

## GREETERS

- Be at the church no later than 30 minutes prior to the worship service
- Stand near the front doors to welcome those that enter
- Be available to answer questions (location of restrooms, coat racks, fellowship hall)
- Provide assistance, as necessary, especially in the winter months

## USHERS

- Be at the church no later than 30 minutes prior to the worship service
- Pass out bulletins
- Direct people to seats (especially as the sanctuary fills up)
- Collect offering; bring offer to the front of the church
- Direct congregation for communion
  - When two stations, start at the front of the outside sections; direct to the back of the church to go up the center aisle. Continue to the back of the middle sections and direct to go up the center aisle.
    - If at the rail, ushers will stand at the front (center aisle) to direct to the outer end of the rail. May need to “hold” until previous group as finished.
- Count the number of worshippers

## COMMUNION SERVERS

- WAFERS
  - The majority of the wafers on the plate will be regular. The wafers in the small plastic cup are gluten free. Try to use a different hand when serving the GF wafers
    - “The body of Christ given for you” is said when handing the wafer to the recipient
    - For those that do not receive communion, you can do a blessing;
      - “You are a child of God and Jesus loves you”
      - “Remember that you are God’s beloved child”
- WINE
  - The inner ring is white grape juice
  - The outer rings are red wine
    - “The blood of Christ given for you”
- CUP COLLECTOR
  - For at the rail, follow the wine distributor and hold out the basket for the recipient to place their empty cup
  - For continuous, stand next to the wine distributor for the recipient to place their empty cup
- TRAY ASSISTANT
  - This role is to exchange a full wine tray for an empty (or nearly empty) tray for the wine server. You may also need to refill wine/grape juice in the Sacristy.
  - Check with the ushers to see how many worshippers. This will aid in determining if enough wine/juice has been prepared.

\*\* For Communion set up and clean up, there are detailed instructions in the Blue Binder in the Sacristy\*\*

#### COMMUNION SET UP

- Fill wine trays
- Fill wafer trays
- Document the number of cups of wine and juice that are set up
- Put wine in the chalice
- Set communion on the altar
- Put out cup collection baskets
- If a baptism: fill the glass pitcher with VERY warm water. Place the pitcher on the baptismal font

#### COMMUNION CLEAN UP

- Document the number of cups of wine and juice that are remaining
- Put away unused supplies
- Wash all containers
- Replace candle oil as needed
- Change paraments as needed
- Take home towels to wash and return to the sacristy

#### READER

- The office manager will email a copy of the readings to you. This allows you to practice. A copy of the reading will also be placed in a basket in the office workroom. The microphone is the white puck-shaped item on the lectern. The soundboard operator will make sure it is on.

#### FELLOWSHIP

- TREAT PROVIDERS
  - Treats (cookies, bars, etc.) are served following the Sunday service. Typically, 3 dozen are requested from each person/family. The treats should be brought to the church kitchen no later than 15 minutes prior to worship service.
- FELLOWSHIP SERVERS
  - Prepares coffee prior to service (instructions are in the kitchen)
  - Sets out treats and beverages
  - Clean up the kitchen
    - Wash dishes
    - Wipe off tables/chairs in the fellowship hall
    - Empty trash containers
    - Clean up the kitchen