

# MMUUS VOLUNTEER COORDINATOR

## Responsibilities include:

Secure ushers, greeters, and decorators for a service and post names on the volunteer sign-up sheet on the hall bulletin board. Also post names for Worship Leader, Welcome Table, and Service theme. Provide volunteer's names to the office administrator by Thursday morning at 9:00 a.m. (446-8920). Remind/confirm volunteers a few days prior to their assignment by phone, or email. The coordinator troubleshoots problems that may come up. The coordinator is responsible for the "welcome" statement and lighting the chalice.

## Sunday Morning:

- **Put on the COORDINATOR tag** so everyone knows you are the "go-to person" for the morning. Ask your **USHERS** to wear their tags as well.
- **Orders of Service (OOS)** should be located on the office counter. If they aren't collated, find volunteers to do it. Check OOS for information on participants and activities. A master OOS is kept on the counter in case we run out and need to copy extras. There should be a few large print OOS on the counter as well.
- **Confirm arrival of volunteers/participants.** If additional volunteers are needed, find substitutes. Make sure everyone knows their duties, referring volunteers to the instruction sheets as necessary. The greeter needs to be at the front door by 10:00 and the ushers posted at each sanctuary door by 10:10. If the decorator does not show up by 10:15, use the flameless candles located behind the pulpit to decorate. Avoid lighting candles whenever possible, due to congregants with allergies.
- **Test microphones:** Podium mike, handheld mike, and lavalier mike by turning them on and testing. If batteries are low, replace (located in cabinet in office). After checking microphones, turn off the two wireless mikes, to save battery power.

- **Fill the chalice** with 91% alcohol, located in the filing cabinet in the stage storage area.
- **Check sanctuary shelf** for a new tea light, long matches and a small glass of water for extinguishing matches.
- **Straighten up sanctuary**, if necessary.
- **Check Memorial Room** to be sure the TV is on and tuned to "Camcorder" for the AV feed. The video camera in the choir loft should be ON and OPEN. You will see the image in the viewer.
- **Fill a water glass** from the water fountain and place at the podium for the speaker.
- **Provide a chair** on the stage for the minister/worship leader.
- **Flick lights** in social hall and foyer at 10:25.
- Have the ushers close the sanctuary doors when the opening music starts about 10:30
- Close door to office.

#### **DURING SERVICE:**

- **Give the Welcome and Greet your Neighbor.** Be sure to invite all, especially new visitors to the social hall for coffee and conversation following service.
- **Light the chalice** or delegate the task.

#### **AFTER SERVICE:**

- Extinguish any candles in the sanctuary with the small extinguisher tool next to the chalice.
- Turn off all microphones
- Straighten up the sanctuary.

# **SAMPLE WELCOME**

(When the prelude ends, step up to the podium.)

## **Good Morning!**

I am \_\_\_\_\_, a member of the Worship Committee.

We welcome you to May Memorial Unitarian Universalist Society. Here may no one be a stranger. Here, we hope that all who choose will feel a welcome – a welcome that says: Come as you are. Come with your doubts as well as your convictions, with your fears and your hopes, with your failures and your aspirations, with your sorrows and your joys.

I would like to extend an especially warm welcome to those of you visiting us, or here for the first time. We invite everyone to stay for coffee, tea, and conversation in our social hall immediately following the service.

I would like to bring your attention to the announcements in the Order of Service.

Optional: In addition, I would like to announce that:

Optional: This mornings' service is lay led. Rev Jean will be back in the pulpit next week.

At this time, we would like to ask you to please take a moment to greet your neighbor, and then stand as you are able and prepare to sing our

Opening Hymn # (check the Order of Service)

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