

February - April Serving Schedule

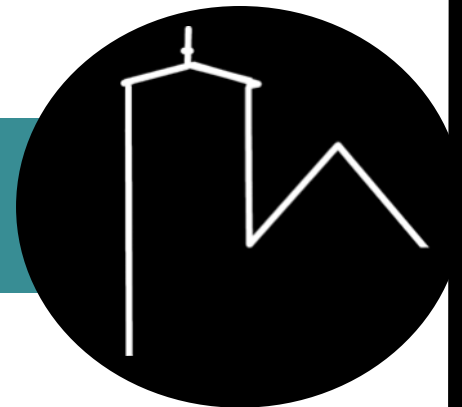
(First Quarter)

WESTMINSTER Presbyterian Church

Year of 2020

*"Serving God with Open
Mind, Hands, and Heart"*

1420 W. Moss Ave | (309) 673-8501 | westminsterpeoria.org





We love & appreciate you!

THANK YOU FOR SERVING THE LORD,
AND BEING A BLESSING TO US ALL!

To Serve

at Westminster



Ministry Prayer

Lord, as I accept Your calling to be a Lector, Bless me with passion that I may keep doing it with fervor. Bless me with inspiration that I may keep doing it with excellence. Bless me with wisdom that I may keep doing it with prudence, Bless me with humility that I may keep doing it with servitude, And bless me with love, that I may keep doing it for You. Amen.

You will find the serving schedule inside with your scheduled assignment. If it does not fit your personal schedule, please try to find someone to trade with and then let the church office know. Also, if you have any questions or concerns about the schedule call the church office at 309-673-8501 and leave a message with Nicole (opt. 5, ext. 1) or Mary Lee (opt. 5, ext. 3) or email us (wpc@westminsterpeoria.org).

If you are unable to find a replacement, please contact Suellen at 309-383-2321 (home) or Rev. Denise at 717-329-7121 (cell/text) so that we can find someone for your Sunday.



Phone..... 309-673-8501 Website..... westminsterpeoria.org

Fax..... 309-673-6708 Email wpc@westminsterpeoria.org

Office Hours Monday - Friday 8:30 to 2:30 PM

WORSHIP ELDER

Elder Suellen Kirkwood

Phone 309-383-2321

Email suellenkirk@yahoo.com

STAFF

Pastor Rev. Denise Clark-Jones

Direct Line309-439-9737

Phone 309-673-8501 Opt. 5 / Ext. 6

Email pastor@westminsterpeoria.org

Hours Monday-Thursday 9 to 2 PM

Financial Secretary..... Denise Wirth

Direct Line309-439-9740

Phone 309-673-8501 Opt. 5 / Ext. 4

Hours Tuesday-Thursday 9 to 2 PM

Email financesecy@westminsterpeoria.org

Buildings Mgr./CustodianSteven Sager

Direct Line.....309-224-6237

Phone 309-673-8501 Opt. 5 / Ext. 2

Hours Mon., Wed.-Fri. 8 to 3 PM

Email buildings@westminsterpeoria.org

Office Assistant..... Nicole King

Phone..... 309-673-8501 Opt. 5 / Ext. 1

Emailoffice@westminsterpeoria.org

Hours Mon., Wed., Fri. 9:30 to 2:30 PM

Admin/Communications Mary Lee Caudle

Phone 309-673-8501 Opt. 5 / Ext. 3

HoursMonday-Friday 8:30 to 2:30 PM

Email admin@westminsterpeoria.org

Organist/Choirmaster Thomas Clark-Jones

Phone 309-673-8501 Opt. 5 / Ext. 5

Hours Monday-Friday 11 to 1 PM

Email music@westminsterpeoria.org

FEBRUARY SERVANT SCHEDULE

DATE	LITURGIST	SOUND	GREETING	USHERS
2 Sunday / 10am <i>Communion Sunday</i>	Peggy Bragg	Art Schlesinger	Dick Helfrich	Gary Dutro, HU Alice Nash, John Jackson Bonnie Jackson
9 Sunday / 10am	Bonnie Jackson	Paula Winkler	Dick Helfrich	Gary Dutro, HU Marge Willadsen, Alan Kupper Linda Kupper
9 Sunday / 4pm JAZZ VESPERS	Rev. Denise Clark-Jones	Tom Clark-Jones	Brooks McDaniel	Suellen Kirkwood, HU Linda McDaniel
16 Sunday / 10am	Laura Van Riper	John Jackson	Dick Helfrich	Gary Dutro, HU Diane Case, Jeff Case Laura Van Riper
23 Sunday / 10am <i>Transfiguration of the Lord</i>	Carole Willadsen	John Grimes	Dick Helfrich	Gary Leonard, HU Jan Leonard, Dan Callahan Jerrie Ruck
26 Wednesday / 7pm <i>Ash Wednesday</i>	Alan Willadsen	Paula Winkler	Dick Helfrich	John Jackson, HU Bonnie Jackson, Suellen Kirkwood,

COMMUNION SERVERS FOR FEBRUARY

DATE	PREPARING THE ELEMENTS	BREAD	WINE	TRAVELER
*Sunday, February 2 <i>Communion Sunday</i>	Jeff & Diane Case	Diane Case Dick Helfrich	Jeff Case Pastor Denise	Gary Leonard
Sunday, February 23 <i>Transfiguration of the Lord</i>	Jeff & Diane Case	Gary Leonard Diane Case	Jan Leonard Pastor Denise	Jeff Case
Sunday, February 26 <i>Ash Wednesday</i>	Suellen Kirkwood	Bonnie Jackson Only one	Pastor Denise Only one	John Jackson

MARCH SERVANT SCHEDULE

DATE	LITURGIST	SOUND	GREETING	USHERS
1 Sunday / 10am <i>Communion Sunday</i>	Jim Burnham	Paula Winkler	Dick Helfrich	Kim Mitchell, HU Alice Nash, John Jackson Bonnie Jackson
8 Sunday / 10am	Jan Leonard	Don Bell	Dick Helfrich	Gary Dutro, HU Alan Kupper, Linda Kupper Marge Willadsen
8 Sunday / 4pm JAZZ VESPERS	Rev. Denise Clark-Jones	Tom Clark-Jones	Brooks McDaniel	Suellen Kirkwood, HU Linda McDaniel
15 Sunday / 10am	John Jackson	Art Schlesinger	Dick Helfrich	Gary Dutro, HU Diane Case, Jeff Case Laura Van Riper
22 Sunday / 10am	Larry Hicks	John Grimes	Dick Helfrich	Gary Leonard, HU Jan Leonard, Dan Callahan Jerrie Ruck
29 Sunday / 10am	Kate Kortemeier	John Grimes	Dick Helfrich	Brian Hakes, HU Marion Borders, Carol Borders Gary Leonard

COMMUNION SERVERS FOR MARCH

DATE	PREPARING THE ELEMENTS	BREAD	WINE	TRAVELER
Sunday, February 1 <i>Communion Sunday</i>	Jeff & Diane Case	Kim Mitchell Diane Case	Larry Hicks Pastor Denise	Jeff Case

APRIL SERVANT SCHEDULE

DATE	LITURGIST	SOUND	GREETING	USHERS
5 Sunday / 10am <i>Communion Sunday</i>	Jim Burnham	Paula Winkler	Dick Helfrich	Kim Mitchell, HU Alice Nash, John Jackson Bonnie Jackson
9 Thursday / 7pm Maundy Thursday	Jan Leonard	Don Bell	Dick Helfrich	Gary Dutro, HU Alan Kupper, Linda Kupper Marge Willadsen
12 Sunday / 10am EASTER	Rev. Denise Clark-Jones	Tom Clark-Jones	Brooks McDaniel	Suellen Kirkwood, HU Linda McDaniel
12 Sunday Jazz Vespers	NO JAZZ VESPERS		NO JAZZ VESPERS	NO JAZZ VESPERS
22 Sunday / 10am	Larry Hicks	John Grimes	Dick Helfrich	Gary Leonard, HU Jan Leonard, Dan Callahan Jerrie Ruck
29 Sunday / 10am	Kate Kortemeier	John Grimes	Dick Helfrich	Brian Hakes, HU Marion Borders, Carol Borders Gary Leonard

COMMUNION SERVERS FOR APRIL

DATE	PREPARING THE ELEMENTS	BREAD	WINE	TRAVELER
Sunday, April 5 <i>Palm Sunday</i>	Jeff & Diane Case	Diane Case Suellen Kirkwood	Jeff Case Pastor Denise	Dick Helfrich
Thursday, April 9 <i>Maundy Thursday</i>	Suellen Kirkwood	Suellen Kirkwood	Pastor Denise	Dick Helfrich
Sunday, April 12 <i>Easter</i>	Jeff & Diane Case	Joyce Hakes Jeff Case	Diane Case Pastor Denise	Brian Hakes
Sunday, April 19	Suellen Kirkwood	Mary Dill Suellen Kirkwood	Brian Hakes Pastor Denise	Dick Helfrich
Sunday, April 26	Suellen Kirkwood	Alice Nash Alan Willadsen	Suellen Kirkwood Pastor Denise	Gary Leonard

DUTIES OF USHERS IN CASE OF EMERGENCY

Revised on 4/7/2019

1. Ushers are responsible for the welfare of the congregation during each church service or event.
2. Ushers should appoint a head usher of each team. He/she is the person in charge of operating the two-way radio, the weather radio, contacting the fire station or the police.
3. Ushers should help with illnesses/accidents according to the CPR/Accident Training that was given to us. We will review those materials twice a year. Those certified in CPR/Accidents and members who are nurses/doctors are posted on the inside of the door of the ushers' closet.
4. Ushers should sit to the rear each service to be near to the door. During the service the foyer and stairs should be patrolled for anyone we might not be aware of. If there is a nursery worker, they should also be checked on. See if they need anything and everything is okay.
5. Always be aware of any entrant. Inquire politely of anyone you don't know. If they are new, information should be received, and a gift bag give to the entrant (Gift bags are on the table).
6. While patrolling outside the building, the two-way radio may be used to monitor conditions. It is stored in the break room just off the main church office.
7. In times of threatening weather, the weather radio should be used to monitor conditions. It is stored in the break room just off the main church office.
8. In case of a tornado, members of the congregation should be promptly directed to the lower basement hallway away from any windows.
9. In case of a fire, all members should be directed out of the building and across the road to the Parish House, away from the building. Depending upon location of fire, use any of the four exits to direct members out as quickly as possible.
Exits are located:
 - in the front of the Sanctuary to the left of the piano
 - the two exits in the rear of the Sanctuary: Narthex, Coat Room or Main Entrance
 - the exit down the Chancel staircase behind the cross.
10. After danger has passed, all members should be directed to the Fellowship Hall where they should be accounted for, especially those who may be disabled.
11. Know where the AED and the First Aid Kits are kept.
 - Main floor by the elevator and restrooms
 - Breakroom , off the main church office

GUIDELINE FOR LECTORS

RESPONSIBILITIES

- Introduce the Confession and lead the congregation in it
- Prayer of Illumination
- Introduce the Time of Silence
- Read Old Testament and Epistle text

PREPARATION

- Prior to Sunday morning it is helpful if the lector studies and practices before reading at the service. Follow the tips on the next page, to prepare effectively.

VERIFY

- You will receive your assignment by email from Pastor Denise by Thursday. You may also look up the Sunday readings ahead of time at Westminsterpeoria.org/worship/bible-study/
- If you haven't received by Thursday, please call the church office.

UNDERSTAND

- Understand the context. It is helpful to study your passage in a New Revised Standard Version (NRSV) of the Bible.
- Read the introduction to the book of your passage.
- Read the passages before and after your assigned passage.
- Read the footnotes and comments at the bottom on the page.
- Understand the genre. We do not read novels the same way we read newspapers. Similarly, you should not read Genesis the same way you read Paul's Letter to the Romans. Ask yourself, "What genre is this, and how should I read it?"

For Example:

- Narrative (Genesis, Exodus)
 - Poetry (Psalms, Song of Solomon)
 - Wisdom sayings (Proverbs)
 - Prophecy (Isaiah, Jeremiah, Amos)
 - Letters (Romans, Hebrews)
- Understand the people involved. When was your passage written, why, to whom, by whom? Who are the people involved, and what is their stake in what is being said? Are the speakers angry, hopeful, mournful, instructive?

PRACTICE

- Pronunciation. Biblical words can be difficult. Look up pronunciations in a Biblical dictionary.
- **REMEMBER:** Confidence is often more important than perfection when it comes to pronouncing difficult Biblical names.
- Practice aloud. Read the passage aloud to yourself to hear what God is saying. Remember, the way you listen to and interpret the words you are saying directly affects how the person in the pew will understand it.

AT THE LECTERN

- Pastor will have the scriptures typed out. Just read from the outline. You do not need to bring a Bible to the pulpit.
- Introduce the reading in the manner that Pastor Denise has it written.
- Tips for Good Delivery.
 - Adjust the microphone by your mouth *before* reading, project your voice well and use full range.
 - Breathe deeply and keep your feet flat.
 - Convey emotion appropriate to the genre and text.
 - Don't rush through the reading. If you feel you're going too slowly, you're probably just right.
 - Remember the rules of punctuation. Commas require the briefest pause, semicolons a longer pause; periods a full stop. This is especially helpful when reading Paul's letters.
 - Think of the people in the back pew who don't hear well and keep the sound going evenly back to them.
 - Pause at the end before leaving the lectern. Don't rush off.

**Westminster
Presbyterian Church**

1420 W. Moss Ave.
Peoria, Illinois 61606

Sunday Schedule

Sunday Mornings
10:00 a.m.

Second Sunday Jazz Vespers
4:00 p.m.

Rev. Denise Clark-Jones

Office Hours

Monday - Friday
8:30 a.m. - 2:30 p.m.

Contact Information

Ph: (309) 673-8501

Fax: (309) 673-2840

wpc@westminsterpeoria.org

office@westminsterpeoria.org

Open Hands, and Open Heart . . . Serving at Westminster . . . Serving God with Open Mind,

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