

## *Responsibilities for 8AM Worship Service Coordinator*

### **Before the service begins:**

1. Turn ON coffee maker (switch is on the back of the machine), turn sanctuary lights ON, turn fountains ON (these are on timer switches located at the rear of the sanctuary on the far left side – open the light switch panel to access).
2. Open the four outside doors and the four sanctuary doors for approximately 15 minutes to air out the church (make sure both outside doors are unlocked).
3. The list of readers, ushers, Stephen Ministry, coffee servers, and chancel caregivers are posted on the wall in the sacristy. The 8AM worship coordinator acts as the acolyte.
4. Communion assistants total three for the 8AM service – the pastor, the reader, and the Stephen minister. The usher is a backup. \*\*\*\*\* (CHECK-Should have, but may not) Communion preparations should have been completed and ready on the altar. Communion supplies are in the sacristy.
5. Place bulletins on the table in the Narthex (bulletins are found in the church office). Set heat / AC by using the timer at the rear of the sanctuary to the right (if outside air is needed due to stuffiness there are windows on each side of the sanctuary above the stained glass that can be opened with a switch located directly below these windows).
6. Check that ushers and reader are present. If not, find substitutes.
7. Check that the floor altar candles and small candles on the altar are filled with oil. (Additional candle oil is located in the sacristy.)
8. Light the eternal candle. (The eternal candle is just above the communion preparation table, red glass.)
9. **COFFEE PERSON JOB:** Start a pot of coffee. Place snacks and fruit outside on a table (there is a table cloth for covering the table). Put out small, black, round garbage can. Be sure to put out donation baskets.
10. Just before the start of the service light the altar floor candles and the small altar candles.

### **During the service:**

1. **USHER'S JOB:** Count those attending the service and complete the count form.
2. Make sure ushers are instructed to place completed offering plates on the small table at the altar, to the left of the cross.

### **After the service:**

1. **USHER'S JOB:** Place the count form in the office manager's file stand on desk in the church office.
2. Put offering money in the safe in the church office storage room.
3. Extinguish all candles, except for the eternal candle.