

DOWNTOWN SITE WORSHIP VOLUNTEER SCHEDULE

VOLUNTEER INSTRUCTIONS

Thank you for your commitment and service to First English at the Downtown site. If you cannot serve at your scheduled time(s), please find an alternate and notify the church office (733-2303) as soon as possible.

Thank you for returning your Time & Talent form!



Welcome Host(s) - Lead and coordinate activities to welcome guests & provide information and support to guests before and after Worship services at FELC.

- Arrive 20 minutes before service begins and remain 20 minutes after the service.
- Provide guidance to greeters.
- Collect information/comment cards from the service and route to church office.
- Solicit members to actively look out for and engage with guests.
- Attend to the "Welcome Table"
 - Answer guest and member questions and provide FELC information.
 - Solicit guest(s) name and interests.
 - Connect with Pastors and other staff or members as appropriate. Arrange building tours as needed.

Greeters - Help visitors and members feel welcome and comfortable during their time of worship.

- Arrive 10-15 minutes prior to the service.
- Greeters will be placed at church entrances (not sanctuary). Locations are specified on your enclosed schedule.
- Greeter name tags are available at the Welcome Table. Return nametags to table.
 - Goal of a greeter will be to welcome worshipers by making eye contact and saying, "Good Morning."
- Help direct visitors & guests to Welcome Host and Welcome Table.
- Bulletins being handed out by ushers and greeters, as needed.

Readers - Share the readings for the day during the service.

- Reading will be sent to you a few days before your scheduled time.
- Please review and practice beforehand.
- Speak clearly, slightly slower and louder than normal.
- Possible website for assistance: <http://netministries.org/bbasics/bbwords.htm>

Communion Set Up - Assist the pastor(s) by setting up communion prior to the start of each service. Instructions for each worship time are located in sacristy or by contacting Jean Monson in the church office. As of Sept. 1, there is a new code for the keyless entry. If you need access to the building, please contact the church office for the new code.

Communion Servers - Assist the pastor(s) with communion distribution

- Before the service begins: put on one of the cross necklaces located in the robe area. Servers are no longer expected to robe.
 - At the conclusion of the Lord's Prayer, go forward to the altar via the center aisle. You will be served communion first.
 - Most often you will serve the wine. Say, "The blood of Christ shed for you" as each person dips the wafer into the cup or a communion cup is offered. If it looks like the person would have difficulty picking up a cup, feel free to take it out of the tray and hand it to them.
 - If serving bread, say, "The body of Christ given for you."
 - After all have communed, return the element to the credence table. Return to your seat via the center aisle.
 - After the service, return the cross to the Robe Area.

Coffee Hour Hosts - Provide fellowship and refreshments for Sunday morning worshipers. Homemade desserts are now replacing donut holes.

- Set the table with a tablecloth, centerpiece (you may choose to bring your own if you wish), coffee, coffee cups, juice, juice cups, napkins, sugar packs, creamer, stir sticks, tea bags and a server with hot water, cookies, donated desserts and an offering plate. Hint: You may wish to pace the serving of the desserts so you have enough for the morning. Serve half the treats prior to 9:15 worship and then half after 9:15.
- Coffee making instructions are posted on the coffee maker. You will need about 100 cups of coffee ready before 9:00 when the first service is over. Brew the coffee and fill the servers needed. Make 75% regular & 25% de-caf. The second rush of people will come about 10:15 when the second service is over. You should have about 50 cups of coffee ready at that time. Some servers prefer to serve regular coffee at one table and then de-caf at the other. Set up tables as you wish.
- Juice is in the refrigerator in the coffee kitchen, plan on serving 2 gallons a week.
- You can start to clean up at about 10:40. Wash the glass coffee pots and servers. **It is always appreciated if you can help by taking home the used tablecloths, towels and washcloths and washing them. Return them to the church at your earliest convenience.**

Please call Jean Monson at 733-2303 with any worship volunteer questions or concerns, or e-mail jmonson@felc.com. Thank you for returning your Time & Talent Form. It is greatly appreciated! If someone you know is currently not on this schedule but would like to be included, please have them complete and return a Time and Talent form found in the Gathering Area or on the church website. (www.felc.com).

Confirmation students and adults should arrange for their own substitutes or schedule changes.