



WEDNESDAY WELCOME DESK + ENTRYWAY GREETERS

A – 5:00-6:00p

B – 6:00-7:30p

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.

Entryway Greeters A + B:

- **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 you.
- Volunteer B – Stay at the entryway for **5 minutes after worship begins** to greet late-comers.
 - Be ready to **help with offering** if needed

Welcome Desk Volunteers A + B:

- Please **stand rather than sit** behind the desk if you're able.
- **All kids and students will check-in** by the Welcome Desk.
- Next Gen volunteers will be there to troubleshoot at the **check-in stations**.
- See the **map on the Welcome Desk** to locate programs
- **First Time Guest Notes:**
 - Please don't set out gifts unless you are at the Welcome Desk
 - If a kid or student is new to programming, give them a **Next Gen gift** (no form)
 - If it's a household who came to worship, ask them to complete a **Form**, *and* give them a **First Time Guest 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.

Welcome Desk Volunteer B:

- Stay at the Welcome Desk for **5 minutes after worship begins** to greet late-comers.
- Come back **after the message** (before the Lord's Prayer)
- Please **stay for 10 minutes following worship**

EXTRA NOTES THIS WEEK:

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



WEDNESDAY LEADER / USHER

6:00p-7:30p

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

Stand in front of the Worship Center doors at 6p to greet people as they arrive!

Buckets of **crayons and coloring pages** (extras in the kitchen on the shelves above the dishwasher) can sit on the tables

Doors open at 6:15p – check with sound booth prior to opening just to make sure they're ready. Move **signs** to the corner wall by the kitchen. Please **hold sucker buckets**(extras in the kitchen or under the coffee bar).

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.
- **Pizza volunteers, 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 blue buckets to the kitchen.

Communion is normally celebrated on the 1st Wed of the month (following the 1st Sun):

- 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**

- **EXTRA NOTES THIS WEEK:**

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