

Activity Descriptions for Sunday Services

Opener:

(You will need a key to open the front door – go to the upstairs office the week before or ask office manager for key – sign it out on office closet door)

- Arrive 45 minutes before the service
- Unlock front door and deactivate security system – you will need the code
- Set out parking sign.
- Straighten up Sanctuary (arrange chairs, pick up loose paper, close doors on stage, etc.)
- Set out matches and check candle lighter to make sure it has a long enough wick to last the service. Make sure enough oil is in glass container. Supplies are in the back closet right behind the right side of the stage. Make sure candles are in good shape to light.
- Set out offering plates
- Turn on speaker system. Test all microphones.
- Set out water for the speaker
- Remove piano cover. Place it out of sight
- Distribute or rearrange hymnals, close door to closet
- Make certain pianist and speaker have hymnals. Pianist should have the two large print hymnals.
- Turn on light behind glass doors onstage. Close all doors and set the bolt at top of glass doors.
- Fans on (up) in cold weather, (down) in warm weather

Facilitator: (When two services, okay to have up to 2 volunteers)

- Arrive 30 minutes before service to make sure activities are covered. If needed, ask someone from one of the Hospitality teams to fill in.
- If two services and two volunteers, arrive 30 minutes before second service and work with earlier Facilitator to make sure all is covered.
- Facilitator are not to do the activities.

Visual Display: match the topic with an item. Have item delivered to front of seating area by 9:45 a.m.

Lay Leader:

- Prior to the service, review order of service with the person who is presenting, to assign each part of the order of service.
- Ring bell x3 to initiate service.
- Light Chalice candle during Chalice lighting words. It is a good idea to (before the service) have lit a votive candle on a shelf in the pillar so you can just use a long candle to light the chalice.
- Read Words of Welcome from script where indicated in Order of Service.
- During Sharing & Caring hold candle-(keep it lit) , pass to each person who comes to light candle. Help speakers as needed to adjust height of microphone.

- Starting hymns is not that difficult, but if you are not comfortable with it, recruit someone who is.
- Be sure during the Words of Welcome to introduce & thank the speaker & if appropriate, share a little bio.
- Announcements need not all be read. Indicate that they are in the OOS and highlight if there are any important imminent events.
- Leading into Sharing & Caring, say 'Now is the time in our service to share joys and concerns of a significant nature. Please come forward, light a candle & state your name before sharing'
- At end of S & C say, 'as always, we light a candle for those joys & concerns that were not expressed today but remain in our hearts'
- For the Offering say 'let there be an offering to support the work of this congregation'.

Greeters - (Note: Greeters & Ushers do not count the collections in the plate)

The Membership committee wishes thank all of the Hospitality Team greeters. You are the first impression a visitor has of UCWC and the key to prospective new members. As a reminder, the below are pointers for a successful experience at the Welcome Table. This list is also located at the Welcome Table.

- Turn on all lamps in the lobby, including the lamp on steps, lighting the Welcome Table sign.
- Offer a warm greeting to all who come in, even long standing members and friends. You help set the tune to a warm feeling.
- Have the visitor do a name tag, (Welcome label inserted into a plastic sleeve) first and last name please.
- Hand them the information sheet to be filled out at their seat and either dropped in the offering plate or left at the desk on the way out. Please see that these are then placed on the clipboard in the office, next to the attendance clipboard.
- Give them the Information Material, located in the plastic holder. It is a new format, and not in an envelope. This way we hope they will check it out during the service.
- Remain in the lobby once the doors are closed to welcome latecomers.
- Assist with the usher in taking up the collection, record the head count on the clipboard.
- Return to the Welcome Table to answer any questions at the end of the service. Try to engage the visitor in a conversation, indicating that you hope to see them again soon.

If you have questions, email Barbara Long, membership@ucwc.org - Your willingness to fill this valuable position is key to our success as a growing community.

Coffee:

- Bring Creamer
- Make one pot of coffee prior to service (regular only)
- Place Brita water pitchers, juice/soda on table.
- Extra juices right of the refrigerator. Ice bucket may be used also. Napkins in smaller drawer.

- Large top drawer contains tea basket, sugars, and stirrers. Cups in large bottom drawer.
- Extra supplies are in downstairs cupboards in the Fireplace room.
- Assist folks as needed
- Rinse all Containers
- Return Tea/Baskets to kitchen
- Dispose of Grounds
- Wipe Tables
- Turn Power Strip off

Snacks and Drinks: We all bring something; however, one person signs up to make sure we have at least one item

Usher: (Note: Greeters & Ushers do not count the collections in the plate)

- Please greet everyone, even though you are an usher.
- Hand everyone an Order of Service.
- For busy services, keep an eye on seating, and assist latecomers to find a seat.
- Please join with the Greeter to take up the collection. When completed please take the plates into the upstairs office; returning them to the podium after services. (Note: Greeters & Ushers do not count the collections in the plate; just put them in an envelope in drawer by door in the upstairs office.)
- Envelopes are in the bottom drawer-(nearest the upstairs office door) clearly marked 1st or 2nd service.
- Count attendance noting the figure on the clipboard.
- If there is a visitor sheet in the offering plate, please clip it on the clipboard next to the attendance clipboard.

Coffee Clean up: Put coffee filter in trash, clean up coffee table and put away coffee items. Clean glass coffee pots and turn off burns on table.

Closer:

(You will need a key to lock the front door – go to office and sign it out – it is in the office closet)

- Make certain the candles and the chalice are extinguished.
- Replace piano cover, matches, mics, offering plates.
- Turn off speaker system, fans and lights
- Straighten sanctuary for stray orders of service, etc.
- Bring in parking sign.
- Reset lever in front door and check to see all doors are locked.
- Check to see all doors are closed. Lock up building and set alarm or arrange with someone else in the building to do so.
- After second or last service, take trash out of sanctuary.