



Liturgist Guidelines

Thank you for serving as liturgist at the 11 a.m. service. The following information will help you assist the pastor in leading the service.

1. The church secretary will email the bulletin to you on Thursday. It can also be found on the TPC website. If there are special instructions, the pastor may contact you. Review the bulletin to familiarize yourself with the elements that will be included in the worship service. Read the Bible lesson in advance to determine if the reading stands alone or if it needs an introduction. Practice reading aloud, making sure each word is pronounced correctly. On Communion Sundays, you will be expected to assist in serving communion.
2. Arrive at least 15 minutes early to adjust the microphone, do a sound check, store your belongings, check for changes to the service and pray with the pastor. If you are acting as liturgist when a guest speaker is preaching, you should allow enough time to review the order of service with the speaker and make certain all responsibilities are covered. Note when the congregation is expected to stand. During the service, it may be necessary to ask the congregation to stand (say "Please stand") or to be seated (say "You may be seated").
3. You will proceed into the sanctuary with the pastor at 11 a.m. The pastor or the liturgist will open the service with the words of welcome, announcements, etc.
4. After the prelude or introit, stand, invite the congregation to stand, and lead the congregation in the call to worship.
5. A member of the congregation, the liturgist or the pastor will present a "Moment for Giving" prior to the offering. At the end of the presentation, that person will say "Will the ushers please come forward?"
6. During the Doxology, as the ushers come forward, the liturgist and the pastor should meet them at the front of the chancel, receive the offering plates and food basket and place them on the communion table. On Communion Sundays (or any Sunday when the communion table is not present) the ushers will take the offering plates back to the narthex. After the Doxology is sung, offer the Prayer of Dedication from the lectern. If you would like a prayer template provided to you, ask the pastor by Thursday. Following the Prayer of Dedication, invite the congregation to be seated.

7. You will read the first Scripture passage for the day and should invite the congregation to follow you by saying: “Our text today comes to us from ... which can be found on page ... of your pew Bibles (example “The Gospel of Luke chapter 15 verses 1-15.”) Read slowly and project the text, as though speaking to those in the rear of the sanctuary. Conclude the reading by saying “This ends the reading of our lesson today. Thanks be to God.” The congregation will remain seated during the scripture reading.

8. After the benediction, join the pastor and walk to the narthex. Remain there to greet the members of the congregation as they leave.

There may be times when the order of service is changed from the norm. Please read the bulletin and discuss any changes with the pastor prior to the service. If you are unable to serve as liturgist on a given Sunday, please contact the church office as soon as possible so a replacement can be assigned.

The liturgist’s role is very important to the tempo and spirit of our worship service. Your joyful demeanor will be reflected by the congregation. Thank you again for your service to TPC.

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