



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 and unlock doors if necessary. 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.
- Flick the light switch in that vestibule to turn on the hall lights. Open the Friendship Room door and turn on the lights. Make sure the Attendance Sheet is on top of the filing cabinet going into the Friendship Room.
- 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.)
- 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 box is on the small tables at the entranceway to the Sanctuary – if it is not there, look in the outer office or in the AV booth area.
- 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.



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- Make sure the Christ Candle and lighter are present and working on the Communion Table. Check that there is enough fuel in the Christ Candle (not less than ½"). More fuel and 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.**
- Ensure the Nelson room is open, 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.*
- Check the Welcome Sign has been moved outside. If not, please move it out.
- 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 etc. Advise any families, with children, where Grace Space and the Playground are located and what to expect in each area. Quiet toys and backpacks in Grace Space, while Playground has more toys in separate room if Moms and Dads would be more comfortable watching the service as it is live streamed 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.
- The collection of offerings in the offering box will now be handled by the Finance Committee.

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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. Ensure that the outer door control for the handicapped button is on. 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 Nelson Room is for parents with infants, 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 Shirley Bottaro is picking up the bread. Co-ordinate with her if necessary.
- 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. Currently Carol Boyle is picking up juice to have on hand.
- 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 tray. Two full trays and one half tray should be filled. There is a squeeze bottle available for filling or use a milk pitcher or baster. 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 three baskets. Place cut bread in each and wrap the cloth napkin over the bread.
- Put all trays and bread baskets on the communion table, along with tongs for serving bread.
- Two additional baskets lined with napkins will be required for the empty cups. One on either side of the sanctuary at the front.
- Set up baskets on stands at the front on the outside aisles for participants to place used communion glasses in.
- 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. He and the Lay Worship Facilitator will serve 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!!