



SUNDAY TRADITIONAL LEADER / USHERS

Pick up your **name tag** in the Hospitality Room.

Light the candles on the altar around 8am

Turn on the light at the lectern for the Psalm reader

Place **4 offering baskets** on the front pew where the pastors sit (they are sometimes on the back table before worship or on the counter in the Sacristy)

3-4 ushers (including you) stand at **Sanctuary doorways** welcoming people

Offering is after the message:

- If only 3 ushers, recruit 1 additional person to collect the offering
- 2 people from different households should deposit the offering in the sacristy safe – offering bags are on the counter. Return baskets to back table.
- You're welcome to return from the Sacristy through the Sanctuary when communion music starts – rather than return through the basement.

Communion is celebrated every Sunday.

- 2 ushers dismiss rows.
- At the end, please let the pastors know if anyone needs communion brought to them.
- Alternatively, there are small communion cups that some people like to pick up and take communion from their seats.

After worship:

- Walk through the pews to pick up trash and recycling
- Extinguish candles – *unless there is a baptism between services, then leave them lit*
- Turn off lectern light, recycle Psalm paper copy if still there
- Leave sanctuary lights ON

Thank you for volunteering in this important role! Contact Katie Dahl with questions.



SUNDAY TRADITIONAL ENTRYWAY GREETERS + WELCOME DESK + COFFEE BAR

Pick up your **name tag** in the Hospitality Room. **Your primary job is to welcome** people as they arrive! Kindly tell your friends you can visit with them later :) If there's a **question you can't answer**, look for a staff person to help.

Stay at your spots for **5 minutes after worship begins to greet late-comers**

Entryway Greeters

- **Pull the door open** to welcome people vs propping the doors open. It's an extra touch that makes a big difference! In the winter, stand inside until people get to the door.

Welcome Desk

- If the **2 TVs** (behind the Welcome Desk and in the Hub) are off, use the remotes in the Welcome Desk drawer to turn them on. If they aren't scrolling through announcements and pictures, let a staff person know.
- If it's sitting out, **turn down the sign** that invites people to call upstairs if no one is there.
- Please **stand rather than sit** behind the desk if you're able.
- Please **come back after communion** so you can greet any first time guests. Stay at the desk until 9:45a.
- **First Time Guest Notes:**
 - Please don't set out gifts unless you are at the Welcome Desk
 - Ask first time guests to complete a **Form**, and give them a **gift**.
 - **Small talk** is great and helps people feel truly welcomed! Ask: *How did you find Calvary? Are you new to the area? Who are you visiting? etc.*
 - Put any **completed first time guest forms** in the slot on the edge of the Welcome Desk when you leave.

Coffee Bar

- Working with the staff person or other leader, make sure **coffee pots** are full, **treats** are set out, and **supplies** are replenished.
- Come back **after communion**
- Put any **donations** in an envelope under the coffee bar, and place it in the slot on the edge of the Welcome Desk when you leave.

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SUNDAY TRADITIONAL COMMUNION SERVERS

8:15a - 9:30a

- Pick up your **name tag** in the Hospitality Room.
- Here are your **communion stations**. Ask Hans or Angie before worship if you have questions:

FRONT STEPS / ALTAR

STATION #1

Bread:
Wine:

STATION #2

Bread:
Wine:

STATION #3

Bread:
Wine:

STATION #4

Bread:
Wine:

- Please **wait until the pastors are done giving communion instructions** before you go forward.
- **Sanitize your hands** (bottles on the small tables).
- **When people come to your station, say:**
 - Bread – “This is the body of Christ, given for you.”
 - Wine – “This is the blood of Christ, shed for you.”
 - If a child comes forward and does not yet receive communion, offer a simple blessing: “Jesus loves you!” or “You are loved by God!”
- **After the congregation is done processing forward:**
 - The ushers will direct you to worshipers who need communion brought to them.
 - Serve communion to one another at the end.

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SUNDAY TRADITIONAL COMMUNION SET-UP + CLEAN-UP

- **Plan to set-up around 8a.** If the choir is rehearsing, please wait to bring things out until they are done to minimize distractions.
- The **sacristy** is the small room to the left of the altar as you face the front of the sanctuary.
- All of the **communion supplies** are in the sacristy:
 - *Typically* a Friday volunteer sets out bowls and chalices on the counter. Otherwise they are on the shelves (see photo)
 - Bags of pre-cut bread and grape juice are in the small fridge on the floor
 - The boxes of wine are also on the shelves
- To **prep before worship** (see photos):
 - Fill 4 small black bowls with the bread pieces, covered with medium black cloths. It's best to plan for 200 people – the bags are marked with approximate numbers when full.
 - Fill 4 pouring chalices with wine (very full), covered with small black cloths. The wax on the ends of the chalices is intentional to prevent spilling.
 - 2 small bamboo platters with 5-6 gluten-free wafers and grape juice (6 little cups)
 - 2 large black bowls with empty communion cups
 - 2 large empty black bowls for discarded communion cups, lined with paper towels
 - 2 Hand sanitizer pumps (may be sitting on front pews)
 - Supplies for the pastors – the full / fake loaf of bread + 1 empty chalice



- To **clean after worship**:
 - Dump out extra wine
 - If it's not dried out, put bread back in bag (use paper towel to wipe out any moisture in bag) and put in fridge in the Sacristy
 - Throw leftover grape juice/cups
 - Put leftover gluten free wafers in zip lock in sealed container
 - Wipe off bamboo platters; use dish soap to wash out chalices and bowls
 - Wipe off the counter & put everything back on the shelves
 - Bring black cloths to the kitchen and set next to sink or in laundry basket on the floor
 - Turn off the light