the drain.**
- Wash the containers when the boxes are returned. Dispose of any used plastic glasses.
- Return wooden boxes to the storage area.

The above instructions are posted in the Sacristy. If you are a new volunteer, you may find it helpful to consult someone who has served in this area.

Thank you for your willingness to serve Messiah this way!

Approved by Church Council on October 28, 2010
Last reviewed by Worship Committee on November 30, 2016
Amended by Church Council on January 24, 2017

MESSIAH LUTHERAN CHURCH OF CAMROSE

COMMUNION SERVERS

If you are unable to serve on the day appointed, please switch with someone else on the list and call the church office (672-3444) by Wednesday noon so that the listing in the bulletin will be correct. *There will be no telephone call to remind you of your assigned date.*

Preparation: Please go to the Sacristy during the Sharing of the Peace to be prepared for serving. Wash your hands at the sink in the Sacristy. Take your place at the back of the altar when the offering is brought forward.

Getting started: Those serving communion will receive communion before serving the congregation. One of the assistants will be asked to commune the pastor. One server will take the dish with gluten-free wafers and place it on the baptismal font. **It is important that you do not touch these wafers since your fingers have residue on them that will contaminate them.**

Serving: Begin to serve as people come up to you from the aisles. Start the service at the back of each side and move towards the front. This is the continual method.

Blessing: The one who serves the bread/wafer should offer a blessing to anyone who indicates that they want a blessing rather than communing. An appropriate blessing is “Jesus loves you”, “God bless you”, or “God bless you and keep you in his love and care”.

If you have any questions about whether a child is to receive communion, ask the parent.

Communing in one kind: Be aware that “communing in one kind” is recognized as valid in the Lutheran church, but is not considered to be the norm. This means that there may be people who, for one reason or another, are unable to take solids or liquids on a particular day or out of personal preference. They will possibly put two fingers in front of their mouth, and the communion assistant should say the words “The Body of Christ, given for you” or “The Blood of Christ, shed for you” anyway.

Bread/Wafer Servers: As you serve the bread/wafer say “The Body of Christ, given for you”. If the person already has a gluten-free wafer, you still say, “The Body of Christ, given for you.” Pastoral staff will normally serve the wafers/bread. The rounds of bread may be served from the silver tray or held in your hand with a paper serviette. The rounds of bread may be scored (50 pieces to a round) to aid in breaking off a suitably-sized piece.

Wine Servers: As you serve the wine say, “The Blood of Christ, shed for you.” Place the glass in the person’s hand. Remember, the glasses in the centre ring of the Communion trays contain white grape juice. **A raised index finger is to indicate a desire for grape juice.**

Each time you take a tray of glasses, scan the glasses to look for fruit flies. Occasionally fruit flies make it into the trays and drown themselves in the wine. Simply leave any questionable glasses in the tray. If possible separate them from the other unused glasses.

Some of the people coming for communion may be visually impaired. When you are giving them the glass of wine, be aware that you need to place it in their hand so that they know where it is. Sometimes people may have their eyes closed. You may need to touch their hand to indicate that you are ready to give them the bread or wine.

MESSIAH LUTHERAN CHURCH OF CAMROSE

If you think that a person may have unsteady hands, try to give them a glass not filled to the brim.

It is generally wise to commune small children with grape juice even if they do not hold up a finger.

If the grape juice is all gone from the tray you are using, get a full tray right away, even if some wine is left, so that you are prepared if someone requests grape juice.

If it appears that we are running out of wine due to a large number communing, you will need to use all the glasses left in the trays, beginning with the wine and then continuing with the grape juice. Someone may need to go to the sacristy to fill more glasses or get more bread/wafers if we run out altogether. When more wine and/or bread/wafers are brought, the presiding pastor will say a prayer for the consecration of these additional elements.

Communing those who are seated: After communing all the people who come forward, you may be asked by one of the ushers to commune someone who is unable to come to the front of the church. Please alert the pastor to this need and be prepared to accompany the pastor or one of the other communion assistants to the place where the person/persons is/are sitting.

Cleaning up: Cover the bread/wafers with one of the linen cloths before removing the dish. This also applies to the dish with the gluten-free wafers on the baptismal font.

Take the bread/wafers, communion trays, offering plates and collection baskets for the glasses back to the Sacristy. Leftover elements (wafers, bread, wine and grape juice) should either be consumed by the communion servers in the sacristy or disposed of by placing or pouring them into the earth. **Note: Wine and grape juice are not to be poured down the drain.** If there is Coffee Fellowship after the service leftover bread may be served there.

Offering: The offering is to be placed in an offering bag in the Sacristy immediately. The bag is then dropped down the chute behind the organ. When you return to your seat, please return the offering plates to the Information Centre

Thank you for your willingness to serve the congregation of Messiah in this way!

Approved by Church Council on October 28, 2010
Last reviewed by Worship Committee on November 30, 2016
Amended by Church Council on January 24, 2017

MESSIAH LUTHERAN CHURCH OF CAMROSE

FIRST AID FOR SOMEONE WHO IS ILL

Equipment available at the Welcome Centre:

1. Wheelchair
2. Two small pillows on top of the First Aid Box
3. **First Aid Box**
 - 2 vomit buckets (ice cream pails)
 - 1 roll of paper towels
 - 1 roll toilet paper
 - Gloves
 - 1 spray bottle of disinfectant

Procedure for Health Emergencies:

Stay calm. There is always time to think. If you have First Aid or medical training respond as you have been trained. If you have no training:

1. **If the person is not conscious, is confused, not making sense is having chest pain, is severely short of breath or otherwise in distress ask for medical help. Do not be concerned about interrupting the service.** Assist the person who responds as they instruct you. If you are asked to call an ambulance, call 911-tell the dispatcher what is happening in plain factual language. Eg. The person is unconscious, confused, having chest pain, is short of breath, etc.
2. **If the person is awake and making sense, ask them what assistance they would like.** If they do not want to leave the pew suggest they lie down on their side in the pew with their legs on the pew seat. If they wish to leave the pew ask them to lie on their side, have someone stay with them, get the wheelchair, assist them into it with the help of a second person, if required. Take them to the back of the church, or wherever they wish to stay and stay with them until a friend or relative takes over. If they wish someone called ask a second person to make the call.
3. If the person thinks they may vomit bring the bucket and paper towels (available at the welcome centre), assist them into the wheelchair and take them to the back of the church.
4. Tell the Pastor what has happened when convenient.

Adopted by Church Council on February 21, 2017

MESSIAH LUTHERAN CHURCH OF CAMROSE

GREETER GUIDELINES

If you are unable to serve when you are scheduled, please arrange for your own substitute. If this happens, please notify the Church Office at 780-672-3444 by noon on the Wednesday prior to your assigned Sunday so that information for the worship folder can be corrected. *There will be no phone call to remind you of your assigned date.*

1. **Arrive early**, at least a half hour before the service begins, so that you are prepared when worshipers start to arrive. Wear your name tag and a "Greeter" badge so that people can identify you. Greeter badges are in a basket at the Information Centre.
2. One greeter is stationed at the Main Entrance coming into the Link and one greeter is stationed at the Back Entrance in the Boot Room. These are the two entrances where visitors are most likely to need assistance.
3. As a Greeter, you are a host, acting on behalf of our church community. A firm, but gentle, handshake is a welcoming gesture for most people.
4. Some people may find it awkward, for whatever reason, to shake hands with you. If you sense this, a smile and word of welcome is sufficient. (For example, some people have severe arthritis in their hands that make shaking hands a painful experience when it is not done gently.)
5. You may be someone's first introduction to a church. You have the opportunity to make our guests feel comfortable and at home. You may need to show a visitor to the coat racks or the door to the Sanctuary.
6. If you know that the person is a visitor, encourage them to sign the Guest Book. You may even want to escort them into the Sanctuary for this purpose and introduce them to one of the ushers. After the service, you may want to keep an eye out for visitors and invite them to join you at coffee fellowship if this seems appropriate.
7. Be alert to assist anyone who needs help for any reason. Take time to study the map of the building so that you can direct people to any location that they may be looking for. Do you know where the nearest washrooms are? The baby change stations? A telephone? Hearing aids at the Information Centre? There is a wheelchair in the closet. Pastors have a key to operate the lift in the basement.
8. We encourage all members of families, including the youngest child, to participate in our worship services. Should a family find a child needs a time out, we have an unsupervised Nursery where the service is broadcast on Cable 10 during the services. There is also a cry room at the back of the Sanctuary for the same purpose. Activity bags for children are found under the mailboxes.

Thank you for serving Messiah in this way!

Approved by Church Council on October 28, 2010
Last reviewed by Worship Committee on May 8, 2001
Amended by Church Council on ...

MESSIAH LUTHERAN CHURCH OF CAMROSE

HANDBELLS

The hand bells owned by Messiah Lutheran Church will not be loaned to individuals or groups outside of Messiah except in the case where a Messiah director is involved in the event and is willing to take responsibility for them.

Approved by Church Council on July 11, 1969
Last reviewed by Worship Committee on May 8, 2001
Amended by Church Council on ...

LECTOR GUIDELINES

Preparation

If you are not available for the date you have been assigned, please exchange with another lector or arrange for a substitute. Please call the church office (780-672-3444) or e-mail by Wednesday noon prior to the Sunday you have been assigned so that the change can be printed in the worship folder. *There will be no telephone call to remind you of your assigned date.*

A copy of the readings will be placed in your mailbox on the Friday prior to your assigned date. Read the text using this copy as it corresponds with the text on the screens.

Please remember to articulate clearly and project your voice when speaking into the microphone.

Announcing the Lesson

You may introduce the lesson in a variety of ways, such as "The first (second) lesson is a reading from" or "The first (second) lesson is from the chapter of" or simply say "A reading from". While you do not need to announce the verse numbers or the chapters as they are on the screens, some people prefer to do so.

The Psalm

The lector normally leads the congregation in a responsive reading of the psalm. The lector reads the first part and the congregation responds with the bold print. Again remember the lessons are on the screens and to read at a pace that allows for the screens to switch. Because our service is broadcast on Cable 10, please join the congregation in reading the second half of each verse.

Ending the Reading

An announced ending is preferable to simply stopping. Please remember to pause before announcing the ending. Suggestions are "Here ends the lesson" or "The word of the Lord".

After ending the reading of the Second Lesson, please invite the congregation to rise for the reading of the Gospel (or the singing of the Gospel Acclamation if one is being used that Sunday).

Thank you for your willingness to service Messiah this way!

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Amended by Church Council on April 24, 2013
Amended by Church Council on November 17, 2015
Last reviewed by Worship Committee on April 7, 2016
Amended by Church Council on April 19, 2016

MESSIAH LUTHERAN CHURCH OF CAMROSE

LOANING MUSICAL INSTRUMENTS

As a general rule, the hand bells, hand chimes, harpsichord and other percussion instruments owned by Messiah Lutheran Church will not be loaned to individuals or groups for use outside Messiah.

An exception may be made when a Messiah director is involved in the event and is willing to take responsibility for them if the loan has been approved by the Music Ministry Coordinator.

Approved by Church Council on October 28, 2010
Last reviewed by Worship Committee on
Amended by Church Council on ...

MESSIAH BIG DRUM PROGRAM

Name

The name of this ministry shall be "Messiah Big Drum Program".

Purpose

- Develop the "whole" person through music.
- Enable players to participate in community and worship experiences.
- Reach out in a ministry of music to people in the Camrose area.
- Attract new members to Messiah Lutheran Church through a ministry of music.
- Serve members and non-members of Messiah.
- Enhance artistic expression within our community.

Responsibilities

The administrator of the Messiah Big Drum Program shall report to Messiah's Music Ministry Coordinator who will act as a liaison between the program and the Worship Committee.

Messiah Lutheran Church will:

- Provide an atmosphere of positive support.
- Provide suitable teaching, rehearsal, and performance space.
- Provide the above services without cost. In turn the Messiah Big Drum program will not be a financial burden to the congregation.

Messiah Big Drum Program will:

- Ensure that the program is self-supporting with fees set and collected by the teacher(s).
- Participate in worship and/or concerts at Messiah as appropriate.
- In the spring or at the completion of a program, make a donation to Messiah in proportion to the size of the program to assist with utility costs.

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Last review by Worship Committee on August 12, 2009
Amended by Church Council on --

MESSIAH LUTHERAN CHURCH OF CAMROSE

ORGAN STUDIES SCHOLARSHIP

Purpose

To foster the development of church organists.

Qualifications

Grade 8 level equivalent keyboard skills.
Member of Messiah Lutheran Church.

Payments

Students will be reimbursed on a monthly basis for the amount of lesson fees. See *Fees & Suggested Donations*.

Once a student organist has reached a level of competency to play for a complete service without assistance, they shall be paid per service for four services and then the full fee thereafter. See *Fees & Suggested Donations*.

Application Procedure

Complete application form.

May be asked to play one piece of own choice on piano or organ
Sight-read two hymns chosen by audition committee.

Successful candidate will be selected at the discretion of the Scholarship Group who will consider skill, need, commitment and other related factors.

Scholarship Group

Music Ministry Coordinator
Organist
Worship Committee

Adopted by Church Council on October 28, 2010
Last review by Worship Committee on August 12, 2009
Amended by Church Council on --

MESSIAH LUTHERAN CHURCH OF CAMROSE

ORGAN USE

Any use of the organ not covered by this policy will be dealt with on an individual basis by the Worship Committee.

Instruction

A member of Messiah may teach organ lessons on the organ with no charge to the instructor. This is subject to scheduling to be coordinated with the pastors and Music Ministry Coordinator.

Members of Messiah may receive instruction on the organ and use it at no fee, subject to available scheduling.

Non-members of Messiah may receive instruction on the organ with no usage fee.

Scheduling

The scheduling for use of the organ will be arranged by Messiah's Music Ministry Coordinator in this order:

1. Sunday morning worship services and any other scheduled services, such as funerals, weddings, healing services, Lenten services, etc.
2. Practice time for principal organist.
3. Time reserved during regular choir rehearsal times for their possible practice with the organ.
4. Practice time for Messiah's assistant organists.
5. Lesson time and practice time for Messiah members.
6. Practice time for Messiah members taking lessons elsewhere.
7. Lesson time and practice time for non-Messiah members.

Outside church door keys will be issued only to people practicing before or after regular church hours. No key is to be used by anyone other than by those to whom they were issued.

Orientation of First-time Users

Anyone requesting the use of the organ for an event using an organist who is not a member of Messiah or who has had no experience on the Messiah organ, that organist will be required to spend an hour with the Music Ministry Coordinator or a recommended assistant from Messiah. At that time they will receive brief instruction on the use and capabilities of the instrument and suggestions for accompanying the service.

For that time spent, there will be a hourly fee, payable to the Music Ministry Coordinator by the sponsoring party. That may be included in the payment made for church use and forwarded to the organist. See *Fees & Suggested Donations*

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Last review by Worship Committee on August 12, 2009
Amended by Church Council on --

MESSIAH LUTHERAN CHURCH OF CAMROSE

SANCTUARY USE

First and foremost, the Sanctuary is to be used to the glory of God as a place of worship for the members of Messiah Lutheran Church and the wider community. A worship service will take precedence over any other inquiry requesting the use of the sanctuary.

The following criteria will be used to determine whether the event is appropriate to the Sanctuary.

- The music and/or texts may be appropriately used.
- The program may be presented to the glory of God.
- Preference may be given to groups with participants who are members of Messiah.

If it appears that a request fits these criteria, and the date and time are compatible with the worship services and other church activities, scheduling will be arranged through the Administrative Assistant, in consultation with the pastor(s) and Music Ministry Coordinator.

There is a fee for use of the Sanctuary for piano recitals approved by the Music Ministry Coordinator. See *Fees & Suggested Donations*.

A free-will offering to cover expenses is preferred to ticket sales, but it is understood that amateur, not-for-profit groups may need to sell tickets in order to meet a budget.

Normally, an individual or group identified as a commercial venture would not be acceptable to perform in this space.

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STUDENT BURSARY PROGRAM

Purpose

1. To allow post-secondary students to gain experience in working in a church music program and to receive a stipend for their time.
2. To allow Messiah Lutheran Church to use trained and capable students as assistants in the church's music program.

Expectations

1. Students will work under the supervision of the choir director if they are an accompanist or singer, and under the supervision of the Music Ministry Coordinator if in other positions.
2. Students will be in attendance at all events (rehearsals, performances, etc.) for which they are responsible, except in the case where there is a school function where their attendance is mandatory. (i.e. choir tour).

MESSIAH LUTHERAN CHURCH OF CAMROSE

3. Students will receive a bursary as an averaged stipend for attendance at four weekly rehearsals and one performance (at a worship service or special event). This number may be more or less in a given month, but the stipend will remain the same. See *Fees & Suggested Donations*.

The Student Bursary Program is intended to be an advantage to both the congregation and the student. For the student the benefits will be the gained experience and growth as they participate in a productive way in the life and music of the congregation, and the congregation will receive musical and leadership assistance in music and worship.

Funding

All funds for this program will be supplied by sponsors, not generated through Messiah's budget. Members of Messiah have opportunity to participate in the Student Bursary Program by providing the funds for the student's stipend. The money for students may be placed in the offering plate or left at the church office at the designated rate monthly rate from September through April or may be paid in one amount. See *Fees & Suggested Donations*.

Adopted by Church Council on October 28, 2010
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THE GRAND PIANO

God has given music a prominent place in the church. The grand piano will be used to the glory of God to lead worship and will be available for concerts and/or recitals.

Scheduling

Scheduling will be arranged by the Music Ministry Coordinator with priorities in this order:

1. Sunday morning worship services and any other scheduled services, such as funerals, weddings, healing services, Lenten services, etc.
2. Time reserved during regular choir rehearsals for their possible practice with the piano as well as time for rehearsal for the contemporary service.
3. Recitals by Messiah members (with suitable repertoire).
4. Recitals by non-members of Messiah (with suitable repertoire).

Related Policies

1. Outside church door keys will be issued only to people practicing when the building is not open to the general public. No key is to be used by anyone other than the one to whom it was issued.
2. Anyone wishing to use the piano must be instructed by the Music Ministry Coordinator on the proper use and care of the piano.
3. Any use of the piano not covered by this policy will be dealt with on an individual basis by the Worship Committee.

Use and Care

1. The piano will remain closed and covered when not in use, in order to keep it clean and protected.

MESSIAH LUTHERAN CHURCH OF CAMROSE

2. When taking the cover off of the piano, lift the cover and remove it without dragging it across the body of the piano. Place the cover on a chair or in the sacristy, not on the floor, to avoid dust and dirt accumulation which could cause scratching.
3. When opening the piano, take the red felt strip that's lying on the keys and place it under the part of the lid that folds back. When closing the piano, place the red felt strip back on the keyboard.
4. The piano is an instrument and should not be used as a table. Music books should only be placed on the music rack and other objects such as microphones, flowers, candles, other music books or any other items are not to be placed on the piano. Food and drink should not be on or near the piano.
5. The grand piano should not be cleaned by anyone except for the Music Ministry Coordinator or a designated person.
6. The grand piano should not be moved by anyone except for the Music Ministry Coordinator. When moving the piano, close it completely, have the cover on and unplug the humidifier and the ¼" cable. Please return the piano to its original position when done and plug in humidifier and ¼" cable

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USHER GUIDELINES

Getting ready for Worship

Arrive early, at least a half hour before the service begins, so that you are prepared when worshippers start to arrive. Wear your usher name tag so that people can identify you. Usher name tags are located in the far right mailboxes.

Make sure the **boxes of bulletins** are brought out from the office workroom. There are a few Saturdays where we might have a funeral, wedding or other event and the bulletins would not be placed out on Friday.

Ensure that the handicapped **signs** and the three-minute loading signs have been put out.

Turn the **ceiling fans** on (switch in the Sacristy).

Ensure **candles are lit** and the **baptismal font has water in it** – you may delegate this to someone else. Check with the pastors if special arrangements have been made for lighting the candles. Check the bulletin to see if other resources need to be distributed such as *Hymnal Supplement 1991*.

While there are greeters to greet people, you will also want to **show hospitality** (e.g. being alert to the arrival of worshippers, making eye contact, shaking hands, saying 'welcome', etc.) to people as you hand out worship folders.

MESSIAH LUTHERAN CHURCH OF CAMROSE

Please **seat people as required**. You may wish to recruit a third person to do this. Be particularly sensitive to visitors and offer to seat them. Some members like to be ushered as well, particularly when the church is filling up.

Ring the bell (seven times) five minutes before the service.

During the service

Please **shut the doors** between the Sanctuary and the Link when the service has begun. At your discretion, the doors from the front entrance may also be closed if noise is a problem and particularly if a service is running late.

After the service begins please **remain near the back** of the church so that you are available to greet and seat latecomers.

Be alert to assist anyone who needs help for any reason. (For example: washrooms, nursery, hearing aids, telephone, etc.) There is a wheelchair in the closet or at the information desk. Activity bags for children are found under the mailboxes.

Make sure that you are familiar with the **emergency procedures** posted on the usher's bulletin board.

Count and record attendance on the sheet on the bulletin board by the closet/information desk at the time of the children's message so they and their teachers are included in the count. It is best to do this from the balcony.

Receive the offering:

You will need to ask two others to help as four people are needed (two for the centre aisle and one for each side aisle). Start at the front of the church and move towards the back. Two ushers bring the offering forward at the beginning of the offertory song or when the Pastor indicates to do so. At least one usher should remain at the front until the end of the service to attend to after service responsibilities (see below).

Assisting at Holy Communion:

Two ushers are needed to help to direct people.

One Usher moves down the aisle directing people out of the pews on both sides as people move forward to receive Communion. The second usher stands on the pulpit side to direct people. This process should begin as soon as the Pastor has invited people to commune. Please tell the Pastor if someone needs communion brought to them in the pew.

After the service is over

If **worship books** were handed out before the service an usher should be on hand to collect them as people bring them to the back.

On non-communion Sundays the offering is to be placed in an offering bag in the Sacristy immediately after the service. The bag is then dropped down the chute behind the organ. Please return the offering plates to the Information Centre. Note: On communion Sundays the communion servers take care of the offering.

Extinguish the candles.

MESSIAH LUTHERAN CHURCH OF CAMROSE

Turn off the ceiling fans and sanctuary lights.

Check each pew and remove bulletins, worship books or papers that should not be there and generally tidy up. Empty the water from the baptismal font.

After the service, bring in the handicapped **signs** and the three-minute unloading signs.

Thank you for serving Messiah this way!

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