

IF I SIGN UP AS A VOLUNTEER, WHAT DO I HAVE TO DO?



DECORATOR:

Arrive early enough (we suggest 9:30-9:45 a.m.) to make our Sacred Shelf look attractive and, if you wish, keeping in the theme of the service. Please do not use nails in the walls and do not light candles due to members with allergies. Otherwise, it's pretty much the decorator's choice!



GREETER:

Arrive by 10:00 am to start greeting people as they enter the church, possibly either helping them find their way around or directing them to someone who can, if they are newcomers.



USHER:

Arrive by 10:10 am to stuff orders of service, if necessary. Pass out orders of service at the doors to the sanctuary before the service. During the Offering, pass around the offering baskets and monitor the offering. Count the number of people in attendance. Count the money in the offering plate (basket), fill out the appropriate form and put the money in a blue envelope with the form and place in the safe.

USHERS DUTIES

- **Arrive by 10:10 a.m.** and check-in with the Volunteer Coordinator. The order of service and inserts, offertory baskets, tally sheets, attendance sheets, bank bags and safe are on the office counter.
- **Orders of Service:** Collate the inserts & orders of service if they haven't been collated yet, making 2 piles, one for each usher.
- **Sanctuary Doors:** Open all four doors after choir practice ends.
- **Hand out the Order of Service,** as people enter the sanctuary. Leave a small pile of orders of service on the back rows for late comers. *Be sure to let people know that we have a LARGE PRINT OoS.
- **Close sanctuary doors** when the prelude begins. Remain at the doors until everyone has been seated. You may now get the offertory basket(s) and be seated.
- **Count the congregants** in the sanctuary and choir loft AFTER the Offering. The DRE will add the number of children, teens and RE adults to the sanctuary tally, unless there is no RE that day. **Be sure to leave the sheet in the DREs mailbox.**
- **Pass the offertory baskets** at offering time. One usher can take pews on one side and the other can do the opposite side and the center of the church beginning in the front of the sanctuary and moving pew to pew until the baskets are at the back of the sanctuary. You may hold the baskets at your seat for the remainder of the service or start the count and tally in the office.
- **Count and tally the offertory** in the office. Checks are neatly arranged and put in the bank bag, but are not counted. Coins are no longer counted by the ushers. Simply, count the bills and fill in the data on the sheets.
- Make sure **all three** offertory baskets are emptied and their contents counted.
- **Complete the tally sheets and initial.** Put the money/checks and one tally sheet into the bank bag. Put the other tally sheet on the desk for the office assistant.

- **Put the bank bag in the safe.** Crank the handle so the bag will drop down into the safe. Be sure to double check that it has dropped down.
- **Put the second Offering tally sheet on the office desk.**

DUTIES OF GREETER

The primary responsibility of a greeter is to stand at the entrance way and warmly greet people as they enter the foyer, answering questions if necessary, and referring visitors to the Welcome table.

Please arrive by 10:00 a.m. and check-in with the Volunteer Coordinator.

GUIDELINES FOR DECORATORS

- Do not use any candles. People are allergic - even to scentless ones. We have acquired battery operated tea lights which can be put inside big candles to give the effect of a flame. They are in the space behind the shelf.
- A **new** tea light must be placed behind the chalice EVERY week. It **MUST** be placed on or in a glass holder. Do **NOT** set the tea light on the shelf all by itself.
- Scarves and drapes work well for decoration.
- String lights also add a sparkle. You can locate some in the Social Hall attic or behind the Sacred Shelf.

Do **NOT** use any kind of tape/nails/pushpins/thumbtacks on any part of the shelf or podium. You **MAY** use tacky putty which you will find in the space behind the shelf. Thumbtacks or **CLEAR** pushpins are allowed **ONLY** on the **top** edge of the back of the shelf.