

BEFORE WORSHIP

- Turn the sanctuary fans' settings to on (the two thermostats in the sanctuary)
- Greeting - One of the most helpful things you can do is greet folks.
- Visitors - Have visitors sign the guest book and invite them to hospitality hour. Let them know childcare is available. If they need it have someone take them to the nursery. If the visitors' children are staying in sanctuary, make sure they have a tote bag full of kids' material.
- Bulletins - We are making 80 bulletins. If you need additional copies, you can take one and make copies in the copier in the bookkeeper's office.
- Altar Candles – Light the altar candles at ~10:25am, right side first and then left.

DURING WORSHIP – BEFORE COMMUNION

- Percussion Instrument - Daniel will let you know when there is an especially good hymn for the percussion instruments, we have which will need to be passed out.
- Count - Ushers should count twice or have someone else double check their attendance count usually take during the Psalm
- After SERMON, bring in a mic for Community Reflection
- Offering - Once you bring up the offering and give it to the celebrant, you do not need to wait during the hymn at the presentation.

DURING WORSHIP – COMMUNION

- Additional Wafers - The altar guild is set up for 80 people on Sundays. There are a few wafers in reserve in the tabernacle. If there are a lot more people than that, please let the celebrant know during THE PEACE and someone from the altar guild know when you take up the offering.
- Assist the priest (normally Pastor Cass) with the chasuble during The Peace if he/she is the solo priest at the altar. The chasuble is hung outside Pastor Cass' office; make sure the color matches the altar.
- At the start of the Eucharist Prayer, go to the Childcare Room to get the Helpers and children. Adjust the count for helpers and children in childcare.
- Bring in a trash can for Communion.
- Communion at seat - Let the celebrant know if someone wishes to have communion brought to them at their seat when you bring up the offering. For people who receive Communion at their seats, assist by putting 2-3 hosts and non-alcoholic wine in a basket. The basket is at the altar.

AFTER WORSHIP

- Extinguish the altar candles. Left side first and then the right.
- Sound system - Turn off the sound system in the cabinet and the hearing assist power strip (In hallway between choir and sanctuary). Daniel, or the tech team usually will turn it on.
- Register of worship services - Fill in the attendance count in the red book on the table in the back, usually under the offering plates.
- Money - Return the offering to the bookkeeper's office after worship. Put it all in a (yellow) envelope and in the top drawer of his desk (not in the mail slot) and lock the door. Return the offering plates to the sanctuary.
- Turn the 2 sanctuary fan settings back to Auto.
- Final check – Pick up any bulletins left on chairs in the sanctuary. Return kids' material and tote bags to the tote bag rack. Make sure the light is off in the Tech room.