



**CHRIST THE KING LUTHERAN CHURCH
WORSHIP SERVER HANDBOOK**

8:30 am Sunday Service

Updated September 9, 2026

830

YOUR RESPONSIBILITIES

As a worship server you assist in the worship of God. Your responsibilities are:

- To be a team player and work together with worship serving team
- To prepare and rehearse any assigned readings prior to Sunday.
- To be reliable in attending services to which you are assigned
- To contact Cheryl Gaspard if you cannot serve as assigned
(cherylgaspard@ctkelc.org, or 713-400-0519)

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Biblical name pronunciation guide for readers:

<https://www.netministries.org/resources/resource-pronunciation-guide>

Summary – All Roles

In the sacristy:

- If you are wearing a microphone, place fresh batteries in it and turn it on.
- If you have a binder, be sure it contains the correct worship bulletin.
- Server 1 (S1) takes the sacristy key to unlock the door after the service, leaves it in the Ushers' Cabinet after the 8:30 service.

In Worship:

- After the Prelude, if there is an opening rite, Crucifer (C) and the acolytes enter the nave and move to the north side of the font.
- After the Opening Rite, C and acolytes move to south side of the font.
- S1/C leads the procession (when people begin to sing the gathering hymn) around the east side of the nave, followed by both Acolytes, the AM, Singer, S1, the Deacon, the Preacher, and the PM.
- C stands behind the pulpit, Acolytes stand behind and to the right and left of C until the procession has passed, then place the cross and torches in their stands and move to their chairs. Acolyte, Deacon, S1, and preacher sit on the west side.
- AM stands at end of east (Greenbriar side) chancel rail until the procession has passed, then places the lectionary on pulpit, open to the first reading.
- AM reads the first reading; S1 reads the second. Deacon reads the Gospel.
- Intercessory Prayers: After AM invites all to pray, servers and ministers kneel at chancel rails or stand at chairs. If standing, C holds binder for AM. Deacon will pray the Prayer for Peace from the rail.
- After the Exchange of Peace, Acolytes move the torches from the pulpit to the table; PM puts on Chasuble and moves to east credence; Preacher remains at the chairs, unless pouring wine. In that case, Preacher follows instructions for Deacon. Deacon and AM move to east credence.
- During the Offering Motet:
 - Ushers stand behind the font with the offering baskets.
 - PM and AM enter the sanctuary.

- On signal from PM, the Ushers enter the sanctuary at the same time and hand baskets to the AM.
- After the Lord's Prayer:
 - The organist and servers take glasses to the chancel rails and receive communion from PM and AM (each serves bread and wine).
 - Deacon goes to north end of the table to serve wine from the large Chalice.
 - S1 enters the sanctuary and serves the southwest end of the table.
 - C enters the sanctuary and serves the southeast end of the table.
- Communion:
 - PM and AM serve bread; S1, C and Deacon serve wine:
 - Deacon serves the northeast and northwest quadrant
 - S1 serves the southwest and C serves the southwest.
 - AM and S1 serve those who cannot come to the rail.
- After all have been served:
 - PM and AM approach the table.
 - S1 leaves cup on southwest end of the table and moves back to their seat.
 - C leaves cup on southeast end of the table and moves back to their seat.
 - Deacon moves to the east credence.
 - PM and AM serve each other
 - Acolytes move back to the columns
- Sending Hymn:
 - During the introduction, AM takes lectionary to the north end of the west chancel rail; C retrieves the cross and stands behind the pulpit; Acolytes retrieve the torches and stand behind and to right and left of C.
 - At signal from PM or at start of the agreed upon stanza, C leads the procession around the west side of the nave, followed by both Acolytes, the AM, S1, the Deacon, the Preacher, and the PM.
- After Sending Hymn, AM delivers the dismissal, preferably from memory.

- AM tends the guest book in the narthex; S1 tends the guest book at the courtyard door (if we get bigger group).

Assisting Minister (AM)

Before Sunday:

- When you receive the readings, check any unfamiliar pronunciations on the Net Ministries website (link in Worship Schedule document).
- Read and prepare your reading on the days leading up to Sunday.

Before the Service:

- Check the bulletin:
 - Who are the other servers? Who is presiding, who is preaching?
 - Is there an opening rite?
 - Is there a recognition or something after Communion and before the Blessing? Will you be needed there?
 - Review the Offering Prayer, the Post-communion Prayer, the Dismissal.

In the vesting sacristy:

- Microphone 4 – fresh batteries, turn on.
- Check the lectionary. Are the ribbons in the right place? Does the reading match what you rehearsed?
- Be sure binder contains the correct worship bulletin (8:30 vs. 11:00).

In Worship (consider taking your binder to your chair before the service):

- During the Gathering Hymn, carry the lectionary and follow the acolytes around the east side of the chancel.
- Stand at the end of the east chancel rail until the procession has passed; place lectionary on pulpit, open to the first reading.
- Hold the PM's binder for the Prayer of the Day and the baptism anniversaries.

- After the Prayer of the Day, enter the pulpit and read the first reading; remain until the congregation responds, “Thanks be to God.”
- Intercessory prayers – read the introduction, then hand binder to Deacon or kneel at the chancel rail. Deliver the prayers.
- Exchange of Peace – move to east credence.
- During the offering/motet:
 - Enter the sanctuary ahead of the PM.
 - Go to the south (font) end of the table. Receive the offering baskets.
 - Deliver the Offering Prayer.
- After the Lord’s Prayer:
 - Serve wine to the servers.
 - Take the bread to south end of the sanctuary and stand facing the organ.
- Meal:
 - Serve bread in clockwise direction, beginning in southwest corner.
 - Make eye contact with PM at each end.
 - Serve those who cannot come to the rail, take S1 with you for wine.
- After all have received communion:
 - Walk around **east** side of table and take Bread on paten to the PM at north end of table.
 - Receive communion from the PM, drinking from the cup. Serve PM bread, offering the chalice to PM.
- After the communion blessing, distribute LEM kits, if any, to the LEMs.
- Deliver the Post Communion Prayer.
- Introduction to Sending Hymn – take lectionary to north end of west chancel rail, follow the acolytes around the west side toward the windows.
- After the Sending Hymn, deliver the dismissal.

After the Service:

- Tend the guest book / welcome guests in the narthex.
- Wait until you are in the sacristy to untie your cincture or unfasten your alb.

- Hang your alb neatly on its hanger or put it in the laundry basket under the desk.

Crucifer (C)

Before Worship:

- Look at the bulletin to see if there is a Server One, if there is not, look over the second reading and prepare to read in worship.

In Worship:

- After the prelude, if there is an opening rite, move to the north side of the baptismal font facing the presiding minister. Afterwards return to south side of the font to lead the procession.
- When people begin to sing the processional hymn, lead procession around the east side of the chancel, stop right behind the pulpit and face the font.
- After the procession has passed, place the cross in the holder and take your seat.
- **If no Server One**, after the Psalm, enter the pulpit and read the second reading; remain until the congregation responds, "Thanks be to God."
- During the offering/motet:
 - Move to the wall behind the northeast pews.
- Meal:
 - After the Lord's Prayer, take a glass to the chancel rail and receive communion.
 - After communing, take your glass to the tray, enter the sanctuary, take the pouring cup and a purificator to the southeast end of the table.
 - Serve wine on the southeast, after the AM has served the third person.
 - After all have been served, and AM approaches the table, take your cup to the south end of the table and return to your chair.
- Sending Hymn – during the introduction, retrieve the cross and stand right behind the pulpit.
- At signal from PM or at the start of the agreed upon stanza, lead procession around west (courtyard) side of chancel to the windows.
- Stand in front of windows until the end of the service.
- Place cross in stand at the windows or in the narthex.

After the Service:

- Wait until you are in the sacristy to untie your cincture or unfasten your alb.
- Hang your alb neatly on its hanger or put it in the laundry basket under the desk.

Server 1 (S1)

Before Worship:

- Take sacristy key from the bulletin board (after service, leave in Ushers' Cabinet).
- Read the second reading and prepare your reading on the days leading up to Sunday.

In Worship:

- When people begin to sing the processional hymn, follow the processional. Give reverence to the cross if you so choose and take your seat.
- After the Psalm, enter the pulpit and read the second reading; remain until the congregation responds, "Thanks be to God."
- During the offering/motet:
 - Move to the wall behind the southwest pews.
- Meal:
 - After the Lord's Prayer, take a glass to the chancel rail and receive communion.
 - After communing, take your glass to the tray, enter the sanctuary, take the pouring cup and a purificator to the southwest end of the table.
 - Serve non alcoholic wine on the southwest, after the 3rd person served by the AM.
 - Serve those who cannot come to the rail.
 - After all have been served, and AM approaches the table, take your cup to the south end of the table and return to your chair.
- Sending Hymn – follow the procession around west (courtyard) side of chancel to the windows.

- Stand in front of windows until the end of the service.

After the Service:

- Tend the guest book / welcome guests by the courtyard door.
- Wait until you are in the sacristy to untie your cincture or unfasten your alb.
- Hang your alb neatly on its hanger or put it in the laundry basket under the desk.

Presiding Minister (PM)

In the vesting sacristy:

- Microphone 1 – fresh batteries, turn on, check sound with digital vergers.
- Be sure binder contains the correct worship bulletin (8:30 vs. 11:00).

In Worship:

- Procession – follow the Preacher around the east chancel to the chair closest to the organ on the east side.
- The AM will hold your binder for the Prayer of the Day and the baptism anniversaries.
- After the Exchange of Peace, put on the chasuble and go to the east credence.
- During the Offering/Motet:
 - Enter the sanctuary behind the AM and move to north end of the table.
 - Signal the ushers when it is time to bring the offering baskets to the table.
- Meal:
 - After the Lord's Prayer serve bread and wine to the organist and servers; take the bread to the north end of the sanctuary and stand facing the font.
 - Serve bread in clockwise rotation, beginning in northeast corner.
 - Make eye contact with AM at each end.

- After all communicants have been served, approach the table.
- AM will come to the northeast end of the table. Serve bread and wine to the AM. AM drinks from the cup.
- Receive bread and wine from the AM, drinking from the chalice.
- Sending Hymn:
 - During the introduction, move to the column.
 - Follow the Preacher around the west side to the south end of the nave.
 - Move to the courtyard door to greet worshippers.

Preacher (P)

In the vesting sacristy:

- Microphone 2 – fresh batteries, turn on.
- Be sure binder contains the correct worship bulletin (8:30 vs. 11:00).

In Worship:

- Procession – follow the Deacon around the east chancel; move to the chair closest to the organ on the west side.
- After the Deacon reads the Gospel, enter the pulpit and deliver the sermon.
- After the Exchange of Peace, remain at the chairs, unless you are serving wine. In that case, follow the Meal instructions for the Deacon.
- Meal – go to the chancel rail for communion.
- Sending hymn:
 - Follow the Deacon around the west side to the windows.
 - Move to the narthex door to greet worshippers.

Deacon (D)

In the vesting sacristy:

- Microphone 3 – fresh batteries, turn on.
- Check the lectionary. Are the ribbons in the right place? Does the reading match what you rehearsed?

- Be sure binder contains the correct worship bulletin (8:30 vs. 11:00).

In Worship:

- Procession – follow S1 around the east chancel to the chairs on the east side.
- After the the Gospel Acclamation, enter the pulpit and read the Gospel.
- Hold binder for AM (if standing) for Intercessory Prayers.
- AM will hold binder for you for the Prayer for Peace.
- After the Exchange of Peace, move to the east credence, sanitize hands, and move to the wall behind the northeast pews.
- During Offering, Go into the narthex and check on food pantry and mission offering donations baskets. If full, bring them to the table with the offering
- Meal:
 - After the Lord's Prayer, take a glass to the chancel rail and receive communion.
 - Take your glass to the tray and enter the sanctuary.
 - Pick up the large chalice and a purificator and stand facing the organ, with your back to the table.
 - Serve wine first to the northeastern quadrant and then the northwestern quadrant.
 - After all have been served, leave the sanctuary and move to the east credence.
- Sending hymn:
 - During the introduction, move to the column.
 - Follow the S1 on west side to the windows.

Acolyte – East

In Worship:

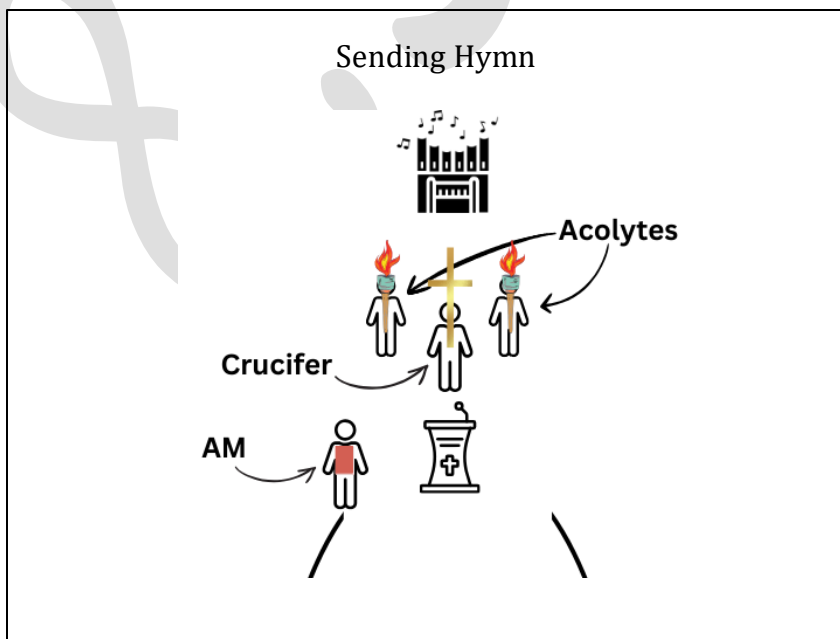
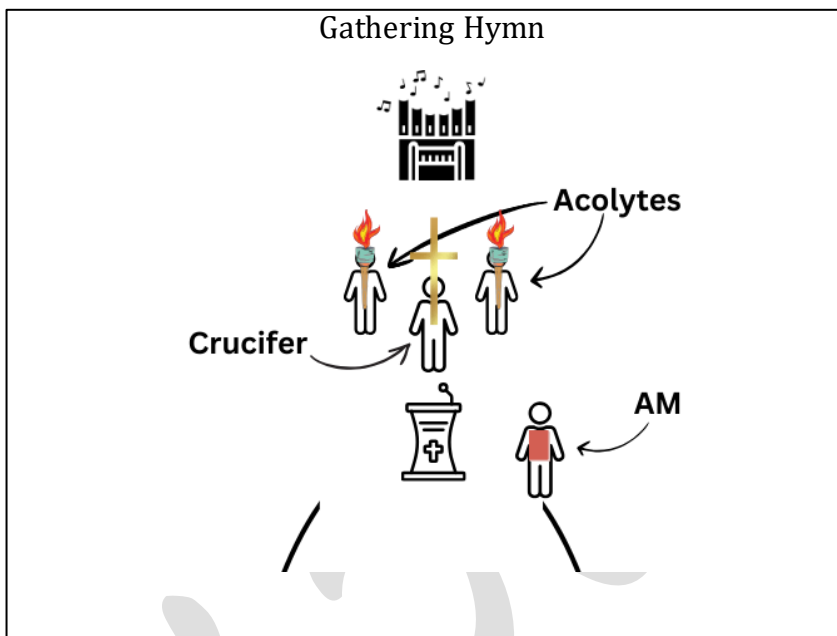
- Gathering Hymn:
 - When the introduction to the Gathering Hymn begins (or when C lifts the cross), lift the torch.
 - Follow C around the east side of the chancel, staying side by side with the other Acolyte when possible. Leave space behind the crucifer.
 - Stand behind and to the left of S1/C until the procession has passed (see illustration below).
 - When C places cross, place the torch in the holder and move to the chairs.
- After the Exchange of Peace, move torch from pulpit to table, go to east credence, sanitize hands, and move to the wall behind the northeast pews.
- Meal:
 - After the Lord's Prayer, take a glass to the chancel rail and receive communion.
 - Retrieve the tray from the credence and stand in front of the column.
 - Hold the tray to collect glasses from communicants.
 - After all communicants have been served, take the tray to the credence.
- Introduction to Sending Hymn – retrieve torch and stand behind and to the left of C.
- When C begins to exit, follow C around the west side to the windows, again leaving space behind the crucifer and staying side by side with the other acolyte.
- Stand behind and to right of C until the end of the service.

Acolyte – West

In Worship:

- Gathering Hymn:
 - When the introduction to the Gathering Hymn begins (or when C lifts the cross), lift the torch.
 - Carry the torch around the east side of the chancel, staying side by side with the other Acolyte when possible. Leave space behind the crucifer.
 - Stand behind and to the right of S1/C until the procession has passed (see illustration below).
 - After C places cross, place the torch in the holder and move to the chairs.
- After the Exchange of Peace, move torch from pulpit to table; go to west credence, sanitize hands, and move to the wall behind the northwest pews.
- Meal:
 - After the Lord's Prayer, take a glass to the chancel rail and receive communion.
 - Take a tray from the credence, stand in front of the column.
 - Hold the tray to collect glasses from communicants.
 - After all communicants have been served, take the tray to the credence.
- Introduction to Sending Hymn – retrieve torch and stand behind and to the right of C.
- When C begins to exit, follow C around west side to the windows, again leaving space behind the crucifer and staying side by side with the other acolyte.
- Stand behind and to left of C until the end of the service.

Crucifer, Acolyte, AM Positions – 8:30



Comments

1. See the monthly schedule. If you cannot serve when scheduled, get a substitute and report it to the office (713-400-0519) day or night, or e-mail cherylgaspard@ctkelc.org.
2. When you are scheduled for a special service, come twenty minutes beforehand for instructions.
3. If a torch goes out, relight it with matches in the pulpit or usher cabinet.
4. When standing, rest the torches vertically on the floor.
5. Do not play with cinctures, knots, or candles.
6. Wear close-toed shoes, if possible.
7. When not carrying something, your hands should be folded in front of you, above the cincture.
8. Participate fully in the worship service: follow the liturgy and hymns (say/sing all the congregational parts), sit only when the congregation sits and you are not performing an assignment, and listen attentively to the lessons, sermon, and musical presentations.
9. Don't worry about making mistakes (we all do during worship), be in the moment and watch the pastor or deacon for signals if lost or need help.

Who To Contact:

Scheduling

- Cheryl Gaspard

cherylgaspard@ctkelc.org

If running late

- Pr. Mandy Derr
- Deacon Ben Remmert

amandusderr@ctkelc.org

benremmert@ctkelc.org

If you have any questions

- Deacon Ben Remmert
- Trish Chapman

benremmert@ctkelc.org

phchapman1@gmail.com

Notes:

Almighty God, you sent your son Jesus Christ as the light of the world. Grant that all who dwell in light may share it with those who sit in darkness. Grant also that your children, consecrated to your service as acolytes, crucifers, assisting ministers and servers, may light the way for others to worship you and work for you in care for the world, through Jesus Christ our Lord. Amen.

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2353 RICE BOULEVARD
HOUSTON, TEXAS 77005-2696
713-523-2864 FAX 713-523-6578
ctk@ctkelc.org www.ctkelc.org