

When communion is via a *continuous line* (3rd Sunday and 5th if there is one), one minister of hospitality should invite guests forward starting from the front pews on the pulpit side. Please continue to invite people forward keeping a continual line going. After all people have gone forward from the pulpit side please refrain from dismissing the other side until all people have communed. This will allow the pastor and assisting ministers the opportunity to rotate and be prepared for the piano side. Dismiss this side as was done with the other side.

*Please note and report to the pastor any individuals who need to be communed where they are seated.

After service please help direct people toward the fellowship area, straighten hymnals, pick up any leftover papers in the pews, remove attendance sheets and place them and the communion slips on the Administrative Assistant's desk.

THANK YOU!
THANK YOU! THANK YOU! THANK YOU!
THANK YOU!

From the Hospitality Task Force and
Worship Committee

Bethany Lutheran Church

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Evangelical Lutheran Church in America

God's work. Our hands.



Minister of Hospitality Guidelines

wel**everyone is**
come

Bethany Lutheran Church

Ministers of Hospitality Guidelines (Greeters and Ushers)

“All guests who present themselves are to be welcomed as Christ, for He himself will say: I was a stranger and you welcomed me.” (*The Rule of St. Benedict*; The Liturgical Press, 1997)

Thank you for serving today in a very important role of worship. Each of us gathered in worship is a bearer of God's hospitality; however, more than likely it is you members and visitors will meet first. The initial impression may make all the difference of whether or not they feel welcome and wish to return.

Guidelines

Please arrive at the church 30 minutes before worship.

Name Tags: Please wear your name tag while serving as a minister of hospitality.

Hymn Numbers: Put hymn numbers, including communion hymns, on the hymn boards.



Welcome each individual and family with a smile, handshake, and invitation to worship. If they are visitors please let them know we are glad they are here, answer any questions they may have, and help them find a spot to sit. If they have children, please offer them an activity bag. Ask their names and even introduce them to others members and offer to have them sit with them.

Focus: If there is a visitor, we don't want to miss them and make them feel ignored so please direct your full attention to welcoming all people and extending them God's hospitality. Refrain from lengthy conversations with other members prior to worship and save these for fellowship.

Assist Ministers of Christ's Light (Acolytes) with lighting the candle lighters as needed.

Ring the bell 5-7 times at the conclusion of the prelude.

Offering: Walk forward after the sharing of the peace and receive the offering plates from the pastor. Please pass the plates through the assembly and then walk forward bearing the gifts to the pastor when the offertory hymn begins.

Communion: When communion is done *at the altar* (1st Sunday of the month), begin on one side of the aisle and invite about 12 people forward with the other minister of hospitality positioned near the first pew. After the initial group has kneeled at the altar invite another group of people to go up and stand near the other hospitality minister who will direct them toward the altar after the earlier group has been dismissed. Please pay attention and help individuals if needed going up and down the steps to the altar. After all people from one side have gone forward please move to the other side.

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