

SVLC Worship Crew Duties:

GREETERS

Updated November 2009

Note: Items which are new since the previous update are in **bold**.

- Arrive at least 15 minutes before the start of service.
- Stand just outside the main entry doors of the church (or 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, but refrain from getting into extended conversations that would cause you to ignore others as they enter.
- Remain at the front doors until 5 minutes after the service has begun.
- **You may bring any first-time attenders to the attention of Pastor Bill or another ministry leader.**
- **During the offering time, assist the ushers in passing the plates. (There should be at least one person in the center aisle, and one in each of the two side aisles.)**
- **After the service, make a point of greeting at least one first-time attender again before you leave.**

SVLC Worship Crew Duties:

USHERS

Updated November 2009

Note: Items which are new since the previous update are in **bold**.

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 (pastor will advise).
- 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:

- **A copy of each week's "Service Details" sheet with information about service flow will be placed on the usher cabinet in the back of the sanctuary for your reference.**
- **Close doors to sanctuary midway during the first hymn at the 8:45 service; at the 10:30 service, close the doors midway during the final song of the opening set.**
- Stand just inside of doors throughout service and open them for anyone coming or going, making sure the doors don't slam!
- At some point, count the number of people in attendance (do so as inconspicuously as possible) and record the number in the notebook in the usher 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 yourself!).
- During communion, prop doors to sanctuary open while people come and go taking their children to Kids Club. 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). Quietly close sanctuary doors again at the end of communion time.
- On occasional Sundays, you may also be asked to help pass out children's bulletins or literature about the church (the pastor or another service leader will notify you before service begins).
- During offering (usually the final song or hymn), move down the aisles and pass the plates down each row (don't forget the corner sections and choir, if applicable). **The greeters will be available to assist you; there should be at least one person in the center aisle, and one in each of the two side aisles.** After collecting the plates, give directly to counters in office.

After service:

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

SVLC Worship Crew Duties: **COMMUNION SERVERS**

Updated November 2009

Note: Items which are new since the previous update are in **bold**.

- **Come forward to the altar area as the pastor is explaining the communion process to the congregation (immediately following the Lord's Prayer—don't wait until the pastor is finished!).**
- Use hand sanitizer.
- 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 pair 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 adult or child comes forward with hands folded, speak a blessing over them (something like, "May the Lord bless you this day") instead of offering them the bread and wine.
- **If you run out of bread or wine (or if the wine chalice becomes overly full of crumbs), return to the altar area for more bread and/or a new chalice.**
- After the bulk of the congregation has finished coming forward, 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 return to the altar area, serve communion to one another and to the ushers, and then place the unused bread and wine back on the communion table and return to their seats.
- **One communion assistant each week may also be asked to help lead the Prayers of the Church immediately preceding the communion time.**