

WORSHIP ASSOCIATE DUTIES

Arrive about 20 minutes before services.

Wear your name tag. Basket of tags is in WA closet. Request for tags go to Church Administrator.

- All fire doors should be closed when the building is occupied per order of Fire Marshal.
- Fire doors are large heavy steel doors with window panes.

Check in order of service to see if there are 4 Ushers/Greeters. If not ask a church attendee to be one. Introduce yourself to the Ushers/Greeters. They have U/G instructions, but you are the lead person.

Assign U/G Placement:

- One at front doors to greet and shake hands
- One in back of pews to hand out order of service
- One at back of sanctuary to greet and hand out order of service
- One in portico to greet and direct to sanctuary if needed

- Get 4 collection plates from the WA closet and put in back of last pew, under the shelf.
- Be sure the assistive listening devices, that are stored in the narthex coat closet, are working. Replacement batteries are in the closet with devices. If after changing batteries, the device is not in working order, toss device out. Place 2 devices and headsets on shelf behind the pews.
- About 5 minutes before service starts, light candles on chancel and tea light near chalice. Lighter should be under podium or in WA closet
- Assist minister in whatever they need. Be there to answer any questions

Attendance

Extremely important: Attendance forms are located in the Worship supply closet. Follow Instructions that are on the form. Form goes with the collection into the safe.

Offering:

Just prior to the offering: Ushers/Greeters should pick up a collection plate and wait at the rear of the sanctuary with collection plates.

When the minister announces "the offering will now take place", all 4 U/G proceed to the front of the Sanctuary together.

Begin the offering collection simultaneously. Hand plate to first person in the pew so that they pass it down and return it to U/G.

When the offering is complete, remain in the narthex with all 4 collection plates.

Do not sort or arrange offerings

Ask one U/G to go with you to bring all 4 collection plates forward to the minister when requested. Hand all 4 plates to the Minister, they will give thanks for the gifts and hand them back to you.

*If there is no doxology listed in order of service: offerings will not be requested to be brought up and you can go directly to safe

Always have 2 people take the plates to the Memorial Room, WA closet safe.

Take collection plates to where safe is located in WA closet on right side door of sanctuary.

Do not sort the money

Quietly close the door to the Sanctuary. Inside the WA closet, place the offering and the attendance slip in the bank bag. Place the bag into the top of the safe and turn the knob so that bag is dropped into the safe. Leave collection plates in closet.

Guest ministers may handle the offering differently so follow their direction.

Extinguish all candles at end of service.

Push the red button on the lectern and light will go off. There is a small light above the big button. It is red when it is recording.

Check binder of visitor log in Narthex and if there are names listed, put page in Church Administrator's (Lisa) mail slot

Leave nothing on or below the shelves behind the last pews. This area should be cleared.

Check that the Ushers/Greeters have cleaned the pews, this is their job.