

SERVICE TO THE CHURCH

JOB DESCRIPTIONS

LAY ASSISTANT

- Leads Call to Worship
- Provides their own or uses what is on the lectern to lead the Call to Confession
- Leads the congregation in a time of silent confession, and then READS the Prayer of Confession with the congregation
- Reads the 2 scripture passages before the anthem (from the pew Bible or can request a copy of the scriptures from the office before noon on Friday)
- Hand offering plates from under the lectern to the offering collectors
- After Prayer of Dedication, place offering plates under the lectern.
- Stay at end of service to assist in counting the offering

PRAYERS OF THE PEOPLE

- Get microphone from Richard Rose
- Prayer may be self-written or selected from a Prayer Book (can request a copy of a prayer from Sara Anne before noon on Friday)
- Conclude with the Lord's Prayer

REFRESHMENTS

- Purchase juice (if needed, check the church refrigerator) and breakfast food (doughnuts are a lovely option!)
- Snacks need to be set up by 10:15a.m.
- Put out small paper plates, napkins, and cups
- Make coffee if it has not been made
- Set out juice and prepared food
- Afterwards, clean up and turn off power strip and **all** appliances.

COMMUNION PREPARATION

- Check on juice availability at the church. Purchase grape juice if needed. Purchase a long loaf of bread.
- Use old kitchen for preparation.

Instructions for the program year, from September through May:

- Get out three gold plates, three gold juice cup trays, and the box of communion cups from the old kitchen.
- Cut the long loaf of bread into three sections, one for each plate. Put a gluten free wafer on each plate.
- Score the middle plate of bread on the bottom with a knife.
- Prepare three trays with juice: 25 cups in one, 25 cups in the second, 20 cups in the third. Use the white juice dispenser to put a little bit of juice into each cup (not too full!)

General Instructions for every communion:

- Put a gold cover onto the stacked juice trays
- Get white lacy table runner and bread cloth from hanger on choir robe rack
- Place runner on communion table, place the bread plates on the communion table and cover the plates of bread with the smaller cloth.
- Put the trays of juice, stacked, on the communion table.
- Additionally, pour a little juice into pitcher and place on communion table next to the bread, and also put the goblet on the table beside it.
- Clean up after worship: all three bread plates, all three juice trays, pitcher, goblet, and tiny communion cups all washed and returned to their containers, or table.
- Package left-over bread in zipper bag for Sara Anne to use in home communion. Leave bag in old kitchen.
- Put away communion cloths – on hanger on choir robe rack.
*Clean cloths, if needed.

Communion Servers:

- Come forward to receive plates of bread from Sara Anne
- Two servers go down the middle of the aisle, one serving the left side and one serving the right
- One server goes up into the choir loft, serving the choir and Michael
- All servers return to the front, and sit on the front row in front of the piano
- Sara Anne serves bread to the communion servers
- One server serves a piece of bread to Sara Anne
- Sara Anne returns the bread plates to the table
- Come forward to receive trays of juice from Sara Anne
- Two servers go down the middle of the aisle, one serving the left side and one serving the right
- One server goes up into the choir loft, serving the choir and Michael
- All servers return to the front, and sit on the front row in front of the piano
- Sara Anne serves juice to the communion servers and collects their cups in the tray
- One server serves a cup of juice to Sara Anne, it is returned to the tray
- Sara Anne returns the trays to the communion table
- Servers return to their seats

GREETER/USHER

- Arrive by 10:30 to hand-out bulletins in Narthex
- Assist with seating if needed

COLLECT OFFERING

- Come forward to get offering plate
- One person goes by the choir, other person goes down middle aisle
- Pass offering plate to each row
- Stand in back of sanctuary until beginning of Doxology
- Come forward to steps and wait during prayer
- After prayer, hand plate to Lay Assistant

TEACH SUNDAY SCHOOL

- If materials are needed, make request to office
- If absent, please secure a substitute

1st SUNDAY LUNCH

- Set out silverware, plates, and paper products
- Arrange the food and desserts on the tables
- Just before lunch, set out cups and fill them with ice
- During lunch, pour drinks
- Clean up after lunch: silverware, plates, cups, trash
- Turn off lights and lock doors