



**PLEASE RETURN TO ZIPLOCK BAG WHEN FINISHED READING**

## **Worship Coordinator**

*NOTE: Some of these tasks may have been done by choir members, or the minister (e.g., unlocking main doors). However, it is our responsibility to ensure all tasks are completed. This is especially important when Richard is away.*

- Arrive at **9:15 AM** through the west side door. 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 is 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 is posted in outer office).
- 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 the front cross.
- Make sure the clear plexiglass offering boxes are on the small tables at the entranceway to the Sanctuary – if they are not there, look in the outer office.
- Open the blinds in the Sanctuary. Check with the sound team to determine how many blinds to open and in what position. Check to see that the blinds are all approximately the same height.
- 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. 1/2") 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. Please let the office or someone know if you use the last fuel container. **Light the Christ candle about 10 minutes before the beginning of the service.**



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- 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. Ensure the automatic door opener is on. The switch is located on the right side of the box above the left outer door. To turn on, the upper portion of the switch is depressed in. The inner door is left in the on position at all times.
- When you have finished setting up, please remain at the back of the Narthex area (beige tiles) to act as an usher/guide for anyone coming into the Sanctuary who 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.). Advise any families, with children, that a table is set up on the north side of the sanctuary (Grace Space) where they can sit during the service. Activity packs are available there.
- During the sermon count number of folks attending and later record it on the attendance sheet in the office.
- 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 boxes and then placing these in an envelope that you will find on top of the filing cabinet or in the top drawer, 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. *Note: If John is in attendance, or there are counters, this may already have been done.*

THANK YOU!



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### Greeter

- Arrive as close as possible to **9:30 AM**. If you don't have a key, use the buzzer at the front door to gain admittance. *NOTE: Doors may already have been opened.*
- 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 is kept in cupboard by west door – ask Worship Service Coordinator if you don't know how to do this). Set the outer door control to allow the handicapped button to be used. Button on right side of the box above the left door should be all the way up. Set the inner door control to "Open". Button on right side of the box above the left door should be all the way down, which holds the door open.
  - Do **NOT** shake hands, consider an alternative non-touching form of greeting, but try to greet people as warmly as possible. **Please try to minimize conversation as much as is possible, but remain welcoming so as not to cause a line-up at the door.**
  - Answer any questions asked (e.g., location of washrooms, where the play space is for parents with infants and toddlers, etc.).
  - Direct kids (and their parents) to Worship Coordinator who will show them where the Grace Space is with activity kits).
- **Please** talk softly after the service starts as this can be heard in the Sanctuary **and it might be heard on the recording.**
- **Remain near the doors to help latecomers until 10:15 a.m.**
- Sit in your assigned seat at the back of the Sanctuary in the Narthex (beige floor area) to assist latecomers into the church. If anyone leaving the sanctuary appears to be lost (e.g., looking for washroom) or in distress, ask if they need assistance.
- Before you leave, confirm with Richard if the doors should be locked. If they are to be locked, use the Allen key and be sure it is returned to the cupboard. Always confirm that the automatic door opener on the outer door is shut off. Button on right side of the box above the left door should be in the middle position. (All the way down holds the door open.) The automatic door opener on the inner door should be reset to the top ("on") position.

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## **Communion Element Preparation and Serving**

Communion Lead Person: NOTE: The communion lead is responsible for providing gluten-free bread, juice (and water) and seeing that everything is ready and everyone is present. If someone is away, ask another person to fill in or request help from someone on the Worship Committee.

- Bring gluten-free, ceremonial bread. A full loaf, along with about 125 cut pieces, (approximately ½ inch squares) is required. Cut a shallow “x”, about 4 inches in length, in the bottom of the loaf of bread to make breaking it easier. The only location we have sourced for a gluten free loaf is Turtle Dove Bakery (645 Plains Road East). The pieces can be cut from a second loaf purchased at Turtle Dove Bakery or alternately you can purchase sliced bread to cut into ½ inch squares. We recommend the Promise Brand, available at Fortinos.
- Currently there is grape juice available in the freezer in the loft and bottled juice is in the small cabinet. If none is there, please purchase grape juice. Pure grape juice is available at Nature’s Emporium on Itabashi Way. If you are unable to locate pure grape juice, please use cranberry – prefer pure juice. Advise Richard if using anything but pure grape juice.
- Expenses can be reimbursed by providing receipts and completing an Expense Reimbursement Form. See Carol Boyle or Janice Hatt for a copy of this form.
- Arrive as close as possible to **9:15 AM** and enter through the west side door. If you don’t have a key, you may need to use the buzzer at the front door to gain admittance.

Ask one or two of the servers to help prepare the elements:

- Everything required is stored in the small cupboard near the kitchenette - plate, pitcher, goblet, gloves, baskets, trays, and communion glasses. Wash and dry the Communion dishes and place the bread and juice (about a cup in the pitcher; leave the goblet empty) on the Communion Table.
- Clean your hands.



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- Use grape juice to fill communion glasses and put them in the serving trays. Two full trays and one half tray should be filled, as well as the small wooden tray with 25 cups. (This will be used for the choir.) There is a squeeze bottle available for filling or use a milk pitcher. Place the ½ filled tray on the bottom when putting on the communion table. Put two communion glasses filled with water in each tray for anyone with allergies.. Do not put a cover on the stack of trays.
- Place a wet napkin and then a cloth napkin in the bottom of two baskets and the small wooden plate. Place cut bread in each and wrap the cloth napkin over the bread. The small plate will be used for serving the choir.
- Put all trays and bread baskets on the communion table, along with tongs for serving bread.

Four additional baskets lined with napkins will be required for the empty cups. Set up baskets on stands at the front on the outside aisles for participants to place used communion glasses in. A third basket should be provided for the choir (chair in front row closest to the stage). The fourth basket should be available at the back.

- All servers are asked to sit together near the front of the Sanctuary. Confirm which servers will be on each side of the sanctuary and what they will be serving (i.e., bread vs. juice) ahead of time.

### **All Communion Servers:**

- Speak with the Communion Lead to confirm your presence and see how you can help with the preparations.
- Currently, Richard will serve the Servers and Michael first. He and the Lay Worship Facilitator will serve the choir and anyone who wishes to remain seated. They will take communion from the servers last.
- One pair of servers will stand on each side of the centre aisle and serve those who walk forward to receive communion. The servers use tongs to serve bread; let congregants pick up a communion glass from the tray.



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The following are suggestions to be used when serving or simply repeat the wording that Richard uses when the bread is broken, and the chalice lifted:

**Traditional:**

- The Body of Christ, given for you / The Blood of Christ, shed for you

**Not so traditional:**

- The Bread of Life / The Cup of Love
- Bread for the Journey / Wine of the Way
- Jesus Christ, the Bread of Life / Jesus Christ, the True Vine
- The Bread that Fills Our Bodies / The Fountain that Never Runs Dry
- Eat and never hunger / Drink and never thirst

**If only one person is speaking for both elements:**

- Grace given; love received
- Eat, drink, and remember.

Communion Lead Person, with assistance of other server(s) if possible:

- Pour any leftover juice out in the garden and dispose of the bread. Freeze any unused juice in the jar in the loft freezer.
- Give dedicated baskets with used communion glasses to Carol Boyle for cleaning. If she is not present, please see that cups are washed and placed back in the plastic bin. Wash and dry the trays.
- Ensure that all baskets and communion ware has been cleaned and returned to the back cupboard.
- 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. Please use a scent free laundry detergent and no fabric softener.**

THANK YOU!!