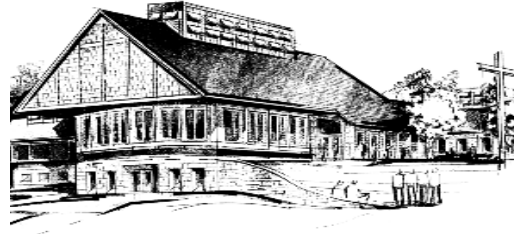


## Thank you for being a Sunday Worship

### Volunteer!

Thank you for your commitment and service to First English at the North Site. **All volunteers should check in with the weekly worship assistant.** If you cannot serve at your scheduled time(s), please find an alternate and then notify the church office (733-2303) as soon as possible.



## WORSHIP VOLUNTEER INSTRUCTIONS

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

- Arrive 15-20 minutes before service begins and please stay 20 minutes after the service. Wear name tag.
- **Check in with Worship Assistant.**
- Stand to the right of the pastor after service in receiving line. Assist pastors with guests/visitors.
- Provide guidance to greeters.
- Collect information/comment cards from the service.
  - Route to church office via the offering.
- 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. Ask them to complete the green visitor cards at table or connection card within the bulletin.
  - Connect with Pastors and other staff or members as appropriate. Arrange building tours as needed.
- Upon e-mail from office. Contact those guests/visitors you met that past Sunday. Use script provided.
- Report back conversation to [jmonson@felc.com](mailto:jmonson@felc.com)

**Greeters/Usher** - Help visitors and members feel welcome and comfortable during their time of worship. *Invite all to wear name tags.* Provide assistance to pastor(s) for offering.

- Arrive 10-15 minutes prior to the service.
- **Check in with Worship Assistant.**
- Greeter name tags are available at the Welcome Table. Please return name tags to table after the service.
- The greeters stand at the entrance to the sanctuary and hand out bulletins.

At the time of offering:

- Retrieve the offering baskets from the sound booth and bring to the front to begin collecting the offering.
- Once the offering is collected:
  - 8:30: Bring basket to the front during the offertory song. Give to either the Worship Assistant or Acolyte.
  - 10:30: Bring baskets to the front once the offering is completed. Give to either the Worship Assistant or Acolyte.

**After communion alert pastor or worship assistant to any worshiper who is unable to come up for communion due to physical limitations. Pastor will bring bread and wine to them.**

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

- Reading will be sent to you a few days before your scheduled Sunday.
- Arrive 10-15 minutes prior to the service.
- **Check in with Worship Assistant.**
- Speak clearly, slightly slower and louder than normal.
- Pause for a count of 3 after each reading.
- Possible website for assistance: <http://netministries.org/bbasics/bbwords.htm>

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

- Arrive 10-15 minutes prior to the service.
- **Check in with Worship Assistant.**
- Following the Words of Institution, proceed to the altar. You will be asked to serve the wine/juice, with which you will say, "The blood of Christ shed for you" as each person dips the bread into the cup.
- After Communion is finished, place the cup or plates on the altar and return to your seat.
- **Due to special dietary needs or allergies, some members do provide their own bread/wafer.**

**Communion Set Up** - Assist the pastor(s) by setting up communion prior to the start of each service and cleaning up after worship.

- **Arrive 20-30 minutes prior to the service. Elements should be on altar 15 minutes before worship.**
- Check in with Worship Assistant.
- Second service volunteers assist by resetting and cleaning up after the 10:30 worship.

**Coffee Hour Hosts** - Provide fellowship and refreshments for Sunday morning worshipers.

- Pick up bagels, early Sunday morning at Festival Foods on Northland Ave. There is a standing order for First English. Pick up authorization slip at customer service desk. Pick up bagels at the bakery counter. Take slip through checkout. If co-hosting with another household; make contact to finalize who is doing pick up. Cream cheese will be at church.

*At church:*

- **Arrive at church 30 minutes before the end of 8:30 AM service./9:00 summer**
- Detailed coffee instructions are posted on wall above coffee pot. Brew enough to fill four carafes of regular coffee and two of decaf.
- Cups, napkins, sugars, creamers and stir sticks are in cabinets to the right of the coffee maker.
- Apple juice is in refrigerator. Serve in a pitcher.
- Begin putting food out at 9:20 a.m. /8:50 summer

**Worship Assistants** - Provide an on-going personal presence at the North Site.

**Arrival time: 8:00 AM/8:30-summer**

- Assist volunteers in their work and find coverage if volunteers aren't present.
- Greet congregation at the beginning of worship. Welcome visitors. Remind them to complete the green visitor cards that are available in the gathering area.
- Lead opening dialog.
- Make necessary announcements.

**Acolytes** - Confirmation students will serve as an acolyte at the 8:30 or 10:30 worship services and provide assistance to the pastor and worship assistant. **Arrival time: 8:15 AM or 10:15 AM / 8:45-summer**

**Thank you for returning your time and talent form!**

As you receive your quarterly volunteer schedule, please put those dates on your calendar. If you are unable to serve, please make your own arrangements for a substitute and let the church office (733-2303 or [felc@felc.com](mailto:felc@felc.com)) know of the changes as soon as possible. **Confirmation students and adults should arrange for their own substitutes or schedule changes.**

**Sunday, May 30 – Sunday, Sept. 5**  
**The North Site moves to one 9 a.m. worship**