

## RESPONSIBILITIES OF THE 10:30 AM WORSHIP COORDINATORS

### *Before the Service*

1. Check the list in the sacristy to determine the names of the ushers assigned to the service. If the assigned ushers are not present you may find substitutes or perform the duties yourself. Two ushers are required but the job can be done by one in a pinch. The ushers are responsible for
  - a. Handing out bulletins before the service.
  - b. Providing hearing assisted devices to those requesting them.
  - c. Assisting with special seating requests.
  - d. Closing doors to Sanctuary at the start of the service.
  - e. Counting the attendance and recording the figure on the slip provided with the bulletins. Place completed attendance slip on Judy Foland's desk in the inbox.
  - f. Collect offering along with acolytes.
  - g. Serve as communion assistants.
  - h. Opening doors to the Sanctuary during singing of the closing hymn.
  - i. Collecting unwanted bulletins from congregation as they exit the Sanctuary.
  
2. Check the list in the sacristy to locate the names of the acolytes who have volunteered for the service. Two acolytes are needed for each service but one acolyte can do the job. If no acolytes are present you should light the candles on the altar table and the tall candles on each side of the wooden cross before the start of the service.
  
3. Check the list in the sacristy to locate the name of the lay reader. If the lay reader is not present you may act as the reader or the Pastor can act as the reader. For the reading of prayers ask the reader to go to the altar at the conclusion of the Song of the Day, right before the recitation of the Creed. (Watch the Pastor and follow the Pastor to the altar).

### *During the Service*

4. A total of six persons are required to assist with communion. The assistants are the two ushers, two acolytes, the lay reader and a person (Stephen Minister) to administer the common cup. If any of the listed persons are not available replacements should be found.

### *After the Service*

5. At the conclusion of the service the offering must be placed in the safe. We have been requested to have two persons handle the collected offerings. The two persons should not be related.

6. The acolytes will extinguish all the candles except the eternal flame. If there are no acolytes you should take care of this job including the eternal flame.
7. Left over bulletins should be collected from the narthex and placed in the recycle bin in the storage room.
8. The devices for the hearing impaired need to be placed in the storage room.
9. The worship coordinator assists the coffee server to clean up after the coffee service is concluded. The donations for the coffee need to be placed in the safe.
10. All the windows in the sanctuary need to be closed. The lower stained glass are closed manually. The upper stained glass windows are closed using the light switch located on the wall near the windows. Make sure the windows in the coffee room are closed and locked.
11. All the lights should be turned OFF. This includes the Sanctuary, the Narthex, the offices, the coffee room, the bathrooms, and the bathroom hallway. Check that the lights outside the Narthex are OFF.
12. The A/C needs to be turned off and the timers for the fountains.
13. The last job of the worship coordinator is to lock the outside doors to the church. If a member of the staff is still present the doors may be left open.