



Thank you for being a Sunday Worship Participant!

Thank you for your commitment and service to First English at the North Site. **All volunteers should check in with the weekly worship assistant.** As you receive your quarterly 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) know of the changes as soon as possible.

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. Feel free to have the worship acolyte assist in welcoming guests/visitors.
- **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

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.

At the time of 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.

- **Friendship Pads: At the end of worship service, with assistance from acolyte remove the top sheet of each friendship pad. Staple together. Place date and worship top on top sheet. Place with the offering from your worship service.**

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 worshippers.

- Beginning Sept. 11: Pick up bagels, early Sunday morning at **JERSEY BAGELS on North Oneida St.** There is a standing order for First English. Pick up bagels anytime after 8 a.m. They will already be quartered. Cream cheese will be at church.
- If co-hosting with another household; make contact to finalize who is doing pick up.

At church:

- **Arrive at church 30 minutes before the end of 8:30 AM service**
- 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.

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

Arrival time: 8 a.m. or 10 a.m. (if assisting at second service only)

- Assist volunteers in their work and find coverage if volunteers aren't present.
- Check in with Acolytes. If a baptism, inform the student of the worship needs for the service.
- 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 acolytes at the 8:30 a.m. or 10:30 a.m. worship services and provide assistance to the Pastor, Worship Assistant and possibly Welcome Host. **Arrive by 8 a.m. or 10 a.m.- check in with Worship Assistant.**

- Light candles during the first song.
- Extinguish them during the last song.
- Check with Worship Assistant to see if there is a baptism; if yes fill the baptismal font with warm water.
- Empty baptismal font at the end of worship.
- Light Pascal candle on Sunday's where there is a baptism and from Easter to Pentecost. Do before start of worship service. The Pastor and Worship Assist will help you and remind you.
- At the end of worship, **assist the greeters with removing top sheets of friendship pads used for that worship service.**