

SVLC Worship Crew Duties

Starting December 2008

Greeters

Arrive at least 15 minutes before the start of service. Stand just outside the main entry doors of the church (or just inside, if it is very cold) and enthusiastically greet those on their way in from the parking lot. Hold the doors open for them and make friendly comments about their attire, how cute their kids are, etc., but refrain from getting into extended conversations that would cause you to ignore others as they enter. Remain until 5 minutes after the service has begun.

Ushers

Before service:

15 minutes before service starts, prop open the doors between the narthex and the sanctuary. One usher lights the candles on the altar (before service begins), or delegates this task to another attendee (children and youth often enjoy the job). Note that this may include the Christ Candle and/or Advent candles.

Then, stand at the doors and hand bulletins to those entering. Help anyone who has questions (e. g., "Where's the nursery?") or needs special assistance (e. g., those in wheelchairs who may need to be directed to an open spot). You may offer "quiet bags" to those with small children. And smile!

During service:

- Close doors to sanctuary midway during the first hymn/song. Stand just inside of doors throughout service and open them for anyone coming or going, making sure the doors don't slam.
- During offering, move down the aisles and pass the plates down each row (don't forget the corner sections and choir). At 8:30am service, bring plates forward to Pastor just after offering is collected; at 10:30am service, don't bring plates forward but give directly to counters in office.
- During communion, remain at the back of the sanctuary but keep an eye on the traffic flow and notify the communion servers of anyone who may need communion brought to them (e. g., those with mobility difficulties).
- On occasional Sundays, you may also be asked to help pass out children's bulletins or literature about the church (Pastor Bill or Ron will notify you before service begins).
- At some point, count the number of people in attendance (please do so as inconspicuously as possible) and record the number in the notebook in the back cabinet. Be sure to make the count before children leave for Kids Club, and to also count the number of children in the nursery and volunteers such as sound techs and ushers.

After service:

Prop doors to sanctuary open towards end of last hymn/song. After congregation is dismissed, extinguish candles on the altar.

Communion Servers

As Pastor is making the invitation to come forward for communion, move to the altar area. Use hand sanitizer to clean your hands. Decide who will take the bread, who will take the wine, and who will be at each station (one pair in front of the right side of the congregation, one in front of the left). As congregation members take the bread, say, "This is the body of Christ, broken for you" (or words to that effect); as they take the wine, say, "This is the blood of Christ, shed for you." If an individual comes forward with hands folded, offer them a blessing instead of the bread and wine, something like, "May the Lord's blessing be upon you today and every day." After the bulk of the congregation has finished coming forward, the ushers may alert you to anyone who needs the bread and wine brought to them (e. g., those with mobility difficulties). At close of communion the servers serve communion to one another and to the ushers, then place the unused bread and wine back on the altar and return to their seats.

Refreshments

Starting in December 2008, there will be a new system for refreshments sign-up; this will no longer be considered a "Worship Crew" position. Look for the sign-up sheet on the hallway bulletin board or contact Chris Richardson for more information.