

Worship Team Roles

Revised June 2008



"Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received." ~ 1 Peter 4:10

Greeters

- Lead people to worship by being prepared to worship – greet each person with the love that Christ would extend.
- **Arrive at worship 20 minutes prior to the beginning of service** so that you can prepare a name tag for yourself and be ready to greet and assist worshippers as they arrive.
- Station yourself at the double door entrance of our worship area.
- Encourage the use of name tags. Name tags and pens are on the stand as they enter.
- Remind parents of small children there are activity bags available for use during services. These are hanging on the wall, left side, as they enter.
- If you feel that someone is a newcomer, in addition to welcoming them, direct them in the facility, pointing out there is a staffed nursery, where coats may be hung, and point out helpful material on the "Welcome" tables.
- Stay at the front door until the first song is finished in order to greet late comers.
- Serve as mentors of others who desire to serve as greeters, giving them opportunity to serve.
- Assist in cleaning up after service (bulletins, Bibles, chairs and Communion).

Ushers

- Lead people to worship by being prepared to worship – greet each person with the love that Christ would extend.
- **Arrive at worship 20 minutes prior to the beginning of service** so that you can prepare a name tag for yourself, locate worship bulletins/visitor notebook and other materials that may need to be distributed, and be ready to greet and assist worshippers as they arrive.
- Station yourself at the entrance area at the back of the worship area.
- Encourage the use of name tags. Name tags and pens are on the stand as they enter.
- Encourage worshippers to move towards the center of the row if additional seating is required.
- Set up chairs as needed to accommodate additional worshippers. Note: please allow enough space behind the last row for worshippers to pass behind when returning from communion.
- Once the service has begun, please complete an "Attendance Count Sheet." These are located at the back of the worship area on the gray counter, and include instructions on taking attendance.
- Familiarize yourself with the bulletin so you are prepared to assist as needed (collect offering, hand out items, lead to communion, etc.) at the appropriate time. Collection plates are located at the back of the worship area on the gray counter or in the office. Begin collecting the offering with the first row and work your way to the back.

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- Collect both plates of offering. Consolidate the offering and place in a manila envelope along with the completed "Attendance Count Sheet." Envelopes can be found in the office. Place the envelope in the safe.
- Once the Pastor has prepared Communion, station yourself at the front center aisle.
- Communion servers will comprise the first group to commune. Once the Pastor, Worship Leader and Communion servers are in place, motion the first row to come forward to receive Communion.
- Continue to invite worshippers forward until everyone has had the opportunity to commune. Inform the Pastor of any worshippers who are unable to come forward but are wishing Communion.
- After the sending and worshippers have exited, collect bulletins to recycle for the second service. Straighten pages and make sure all contents have been included. After the second service, please place the remaining bulletins in the recycling bins in the office.
- Collect blue visitor cards from notebooks (please do not tear them out, but open the binder and remove). Put completed cards into Julie Douglas' mailbox in the church office.
- After service take a few minutes to straighten the worship area, pick up debris, collect Bibles and replace them on chairs and straighten chairs.
- In case of emergency, a first aid kit is available in the church office. Place call to 911 if emergency assistance is required.
- Serve as mentors of other who desire to serve as ushers, giving them opportunity to serve.

Communion Servers

- Lead people to worship by being prepared to worship – greet each person with the love that Christ would extend.
- During the service, once the Pastor has prepared Communion and stated "all is prepared," quietly approach the altar.
- Communion servers will comprise the first group to commune.
- The order in which each Communion server will be stationed is as follows:
 - ✝ Bread
 - ✝ Tray of wine/juice
 - ✝ Chalice of wine
 - ✝ Basket for discarded cups.
- The distributor of bread should tear off a bite-size piece of bread and place it in the communicant's hand, make eye contact and say "The body of Christ, given for you." Do not be afraid to smile at each communicant as this is the celebration of the Lord's Supper!

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- Little children who come forward should receive a blessing. The distributor of the bread should say a blessing ("The Lord bless and keep you," "Jesus loves you," etc.) If a child is frightened or pulls away don't force the issue.
- The distributors of wine should offer the wine, make eye contact and say "The blood of Christ, shed for you." Again, do not be afraid to smile at each communicant as this is the celebration of the Lord's Supper!
- For the distributors of the wine in the chalice, carefully use the napkin to wipe the surface of the chalice from where the communicant drank and slightly rotate the chalice to offer a clean surface to the next communicant. **Important:** watch the tray of wine next to you and when you see that they are running low on wine/juice, help the server by replacing their tray with a fresh one from the altar.
- If someone accidentally drops the bread or spills the wine, quietly offer another trying not to embarrass the person. Pick up dropped bread and place it on the edge of the altar.
- The Pastor may inform you that a worshipper may not be able to come forward but wishes to commune. Quietly walk back with the Pastor and share communion with them.
- After all have communed, return the bread, wine and baskets to the altar. Cover the bread and wine with the Communion cloth and quietly return to your seat.
- Serve as mentors of other who desire to serve as communion servers, giving them opportunity to serve.
- Assist in cleaning up after service (bulletins, Bibles, chairs and Communion).

Communion Set-up

- Prepare your heart and mind to set our Lord's Table.
- Review Sunday's bulletin to be prepared to set for Baptisms or other special occasions.
- Buy two loaves of round sourdough bread. You can get this at Jewel or Dominick's.
- Chalices, chalice saucers (patens), and wine are in the upper cabinet in the Sacristy. Look in the refrigerator for an open white grape juice bottle. If none are there, open a new bottle (additional wine and grape juice is in the lower-right cabinet).
- Wine trays, baskets and plates are in the lower cabinets.
- Linen napkins are in the communion drawer. The bread knife, cutting board, and wine funnels are also in this drawer. Individual plastic communion cups are in the lower-right cabinet.
- Fill the two chalices $\frac{1}{4}$ full with wine.
- Cut bread in half. Place the cut loaf on a plate or basket. Cover with linen napkin.
- Fill individual plastic communion cups half-full using the funnel. You will need to fill the inner circle of the tray and 7 cups in the next circle with the white grape juice. Fill the remainder of the tray with red wine. Fill six complete trays so that you will have enough for both services.
- Line two baskets with linen napkins for the used individual cups.

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- Take two additional linen napkins to wipe the chalices.
- Take 3 candles and candle sticks to the set on the altar.
- Set the Lord's Table by placing all prepared items on the altar. Be sure that the following items are on the altar:
 - ✠ 2 chalices of red wine and saucers
 - ✠ 1 plate or basket of bread
 - ✠ 1 tower of wine trays with lids and base (first service needs 6 trays, second service needs 5 trays)
 - ✠ 2 baskets covered with linens for used cups.
 - ✠ 2 napkins to wipe the chalices
 - ✠ 3 candles and candlesticks (light candles)
 - ✠ Note: if a baptism is scheduled, you will need to set out 1 baptism candle and 1 baptismal napkin for each person baptized (located in the upper cabinets in the corner). Leave the empty box on the back counter in the Sacristy so it can be given to the family after service.
- Clean up after first service. Refresh bread, chalices and fill trays as needed. Clean out and refresh baskets with clean napkins and two fresh napkins to wipe the chalices. Set for second service.
- Serve as mentors of other who desire to serve as communion set up, giving them opportunity to serve.

Communion Clean-up (All Worship team members)

- Take all Communion supplies off the altar and to the Sacristy.
- Empty individual communion cups into the chalices. Dispose of the plastic cups into the garbage can. Empty the chalices outside into the grass. All consecrated (blessed) wine and grape juice is returned to the earth.
- All remaining bread is also returned to the earth. Break it up and throw it into the open fields for the birds.
- Wash and dry all plates, baskets, chalices and wine trays. There are towels in the basket in the Sacristy so they can be washed and returned for use the next Sunday. Wipe off counters.

Thank you for your continued service and commitment to our Sunday Worship Teams!