



## SUNDAY MODERN LEADER / USHERS

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

**Stand in front of the Worship Center doors** to greet people as they arrive!

Buckets of **crayons, coloring pages and suckers** can sit on the tables (extras in the kitchen cupboards)

The **nursery** is open for kids ages birth - 36 months; **JAM** is our program for 3-5 year olds. Both meet in the preschool rooms and families can just drop-in. Find someone to walk them to the rooms if they are new.

**Doors open at 10:15a** – check with sound booth prior to opening just to make sure they're ready. Move **signs** to the corner wall by the kitchen.

When the band starts playing, immediately **following the Top 3 video**, close the doors to the Worship Center. Be ready to **help people find a seat** if they arrive late.

**Offering** is early in the service:

- **Recruit 8 people** (including yourselves) to collect the offering (blue buckets, check kitchen)
- **Kids** can help, but please double up with an adult if they are under 3rd grade or seem nervous.
- **Coffee Bar, Welcome Desk, and Greeters** are all good helpers
- Remind all people helping with offering: **Your cue to walk forward** is *when the band starts singing, after the pastors announce offering.*
- 2 people from different households should **deposit the offering** in the Sacristy safe – offering bags are on the counter. Return baskets to the kitchen.

**Communion** is normally celebrated on the 1st Sun/Wed of the month:

- All communion is **grape juice**; additional **gluten-free** is available
- **Offer everyone a communion kit** – it's not obvious for newcomers, so be bold
- After the message, be ready to walk around with a **small bowl** (kitchen) of communion kits in case people missed them.

**After worship:**

- Ask a few other volunteers to help you walk through the rows to pick up trash and recycling, **especially sucker sticks and bags**
- If extra custodial work is needed anywhere just **tell a staff person**

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



## SUNDAY MODERN 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.

The ushers might ask any of you to help collect **offering**. Please 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

- Please **stand rather than sit** behind the desk if you're able.
- Come back **after the message** (before the Lord's Prayer) and **stay for 10 minutes following worship**.
- **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 the message** (before the Lord's Prayer) and stay for 10 minutes following worship.
- 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.

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