**Worship Coordinator**

* Arrive at **9:15 AM** open the west side door and slightly prop it open with the prop so that other volunteers can get into the church. Flick the light switch in that vestibule to turn on the hall lights. Open the outer office door (but do not unlock it) and turn on the lights in the office area. Make sure the Attendance sheet and Announcement folder are on top of the filing cabinet
* Check the Volunteer schedule posted on the bulletin board in the hallway and make sure everyone scheduled arrives. If some people are missing or are unable to attend, help with finding replacement Volunteers or tell a Worship Committee member (Volunteer and Worship Committee members list posted in outer office). Once all Volunteers arrive shut the side door
* Make sure that the Volunteers know what they are supposed to be doing, especially if they are new to the position. Position descriptions are posted on the bulletin board
* Turn on the lights in the Narthex area – beige tiled area (this requires two switches to be turned on). The Communications Team will turn on the lights in the Sanctuary
* Turn on both the front and back cross lights – the back cross light has a remote that you can ask the Communications team for (during Advent also plug in the Christmas tree)
* Make sure the clear plexiglass offering box is on the small table at the entranceway to the Sanctuary – if it is not there, look for it in the outer office
* Open the blinds in the Sanctuary to about 1/3 from the top [if you can’t reach the pulleys, recruit a taller person to help you] and also go around the Sanctuary and open most bottom windows and prop open a back door in the Narthex to let the air circulate around the Sanctuary, unless the weather is very cold or storming.
* Make sure the Christ Candle, Peace Candle and lighter and candle snuffer are present and working on the Communion Table. Check that there is enough fuel in the Christ Candle (approx. ½”) and that the tea light in the Peace Candle is in good condition. More fuel and tea lights, as well as other lighters are kept in the Communion table. During Advent there will only be the Advent wreath on the table, so just check that there is a lighter and the snuffer on the Communion table. Turn on the lights of the Advent wreath by pressing the button eight times (if this has not been done already by a Decorating Committee member)
* Open the Sanctuary-side door to the Nelson room, turn on the lights and turn up the heat (if the room is cold) – *you will need to find someone with a master key or access to one, to open this room*
* When all Volunteers have arrived and are ready, ask the Greeter to open the front doors
* When you have finished setting up, please remain at the back in the Narthex area (beige tiles) to act as an usher/guide for anyone coming into the Sanctuary that looks like they might need assistance e.g., where the hearing bench is, where to go to get help connecting their hearing aids, where the washrooms are, where the nursery/Nelson Room is, etc., offer activity packs to families with children when there is no Kids Program – please let Stacy Goodale know how many packages were used (msgoodale@yahoo.com)
* During the sermon, take a head count of people present (including staff and volunteers) and record that number on the Attendance sheet kept on the black filing cabinet in the outer Office area
* At the end of the service, turn off the cross lights, close the blinds and close all the windows/doors, after most people have left the Sanctuary. If any candles on the communion table are still burning, snuff them.
* Clean your hands
* Ask someone to be a witness to you removing any offerings from the plexiglass box and then placing these in an envelope that you will find on top of the filing cabinet in the outer office. Label it, ***John Allchin, Envelope Steward****.* Seal the envelope and place the envelope in the Donations or Donations Steward folder in the top drawer of the filing cabinet in the outer office

**Reader/Announcer**

* The church office will e-mail the Scripture reading, Call to Worship, Opening Prayer and Announcements to you by the Friday before you read. The Announcement folder can be picked up from the outer office on Sunday morning; all pieces will also be printed out and in the folder
* At home, practice reading the Scripture reading out loud several times
  + Try to speak slowly and be sure to enunciate the first and last letter of each word *(If people can’t hear properly, it’s usually because the reading was too fast)*
  + If you are unsure of any pronunciations, you can do a Google search for the ***word*** you are unsure of and type the word ***pronunciation*** e.g., *Malachi pronunciation*
* Review the Announcement page all the way to the bottom. Read through the script carefully so you know which parts not to read out loud. You may take Announcement requests on Sunday. Take a pen with you just in case. No one else may make Announcements but yourself, except in a special prearranged circumstance. If there is a video announcement to be shown, you will be given an introduction for it
* On Sunday, arrive as close as possible to **9:30 AM** and enter through the west side door – it should be propped open
* Check in with the Worship Coordinator to confirm you have arrived
* Before the service, sit in your designated seat at the front of the Sanctuary.  You will be reading from a podium on the right side close to the organ and you should move forward to a seat on the raised area near that podium after the Minister goes forward to their seat.  The start of the service is signaled by the Prelude ending at exactly 10 am; that is your signal to move to the podium for the Announcements, Call to Worship and Opening Prayer.  Return to your seat near the podium. Go back up to the podium to read the Scripture when the hymn finishes after Learning Time. Upon finishing your reading, return to the podium seat; during a quiet moment return to your preferred seat in the congregation via the side ramp.
* Return the Announcement folder to the outer office at the end of the Service and place it on top of the filing cabinet

**Greeter**

* Arrive as close as possible to **9:30 AM** and enter through the west side door – it should be propped open
* Check in with the Worship Coordinator so they know you have arrived
* Stand close to the front door area by the counter. After checking with the Worship Coordinator that all other Volunteers are ready, unlock the outside main front doors (allen key kept in cupboard by west door – ask Worship Service Coordinator if you don’t know how to do this) and also prop open the inner right side door to facilitate entry
  + Do **NOT** shake hands, consider an alternative non-touching form of greeting, but try to greet people as warmly as possible. [ Aug 7th only: Ask people who arrive without a mask to take one from the box.] **Please try to minimize conversation as much as is possible but remain welcoming so as not to cause a line-up at the door**
  + Ask congregants to sanitize their hands upon entry
  + Answer any questions asked (e.g., location of washrooms, Worship Service Coordinator will know if there is a Kid’s Program, where the Nelson Room is for parents with infants)
* **Please** talk softly after the service starts as this can be heard in the Sanctuary. **Note: if it is heard in the Sanctuary it might be heard on the recording**
* **Remain at the doors to help late comers until the beginning of the second hymn**
* Sit in your assigned seat at the back of the Sanctuary in the Narthex (beige floor area) to be available to direct latecomers into the church
* Before you leave, remove the door prop and make sure the front doors are shut and locked and the allen key is returned to the cupboard

**Communion Element Preparation and Serving**

* Bring bread (a large bun or small loaf) and juice (grape, or if it’s not available, cranberry – prefer pure juice) for the ceremonial part of communion. Cut a small “x” in the bottom of the bread to make breaking it easier.
* Arrive as close as possible to **9:30 AM** and enter through the west side door – it should be propped open
* Clean your hands
* The Communion dishes (plate, pitcher and goblet), the elements for the congregation (prefilled cups and wafers) and gloves are kept in the Communion table. Select whichever dishes you prefer – mix and match sets if you like. Wash and dry the Communion dishes and place the bread and juice (about a cup in the pitcher; leave the goblet empty) in them on the Communion Table. Cover the bread and juice with cloths.
* Clean your hands
* Place one Communion element at the piano for the Music Director and four Communion elements at the sound booth for the Communications people

* Get a basket and fill it with the communion cups. Use a communion basket if possible, since the flatter one is awkward.
* Stand at a comfortable distance from the Worship Coordinator/Usher and hand out a prefilled communion cup to attendees as they arrive before they proceed to the sanctuary – you may also want to give instructions on opening the cups (i.e., wafer is in a layer on top of the juice, open away from you, don’t open over your clothes, etc.)
* Make sure there are bins available at the Main exit for people to throw the empty cups out when they leave
* Take your seat in the Sanctuary
* After congregants leave at the end of the service: Clean your hands then put on a pair of gloves. Replace the unused Communion cups in the box and put the box in the Communion table
* Pour any leftover juice out in the garden, and dispose of the bread.
* Check the Sanctuary for any garbage left behind and throw it away. Remove the gloves and sanitize your hands
* **Check the Communion table for crumbs or spilt juice and clean as necessary. Wash, dry and put away the Communion dishes. Please take the tablecloth home to launder if it needs it.**
* Thank you!