

OPPORTUNITIES FOR SERVICE

Our Saviour Lutheran Church

Introduction:

To operate a congregation requires a great variety of skills. In the right position, service to the congregation is not an imposition but a joy. We invite you to find a position which will be fulfilling. Please feel free to ask the contact person for more details

Church Council

Purpose: To supervise the temporal affairs of the church

Tasks: Composed of nine persons (Chairman, Treasurer, Secretary, Education, Property, Membership, Social Ministry, Youth, Stewardship). The Pastor and an Elder are *ex officio* members. Each member is responsible for the assigned area. Youth, Stewardship and Membership have been vacant for some years. The Property councillor, Dave Jones needs an assistant to make phone calls, and to be at the church when contractors come.

Contact Person: **Mark Schieman** 613-224-0893

Altar Guild

Purpose: To prepare the altar for worship

Tasks: Setup This is usually done on Saturday, but could be done early Sunday morning. Take the ring of keys from the hook under the pulpit. Remove the church key from the ring (so that you can access the church). **THE KEY TO THE ALTAR ROOM MUST NOT BE REMOVED FROM THE CHURCH.** Open the altar room door. The altar server is responsible for three items (a) altar paraments, (b) altar flowers, and (c) communion vessels. (a) The calendar on the side wall by the window of the altar room shows the appropriate colour for altar hangings. If they need to be changed, the hangings are in the large closet to the back right of the altar room. (b) Altar flowers should be purchased, and receipts given to the treasurer (Bob Witt) for reimbursement. (c) Boxes of altar linens and silver utensils are on the shelf in the cupboard above the sink in the altar room. Take down the box of linen and remove the following items; (1) a square plastic sheet, (2) a linen the same size as the plastic sheet, (3) two handkerchief-sized cloths (purificators), (4) a piece of cardboard about 4" by 4" in a linen sleeve, and (5) a large piece of linen (about 2 feet square). Take 3 large tissues from the box of tissues and fold in thirds. (All altar linens are folded in thirds to symbolize the Trinity.) Facing the altar, place the plastic sheet to the right of the cross in the area between the cross and the candle holder. Place the linen of the same size over the plastic. Fill the flagon with wine (from the third cupboard on the lower right). Fill the wafer box with wafers (from the cupboard to the right of the sink). Place on the plastic sheet and covering linen with the chalice (common cup) in front of it. Place a purificator on top of the chalice. Place the plate for wafers (paten) on top of the purificator, and set the linen-wrapped cardboard on the top of the plate. Place the box of wafers in front of the cup with the tissues and purificators beside it. Remove the four pieces of the individual cup set from the third, lower cupboard. The pieces consist of a base, two cup trays, and a top. Place one empty cup tray on the base. (This is used by the communion servers for used cups.) Place the second tray on top and fill the tray with cups (in the third cupboard on the upper right). Using the wine dispenser (stored above the sink), fill the individual cups. Cover the filled tray and place to the right of the other communion ware. Cover all the communion vessels with the large linen cloth.

Take down This is done following the service. First fill the electric kettle with water, plug it in and switch on (a red mark on the switch indicates that it is heating). Remove communion ware from the altar. Pour wine from the flagon and unused individual cups back into the wine bottle, using the small funnel in the cupboard above the sink. Pour unused wine from the chalice into the receptacle on the wall north of the altar where the consecrated wine goes directly into the ground.

(NO wine should be poured down the sink). Unused cups are to be rinsed with water after emptying and placed on a paper towel to dry. Used cups are discarded. Wash and dry the communion vessels, place them in their covers and put them into their box. Fold linens and place in the box, unless they are soiled with wine stains. Check the large linen piece covering the altar. If it needs to be laundered, there is a second cover on the floor of the large cupboard by the window, where it is wrapped on a cardboard roll. All soiled linens should be taken home and laundered. When finished, turn out the light, and turn the button on the handle of the altar room door to lock it. Time required for set up and take down, about 35-40 minutes each.

Contact person: **Edrith Currie** 613-224-8317

Ushers

Purpose: To help members of the congregation before, during and after the service:

*Tasks: **Before Service:*** Ushers should be at the church at least 30 minutes before the service. Check with Pastor to determine special ushering needs; i.e. pew reservations, lighting changes. Put hymn numbers on board. Check pew ends to make sure offering envelopes for visitors are in place. Extra envelopes are in tract rack in narthex. If none available speak to Kim Jones. Light candles. Services with Communion: light altar and wall candles. Services without Communion: i.e. Good Friday light only wall candles. For Baptisms and when altar paraments are white light the Christ Candle by the font as well as the wall and altar candles. Turn on banner light(s) Switch, left side: under banner, round knob. Right side: In Altar Guild room behind opened door. Switch on amplifier for microphones, located in altar room. Distribute bulletins and assist with seating when necessary. In summer open and close windows as necessary. When service begins lock rear side door, and rear parking lot door using key hanging in Cry-room. If altar lights are not on with rheostat use switch at the rear side door in hallway. If lights behind altar not on, go behind altar at floor level and turn on individual lights.

During Service Close doors to narthex and be alert to assist people going in and out of worship if needed. Take offering. After Pastor and organist commune close Communion railing and position kneeling pads. Usher communicants to Table. (max. 11) Assist those in need up and down steps. Communicants line up on side opposite from where they sit and return down centre aisle. Ushers commune last and open gate and replace cushion when finished. During last hymn walk up side aisle counting members. Record number on wall in Board. Room.

After Service Extinguish candles immediately. Turn off banner lights and amplifier. Remove hymn numbers from board. Gather all left over bulletins and paper from floor and pew racks. Rearrange hymnals and Bibles that are out of order. Replenish offering envelopes for visitors. Spares are in the bulletin board in narthex.

For Baptismal Service. Light the Christ Candle. Remove cover from baptismal font. Place warm water from pastor's study in pitcher. Check with Pastor at which point to bring parents and God parents to front. Hold the Baptismal Candle.

Contact person: **Rev. John Kiiffner**, 613-228-0703

Readers

Purpose: To assist with the worship service by reading the first and second lessons.

Tasks: Readers are arranged by Dave Jones several weeks in advance. The lessons for the following Sunday are emailed on Wednesday evening. They are also available in the bulletin, and many readers find it convenient to read from the bulletin. The passages should be read several times before Sunday, especially to check for words that are difficult to pronounce. In case of difficulty, ask Pastor Sabol or Ken Currie for assistance.

Contact person: **Dave Jones** 613-841-9042

Communion Assistants

Purpose: To assist with communion by distributing the individual wine cups

Tasks: To follow the distribution of the wafers, offering individual cups from a tray. After returning this tray to the altar, follow the pastor with the other tray to retrieve the cups.

Contact person: **Gerry Untereiner** 613-828-2757

Sunday School

Purpose: To provide religious instruction for children

Tasks: Extra teachers are always welcome, but at the moment the outstanding need is for a superintendent to plan curriculum, order materials, set up teacher rotas and other administrative tasks. (Note that teachers need a security clearance according to congregation policy.)

Contact person: **Shirley Striez** 613-836-5448

Choir

Purpose: To provide choral music for special services, to lead the congregation in learning new liturgy and hymns.

Tasks: The task is to learn and perform appropriate music. It is necessary to enjoy singing, and helpful, but not necessary to read music. At present the choir performs for Reformation, Christmas, Easter and Confirmation, with occasional other services. If you have never sung in a choir, this is an ideal introduction. The music is not difficult, and here is tremendous support and encouragement. Rehearsals are usually held on Sunday morning before service. Both male and female voices are urgently required.

Contact person: **Shirley Striez** 613-836-5448

Garden Committee

Purpose: To care for the shrubs and flowers of the church property

Tasks: At appropriate times to trim, weed, fertilize and otherwise maintain the flowers and shrubs, and plant others if deemed appropriate. Experience suggests that about five hours a month is required, which can be spent at the members convenience.

Contact person: **Edrith Currie** 613-224-8317

Bereavement Committee

Purpose: As a service to members, to provide refreshments for receptions at church after funerals

Tasks: To prepare and serve food (sandwiches, fruit and vegetable trays, cake or squares) at the church as part of a group. About 2-3 hours is required for preparation and the same for service and clean-up. The timing depends on when the service is required.

Contact person: **Shirley Striez** 613-836-5448 or **Betty Goode** 613-726-1350

Decoration Committee

Purpose: To beautify the church for special occasions (Thanksgiving, Reformation, Remembrance, Christmas, Easter, Confirmation)

Tasks: To acquire and place in the church decorations suitable for the day. For Christmas and Easter many of the decorations are already possessed by the congregation. For other days they need to be acquired (fruits and vegetables for Thanksgiving, for example). Artistic taste is required in setting up the displays.

Contact person: **Annabelle Wenzel** 613-836-1793

Mens Breakfast

Purpose: To provide fellowship and spiritual nourishment for the men of the congregation

Tasks: The men of the breakfast take turns providing the breakfast. After the breakfast and Bible study, there may be a speaker, either from within or without the congregation, or the men may undertake various tasks around the church (painting, outdoor cleanup and the like)

Contact person: **Rev. John Kiiffner** 613-228-0703

Lutheran Women's Missionary League Canada (LWMLC)

Purpose: Reaching out with the Gospel to those in our world. The League is organized into congregation societies, zones, districts, and nationally. An auxiliary to Lutheran Church–Canada it has 3,000 members in societies in 230 congregations.

Tasks: At its meetings, the society takes time for Christian growth and prayer, organizes visitation for female homebound members, collects mites for mission work at home and abroad, and engages in special projects such as making comforters for Canadian Lutheran World Relief and crafts for other occasions. The society is also active in zone and district activities.

Contact person: **Edrith Currie** 613-224-8317