

WORSHIP ASSOCIATE DUTIES

Details below are for regular Sunday services. Special services have additional items. Please see binder for all special service needs which are listed on page 2.

- Put out 4 collection plates
- Put out 3 listening devices
- If there are no flowers on the altar, get the artificial arrangements out of the narthex closet
- A few minutes before service begins, light the candles on the altar and the tea light by the chalice.
- Take attendance on the yellow sheet after the children leave and put the sheet with the collection into the safe
- Collect offering with 3 other U/G. When done, wait in narthex with 1 other person
- When offertory music ends bring plates up and hand them to the minister who will give thanks and hand them back
- Both people bring plates into the Memorial Room, place offerings into bank bags and put in safe without sorting the money
- If someone has signed the visitor book, remove the page and put in the Church Administrators mail slot
- Leave nothing on or below the shelves behind the last pews
- Ensure U/G clear pews

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DETAILS

- WA is liaison between the minister and U/G/WH, along with helping the minister in running the service. Introduce yourself as the WA for that week to the minister and U/G/WH, so they know who to go to if something is needed.
- Wear your nametag.
- Arrive 20 minutes before the start of the service.
- Check in the Order of Worship to ensure there are enough U/G/WH. If not, ask another church attendee. Order of Worship will be sent to you during the week before the service from the Church Administrator.
- Assign U/G placement; 2 at front doors (one to shake hands and the other can hand out programs) and 1 at the back of the Sanctuary to greet and hand out programs.
- All supplies are in the WA closet which is in the Memorial Room closet, including the collection plates and yellow slips for attendance.
- The listening devices are in the narthex coat closet. Before putting them out ensure they are working. There are batteries in a bag on the interior shelf door. If the device still does not work after replacing the batteries, please throw it away.
- When taking attendance, it may be easier from the choir loft.
- If there is a guest minister or no doxology the offerings will USUALLY not be brought up to the minister. Instead 2 people go directly to the safe after the offering is taken. It's best to check with the minister if they are guest or there is no doxology written.

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SPECIAL SERVICES

- Homecoming Sunday & Water Communion-early September
- World Communion Sunday-Early October
- All Souls Service of Remembrance-1st Sunday of November
- Christmas Eve Pageant and Evening service-December
- Maundy Thursday Service of Communion and Remembrance
- Child Dedications

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