**Sunday Morning Servants: What’s my responsibility again?**

**Greeters:** Arrive at 10am. First faces of our church! Your job is to:

1. Greet people with energy and joy.
2. Introduce yourself if you don’t know someone and ask them their names too.
3. Let people know you’re so glad they are here with us.
4. Help orient people to the space to find what they need (coffee, childcare, etc.)
5. Help parents with kids get to where they need to go. (Where kids activities are/nursery, etc.)

\*Important Reminder: ***Please*** make sure to prioritize greeting and speaking with people you DO NOT KNOW or recognize rather than the ones you do. That’s not to say don’t be friendly with our regulars but don’t get caught in a conversation with someone you know and not have time for visitors.

**Inside Greeter:** Greet and orient families. Show them where coffee is. Show them where kid’s check in and nursery is if it’s appropriate. Let them know that kids are also welcome in worship and we have things for them to do (show them activities shelf). Arrive at church by 10:00 am. Stay at your post until after first song.

**Outside Greeter:** Greet families. Hold door for folks. Arrive at church by 10:00 am. Stay at your post until after the first song.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ushers:** Arrive at 10:15am

1. Help set up anything prior to worship that hasn’t already been set up.
2. Pass offering plates during service.
3. Count for attendance (kids and adults both in worship space and in kid’s rooms). Write total in notebook in Welcome Table drawer.
4. Two people count money after worship is over using supplies in last drawer in kitchen.
5. Make sure money and counting slip gets to Wake Forest UMC on Sunday and is placed in metal box outside office door in office building at WFUMC.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Serve Communion:** Proceed to Altar when Pastor calls helpers forward. Arrive at church by 10:30 am. “The body of Christ given for you.” “The blood of Christ shed for you.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Soundboard:** Run soundboard for service and pre-worship practice. Arrive by 9:15 am. Be sure to coordinate with Facebook live and to record the service using the recording device.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technology:** Run slides for worship and pre-worship practice. Arrive by 9:15 am. It can be helpful, if possible, to be present for 7pm Thursday evening rehearsal to go ahead and input the song slides for Sunday.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facebook Live:** Setup, run and interact with people on Sunday Morning Facebook Live Worship. Arrive by 10:15am.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Adult or Teen Volunteer for Kid’s Church:** Assist Children’s Church Leader with children’s program/activity that occurs concurrent with worship service. Arrive by 10:15 am.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coffee Prep/Cleanup:** Make coffee, prepare coffee bar, tidy up/refill as needed until worship has started, and cleanup after worship has ended. Arrive at 9:45 am.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Welcome Table:** Stand by Welcome table AFTER service to answer questions, hand out any fliers or t-shirts. Guests are being invited to turn in Connect Cards there as well. Give connect cards to pastor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Adult Volunteer for Nursery:** Assist Nursery Staff in caring for the infants/toddlers. Arrive by 10:15 am.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Adult Volunteer for Nursery (ON CALL):** This is ON CALL – depends on number of kids. Nursery Staff may need you at any point of the service, please sit near back and introduce yourself to Staff prior to service. Assist Nursery Staff in caring for the infants/toddlers. Arrive by 10:15 am.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Children’s Check-in:** Volunteer needs to be trained on check in system, can be trained that morning, if you arrive by 9:45 am. Otherwise, if already trained, arrive by 10 am.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clean Up:** Straighten out chairs, pick up leftover Connect Cards and pencils, vacuum worship area, and take out trash in kitchen area and bathrooms. Return signs by the road to the church space. Spot check restrooms and let staff know if they need cleaning or if we need supplies.