



## SUNDAY TRADITIONAL LEADER / USHERS

Pick up your **name tag** in the Hospitality Room.

**Light the candles** on the altar around 8am

**Turn on the light at the lectern** for the Psalm reader

Place **4 offering baskets** on the front pew where the pastors sit (they are sometimes on the back table before worship or on the counter in the Sacristy)

3-4 ushers (including you) stand at **Sanctuary doorways** welcoming people

**Offering** is after the message:

- If only 3 ushers, recruit 1 additional person to collect the offering
- 2 people from different households should deposit the offering in the sacristy safe – offering bags are on the counter. Return baskets to back table.
- You're welcome to return from the Sacristy through the Sanctuary when communion music starts – rather than return through the basement.

**Communion** is celebrated every Sunday.

- 2 ushers dismiss rows.
- At the end, please let the pastors know if anyone needs communion brought to them.
- Alternatively, there are small communion cups that some people like to pick up and take communion from their seats.

**After worship:**

- Walk through the pews to pick up trash and recycling
- Extinguish candles – *unless there is a baptism between services, then leave them lit*
- Turn off lectern light, recycle Psalm paper copy if still there
- Leave sanctuary lights ON

*Thank you for volunteering in this important role! Contact Katie Dahl with questions.*



## SUNDAY TRADITIONAL ENTRYWAY GREETERS + WELCOME DESK + COFFEE BAR

Pick up your **name tag** in the Hospitality Room. **Your primary job is to welcome** people as they arrive! Kindly tell your friends you can visit with them later :) If there's a **question you can't answer**, look for a staff person to help.

Stay at your spots for **5 minutes after worship begins to greet late-comers**

### Entryway Greeters

- **Pull the door open** to welcome people vs propping the doors open. It's an extra touch that makes a big difference! In the winter, stand inside until people get to the door.

### Welcome Desk

- If the **2 TVs** (behind the Welcome Desk and in the Hub) are off, use the remotes in the Welcome Desk drawer to turn them on. If they aren't scrolling through announcements and pictures, let a staff person know.
- If it's sitting out, **turn down the sign** that invites people to call upstairs if no one is there.
- Please **stand rather than sit** behind the desk if you're able.
- Please **come back after communion** so you can greet any first time guests. Stay at the desk until 9:45a.
- **First Time Guest Notes:**
  - Please don't set out gifts unless you are at the Welcome Desk
  - Ask first time guests to complete a **Form**, *and* give them a **gift**.
    - **Small talk** is great and helps people feel truly welcomed! Ask: *How did you find Calvary? Are you new to the area? Who are you visiting? etc.*
    - Put any **completed first time guest forms** in the slot on the edge of the Welcome Desk when you leave.

### Coffee Bar

- Working with the staff person or other leader, make sure **coffee pots** are full, **treats** are set out, and **supplies** are replenished.
- Come back **after communion**
- Put any **donations** in an envelope under the coffee bar, and place it in the slot on the edge of the Welcome Desk when you leave.

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# SUNDAY TRADITIONAL COMMUNION SERVERS

8:15a - 9:30a

- Pick up your **name tag** in the Hospitality Room.
- Here are your **communion stations**. Ask Hans or Angie before worship if you have questions:

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## FRONT STEPS / ALTAR

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### STATION #1

Bread:

Wine:

### STATION #2

Bread:

Wine:

### STATION #3

Bread:

Wine:

### STATION #4

Bread:

Wine:

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- Please **wait until the pastors are done giving communion instructions** before you go forward.
  - **Sanitize your hands** (bottles on the small tables).
  - **When people come to your station, say:**
    - Bread – “This is the body of Christ, given for you.”
    - Wine – “This is the blood of Christ, shed for you.”
    - If a child comes forward and does not yet receive communion, offer a simple blessing: “Jesus loves you!” or “You are loved by God!”
  - **After the congregation is done processing forward:**
    - The ushers will direct you to worshipers who need communion brought to them.
    - Serve communion to one another at the end.

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## SUNDAY TRADITIONAL COMMUNION SET-UP + CLEAN-UP

Pre-cut bread, grape juice in the small fridge in the Sacristy

To prep before worship:

- 4 small black bowls with the bread pieces (not heaping), covered with 4 medium black cloths
  - Fill 5 pouring chalices with wine
  - **\*\*NOTE** - one is for extra wine. Set two on the table for pastors (different from the photo below)
  - 4 small black cloths to catch drips for wine servers (set on one of the small tables)
  - 2 small bamboo platters with gluten-free wafers and grape juice (4 communion cups per platter) + small sign
  - 2 large black bowls with empty communion cups
  - 2 large empty black bowls for discarded communion cups, line with paper towels
  - 2 Hand sanitizer pumps (may be sitting on front pews)
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