

LHC Pulpit Associate Duties

Thank you for volunteering to serve as Pulpit Associate – Please refer to the enclosed schedule and acquaint yourself with the following tasks prior to your scheduled Sunday.

If you are unable to attend, please contact Sandy Antonelli: 630.762.9666 by 10 am the Tuesday prior to the Sunday you are scheduled so other arrangements can be made.

- Arrive 15-20 minutes prior to the start of the 9:30 am service.
- Gather Sunday Bulletin and Hymnal, and meet with Pastor for final instructions. The sections you are responsible for will be highlighted.
- Enter Sanctuary in procession with Choir and Pastor.
- Seat yourself on east side of Chancel in chair provided.
- Lead the congregation in the following (at Pastor’s discretion):
 - Call to Worship
 - Affirmation of Faith
 - God’s Word
 - Prayer of Confession
 - Assurance of Forgiveness
 - Presentations of Our Offerings
- Extend invitation for Congregation to join in prayers or readings with:
 - “Let us pray...”
 - “Please join me in...” or “Let us read together...”
 - Pause after invitation to begin prayer
 - Feel free to use wording that you are comfortable with.
- At time of Offering, retrieve baskets from the Altar table and give them to ushers who have come forward. Be seated and wait for music to conclude.
- When the Doxology begins motion ushers to come forward. Retrieve baskets from them and place back on the Altar table. (On Communion Sundays place baskets under the Altar table.)
- Communion Sundays will require you to assist the Pastor in the distribution of Communion.
- Return to your seat for the closing hymn and Benediction.
- Go in procession to the Narthex with Pastor after Benediction and greet worshippers as they leave.

Thank you for sharing your ministry at the Little Home Church!
Worship & Spiritual Growth Ministry