

## **Worship Volunteer Descriptions**

Updated February 2023

### **Greeter(s)**

- Arrive 15 minutes before the start of the service and stand near the coat rack
- Welcome everyone as they enter
- Greet visitors and invite them to wear a name tag
- Remind visitors to stop at the Welcome Center after worship to receive a gift from us

### **Welcome Center**

- Stand at the welcome center after worship (may need to leave worship early)
- Greet visitors and offer them a gift bag from Valley of Peace
- Invite visitors to share contact information

### **Coffee Cart Volunteers**

- Leave worship early to prepare setup of refreshments for after worship
- Greet people and offer to pour coffee or other beverages
- Help with cleanup, including starting the dishwasher & emptying coffee

### **Ushers**

- Prepare for Worship
  - Arrive 20 minutes before worship begins.
  - Check the usher's bookshelf for bulletins and special instructions.
  - Check the sanctuary chairs to see that hymnals and Bibles are in order, papers are picked up from previous services, and the sanctuary is in "ready" condition.
  - Make sure the lights are on (Lights are on setting #1 to begin and turned to #2 at announcements).
- As People Arrive for Worship
  - There should be one usher at each door to the sanctuary.
  - Greet each worshiper and hand out bulletins. Invite small children to pick up a bag from the tree in the narthex to fill.
  - Be ready to usher people to the restrooms, coat racks, or other areas of the building as needed.
  - There are hearing devices available. If requested please ensure they are operational.
- As the Service Begins
  - Turn on the lights to setting #2
  - Close the doors to the sanctuary.
  - Be ready to assist late-comers and, if necessary, help them find a seat.
  - During worship remain attentive to whatever may need your attention
- During the Service
  - If microphones need adjusting, please try and inform Pastor Ashley
  - If guests need to enter the sanctuary, please open the middle doors for them (otherwise the camera shakes)

- Count the number of worshippers and write on the form provided. Place the form in the offering plate.
- Pay attention to the order of service and be alert to where further ushering duties are needed, such as offering and communion.
- When it is time for the offering, wait until the music begins and proceed to the front of the church, one usher, one plate on either side of the pews. You send a plate from your side and the usher at the other side of your pew row sends it along the second pew. Continue towards the back of the church alternating sending the plate and receiving the plate.
- Carry the plates forward, usually during the offertory response unless Pastor indicates otherwise. Before placing the plates on the table, raise up the plates in thanksgiving and place them on the table.
- Communion
  - When communion is served from the foot of the altar stairs only two ushers are needed to direct congregants to go forward to receive communion. They also keep an eye out for persons unable to go forward and, when all ambulatory people have been served, indicate to the communion servers who should be served in their chairs. This works well if ushers stand near the individuals.
- After the service
  - Straighten up anything left on the chairs, picking up bulletins or other things left, and put hymnals and Bibles back in the slots below the chairs and in the Narthex (including the children's area).
  - Ensure that the closing and covering of the piano has been done.
  - Extra bulletins can be left on the bookshelf and staff will recycle them or bring them to the office (if it's open) and put them in the recycling bin between the printer/window.

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### **Reader**

- The text will be e-mailed to you prior to your assigned Sunday. A copy of the text will also be in the church office. You will be reading from the New Revised Standard Version (NRSV) of the Bible.
- Make sure the green light is on the pulpit microphone
- Introduce the reading in this way: “A reading from the book of Exodus” or “A reading from the Gospel of Matthew.”
- Conclude the reading with: “The Word of the Lord,” and wait for the congregation to respond “Thanks be to God.”
- Hints for readers:
  - Practice the reading out loud. If you do not know how to pronounce something, the pastor will be happy to help you.
  - Think of the meaning of the text and determine which words to stress, your pitch, and when to pause.
  - During worship follow along in the bulletin so you are ready to read from the pulpit as soon as it is time for the reading. It may be helpful to sit on the pulpit side near the front of the sanctuary.
  - Adjust the microphone so that it is three to five inches from your mouth.
  - Stand up straight and take a deep breath as you focus on the text.
  - Go slowly, keeping your breath deep and steady.
  - If you make a mistake that changes the meaning of the text, go back and correct it.

### **Communion Servers**

- Pastor will invite you forward after the Lord’s Prayer. It may be helpful to walk up near the altar during the Lord’s Prayer.
- Before approaching the altar, use hand sanitizer which is found on the table behind the pulpit.
- Stand at the altar rail and the pastor and worship assistant will serve you communion.
- Pastor will connect with before worship in regards to how communion is being served on that particular Sunday.
- When you are distributing, say to each person, using their name if you know it: *The body of Christ given for you. The blood of Christ shed for you.*
- If you are distributing bread, you should bless each child or individual with their arms folded over their chest by saying, *You are a blessed child of God.*
- Following distribution of the ambulatory congregation the ushers will assist you in communioneing those unable to come to the front of the church to commune. When done, bring the elements you are holding to the altar and resume your seat in the pew.

### **Communion Assistant**

- Pastor will invite you forward after the Lord's Prayer. It may be helpful to walk up near the altar during the Lord's Prayer.
- Before approaching the altar, use hand sanitizer which is found on the table behind the pulpit.
- Stand at the altar rail and the pastor and worship assistant will serve you communion.
- When the communion servers begin distribution, stay near the altar and be available to refill juice and wine and compostable cups as needed.
- After communion is finished being distributed, please assist communion servers in returning elements to the altar. You then may resume your seat in the pew.

### **Worship Assistant**

- Worship assistants will not robe unless otherwise instructed.
- The Ministry Support Coordinator will e-mail you the prayers a few days before you serve on a Sunday. There will also be a copy of the prayers in the church office. Please feel free to add prayer petitions. A couple of resources include ELCA Intercessory Prayer Prompts and World in Prayer. See notes from reader for tips on reading prayers out loud.
- Make sure the green light is on the pulpit microphone
- When praying with the congregation, please hold hands out at side level to express the prayers of the whole church.
- During communion, you will assist the pastor in serving the communion servers first and communing pastor after the entire congregation has been served.
- Most of the time you will be asked to distribute bread to the congregation. When distributing bread, say to each person, using their name if you know it: *The body of Christ given for you.*
- For a child or individual with arms crossed, please say a blessing such as: *You are a blessed child of God.* Ask for consent before touching their arm, hand or head.