



NOTES FOR READERS / SIDESPEOPLE

Preparation and Welcome

Please come to the Chapel by 10.45 so that you have time to be ready to welcome people. There will be two people on duty each week and the rota will mark which person will do the reading. **Name badges** are kept in the small wooden box near the hymn books – please wear yours.

The service sheet will tell you which hymn book to use - NEH = New English Hymnal (green) or HFTC = Hymns for Today's Church (blue). The black prayer book "Common Worship" is used for Holy Communion. Put out the small coloured communion books for children. Offer music copies of the setting for the eucharist (find out from organist which setting will be used).

Start putting out these books together with the service sheet and the sheet of Prayers and Notices and welcome members of the congregation as they arrive. Smile! Keep an eye open for newcomers or those who seem hesitant about where to sit or what to do especially if the service includes a baptism.

The collection bags (2 red velvet with wooden handles and one gold fabric bag) are kept in one of the drawers in the vestry. Leave the red ones at the back of the church ready for you to collect the congregation's offerings and leave the gold bag on the front choir pew. Check that the communion kneelers (kept behind the main altar) are put out on the sanctuary steps and that the altar candles are lit.

Once the service starts, (the Chaplain proceeds in from the back of the chapel at 11 am), stay to welcome and seat latecomers. Find a seat at the back of the chapel so that you can deal with anyone who comes really late or who may need any assistance.

The Readings

Normally there are two readings. The reader reads the first reading and the Chaplain reads the Gospel. If there are three (usually at Holy Communion on festival days), then the Chaplain will always read the third one, the Gospel. The lessons are now all taken from the Revised Common Lectionary, which uses the New Revised Standard Version of the Bible so please do not use any other translation, as this will confuse the congregation, who will have a copy of the readings on the service sheet. Please read from the main lectionary on the lectern (big red book), not from photocopies etc unless there are special readings for that particular Sunday.

Introducing the readings

At Holy Communion the readings will be either an Old Testament Reading and/or an Epistle, and (always) the Gospel. At Morning Prayer the same, but referred to as the 1st and 2nd Lessons. Introduce them as follows:

The OT Reading/the Epistle/the 1st Lesson is taken from the Book/Epistle of.....Chapter....., beginning at verse.....

End with the words “This is the Word of the Lord” and the congregational response is: “Thanks be to God”.

Make sure you read **clearly, and slowly**. Aim your words at the people sitting in the back pew of the church. Remember that you are reading the Word of God.

Taking the collection (if you also sing in the choir, please ask someone else to do this).

At Holy Communion take the collection at the beginning of the offertory (3rd) hymn. Start at the front of the chapel, moving towards the back, not forgetting anyone in the side chapel. Proceed during the hymn to the altar, remembering to collect the collection bag from the choir. Place the collection on the plate held by the chaplain and remain there until the Chaplain goes behind the altar and “bows” to you; make sure the kneelers are in place and then go back to your seat. At Morning Prayer the taking up of the collection is indicated on the service sheet.

Return of Sunday School children. When the service reaches the Lord’s Prayer, the sidesperson goes down to the Sunday School in the hall to let them know that it is time for them to come back into the service. This allows the children sufficient time to finish up what they are doing and come up to join their parents for a blessing.

After the Service

Collect in hymnbooks etc, and put them back in the cupboard. Leave the service-sheets out for the Chaplain to collect. Take the collection to the vestry, count the amount and enter it in the Register of Services book, remembering to pay the organist (50 euros). As soon as possible pay the money, together with the 9.30 am collection, the Sunday School collection and the previous week’s coffee money into the Chaplaincy Bank Account (BGL IBAN LU12 0030 7313 9549 0000) indicating the amount from each service and coffee takings. You can do this by keeping the cash and making out a virement from your own account to the church account.

Finally, check that nothing has been left in the pews or elsewhere and make sure the altar candles are extinguished, the altar and credence table have been cleared of the communion vessels etc if the chaplain has not already done so. Switch off the lights. These are located behind the emergency exit door (next to the sacristy door) – 8 switches in all.

Website

The readings and rota are posted on the church website – www.anglican.lu. For access to the members’ area, supply the webmaster with both a username and a password of your choice and he will confirm that you have access. To access the rotas, go into the members’ area, just type in your name and you can find out the list of all the dates when you are on duty.

Changes to rota

If for any reason you are not available on your Sunday, it is your responsibility to contact someone else on the rota and ask them to swap or stand in. Please notify any changes to the Webmaster (vaudrey@vol.lu).

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