

## HOSPITALITY

Before 1<sup>st</sup> service or at least 20 minutes before the end of the service:

Follow BUNN instructions carefully to make coffee. Make 3 pots of regular coffee and put in the black coffee carafes located in the cupboard below the coffee maker.

Make 2 pots of decaf coffee and put in the green carafes.

*Use your judgment as to how much coffee to make.*

Make one pitcher of lemonade.

After communion during the first service:

Exit from worship to kitchen.

Set cookies/treats out on trays. (Cookies are in the cupboard to right of the refrigerator)

Set out offering tin, cream & sugar, and napkins.

Set out ceramic coffee mugs and plastic juice cups.

Pour 6-8 cups each of kind of coffee and a few glasses lemonade.

When worshippers leave sanctuary:

Open serving window to the Narthex.  
Replenish coffee, lemonade, treats as needed.

When 2<sup>nd</sup> service begins:

Put away the cookies in zip lock bags and put back in cupboard.

Leave one coffee carafe and some lemonade.

Load dishwasher with dirty cups, mugs, pitchers, and other dirty dishes. Cups with lipstick will need to be pre-washed by hand.

Put detergent in the "Main Wash" compartment up to the first line.

Shut the door securely.

Hit "Delay Wash" key (far left) once, light above "2hr" should be lit.

## BRIEF INSTRUCTIONS FOR HELPING AT A WORSHIP SERVICE.

### COMMUNION ASSISTANTS

1. The communion assistants will be invited forward after the Lord's Prayer.
2. Communion assistants will sanitize their hands. Feel free start the use of the hand sanitizer with the other communion assistants.
3. You will be given either the plate with the bread or the chalices with the wine and juice
4. Take your station as directed by the pastor
5. If distributing the bread give to those with an extended hand. If possible say their name, look at them and say, "The body of Christ given for you". Bless those who come up and don't commune (their arms will be crossed in front of them), make the sign of the cross on their forehead and say, "Remember God loves you," or something similar.
6. If offering the cup look at the person and say, "The blood of Christ shed for you."
7. Commune those who were not able to come up for communion including the music leaders and Powerpoint Tech.
8. After everyone has communed then the pastors and communion assistants will commune.
9. Take your communion ware back to the credence table.
10. Go back to your seat.

## GREETERS

1. Arrive 20-30 minutes before the start of the service.
2. Wear your nametag, which is in your Drop File. Or, you can make one at the Welcome Center (oak counter on wheels).
3. As people arrive greet them with a warm smile, a handshake (if you want) and a word of welcome.
4. Encourage everyone to wear a nametag. If someone is a guest, one of the greeters should walk with them to the Welcome Center and have them make a nametag and show them the materials that are available to them.

## POWERPOINT TECH

1. Arrive 15-20 minutes before the start of the service.
2. Locate the script. It will be either in the church office or in the projection room.
3. A couple of minutes prior to the beginning of the service, switch the PPT from announcements to the service. If you don't know how to do this just ask a member of the staff to help you.
4. If there are special instructions one of the pastors or another member of the staff will go over them with you.
5. After the first service switch back to the announcement PPT. After the second service shut the system down.

*More detailed instructions are posted in the sound room.*

## USHERS

There are TWO ushering stations – please make sure both areas are covered:  
**one at the main doors**  
and the other is at the **doors to the overflow area (if not walled off)**

***Please encourage people to sit in empty chairs in other parts of the sanctuary before setting up chairs in the back of the sanctuary.***

*Prior to the service:*

Make sure Watersource Books are out and placed on the first seat of each row closest to the aisle  
Hand out bulletins

*During the service:*

The offering is taken during the Hymn of the Day (after the sermon).

Offering globes start at the front rows on the aisle side and are sent down every other row

After the globes have been passed put all the contents into one globe

One usher brings one globe forward to the worship helper

**Count** the number of people (include nursery, worship leaders, choirs, musicians, sound tech, Powerpoint tech – in other words, everyone) and write the number on one of the sheets of the Watersource sheets

For **communion** usher people up row by row (if there are three communion stations – two in the front of the sanctuary and one in the back for the worship overflow area)

*After the service*

After the service stand by the two stations (main doors and the overflow area) to take the bulletins. Encourage people to take the Water Life home.

Pick up any trash in the sanctuary.

Gather up the Welcome to Worship books and put back on the first chair of each row.

Sort worship materials as needed.