

GREETERS

Greeters are needed at the north courtyard doors by the elevator and at the south courtyard doors on the landing where one set of stairs goes up to the sanctuary and the other down to the Pine Room. The responsibilities are as follows.

- Arrive about 20 minutes before the beginning of the service. Wear the nametag that you will find with the bulletins in the sanctuary.
- You do not pass out bulletins!
- Greet people with a smile and a handshake as they enter the facility.
- Welcome everyone. Answer questions from newcomers. If there is something you're not sure of, direct them to a staff member.
- Provide help with the lift if you are a south door greeter—or the elevator if you are a north door greeter.
- Remain by the doors until the first hymn has begun so that you may greet latecomers.

thank you thank you thank you thank you

USHERS

Usually four ushers are needed for each service. Please wear the nametags that you will find near the bulletins on the table at the back of the sanctuary. At times there are different bulletins for each service. Be sure to use the one that is marked for the service at which you are ushering.

The ushers' responsibilities are as follows:

- Arrive 25 minutes before the beginning of the service to hand out bulletins and escort people to their seats. Spread yourselves out so that two are near the center aisle and the other two are closer to the side aisles. Encourage people to sit toward the front of the sanctuary.
- If there is no acolyte, one usher should light—and extinguish—the altar candles. The directions are in the notebook on the table at the back of the sanctuary.
- Hearing devices are in one of the drawers of the table at the back of the sanctuary. AA batteries should be there also.
- You may ring the bell five or six times just prior to the service.
- Once the service begins, close the sanctuary doors.
- Escort latecomers to their seats.
- Assist anyone who needs help during the service, e.g. crying babies or illness. There is a paid nursery attendant; a pager system is available. It would be good to escort newcomers to the nursery.
- Collect the offering when the pastor calls you forward. All four of the ushers walk forward together to receive the collection plates from the pastor. To collect the offering, two ushers should go up the center aisle while the other two go up the side aisles. If there are only three ushers, one usher can be in the middle aisle, helping with plates on both sides—only two plates will be used. Only two ushers? Both go in the center aisle—people at the ends of the pews will generally pass it on to the row behind them. Better yet, find one or two people in the congregation who are willing to help you collect the offering.
- While collecting the offering, try to move toward the back of the church together so that you finish about the same time. One usher should go to the balcony. *At the 10:30 service, immediately combine all of the offerings into one collection plate and take them to the conference room for counting.* After the offertory, two of the ushers take the offering plates to the front of the church. Remain facing the altar until after the prayer; then return to the back of the church by the center aisle.
- *After the offering, record the attendance for each service in the small notebook on the table at the back of the sanctuary. Count everyone who is in the sanctuary at that time—kids, pastor, choir and organist too.*
- At the end of the service, open the sanctuary doors.
- After each service, when most of the people have left the sanctuary, go through the pews to remove bulletins and replace hymnals and Bibles. Pew pads are to be put in the pew rack at the aisle end of the pews. *If the bulletins are the same for both services, you may reuse bulletins from the first service at the second service IF THEY ARE COMPLETE. Bulletins that will not be used again should be put in the recycle bin in the office by the copier.*
- After the 10:30 service, remove used pages from the attendance pads and put them on the desk in the office.

ACOLYTE

An acolyte is needed for each service. Children who do this should be at least seven years old and should practice ahead of time.

- Light the candles about the same time as the prelude begins.
- The candle lighters and matches can be found on the shelf above the coat rack by the south door to the sanctuary.
- Take the lit lighter to the altar. After lighting the candles, extinguish the lighter. (The symbolism is bringing the light of Christ into the sanctuary.) Before returning the lighter to the shelf, push the wick out—otherwise it has the tendency to get stuck in the lighter.
- When there are three altar candles, light the one on the left, then the one on the right, then the one in the middle. Extinguish them in the same manner.
- During the last hymn, take the unlit candle lighter to the altar to extinguish the candles. Before extinguishing the last candle, relight the wick on the lighter. (This symbolizes taking the light of Christ into the world.)
- At the back of the sanctuary, extinguish the wick, push it back out and replace the lighter on the shelf.

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WORSHIP LEADER

A few days before the service, you will be sent a copy of the bulletin showing what you are to read. If you have not received this by Friday, call the church office (630-879-1999) for the scripture readings. Bring your copy of the bulletin with you on Sunday. (An extra copy of this information will be on the pulpit; so if you forget yours, don't panic.) If you are the worship leader for the first service, be sure to leave the extra copy on the pulpit for the 10:30 service.

- Prior to the service on Sunday morning, make sure the scripture readings are marked in the Bible on the lectern—or bring your own marked Bible—so that you may turn to the readings easily.
- Sit next to the pastor.
- You are usually responsible for reading the *Call to Worship*, *Call to Prayer*, *Unison Prayer*, and *Declaration of God's Love & Mercy*. Usually these are read from the pulpit.
- The scripture lessons are usually read from the lectern on the north side of the chancel.
- The scripture readings are often divided into two parts—often one from the Old Testament and one from the New Testament. It is important for you to become familiar with the passages prior to the service so that you read fluently. The pastor is more than willing to help with pronunciation and emphasis. Remember to announce the book, chapter and verses, and the page in the pew Bible before each reading. (The pages in the pew Bibles are the same as those in the Bible on the lectern and are listed in the bulletin.)
- Once you have finished with the scripture readings, you may sit in the sanctuary.

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COFFEE HOUR

SUPPLIES

- Coffee—We are using coffee from the Equal Exchange Fair Trade Program that you will find in the church kitchen. The cost is \$6 per Sunday; please donate to the coffee fund if you are responsible for coffee hour. The money may be placed in the envelope attached to the cupboard with the Equal Exchange Coffee posters on them.
- Tea bags*
- Teapot of hot water
- Coffee cakes, cookies or other baked goodies—Be sure these are nut-free.
- Juice in paper cups for the children—in a color that doesn't stain, e.g. apple or orange juice
- Cookies or other goodies appropriate for children—again, no nuts.
- Mugs on trays set out on the tables
- Coffee carafes
- Napkins*
- Sugar* and creamer*
- Tablecloths—These are in the closet across from the elevator on the lower level.

*These items can frequently be found in the kitchen,
but it pays to make sure ahead of time.

GENERAL INFORMATION

- Coffee "hour" is held in Paxton Hall between services.
- The coffee makers will usually be ready to go when you arrive; all you need to do is turn them on before the 9:00 service. It can take up to 45 minutes for the coffee to brew. If you attend the 10:30 service, call the office and someone else will be found to do this for you.
- Leave the 9:00 service a little early to complete your preparations.
- Heat some water for tea.
- Open the small window near the dishwasher, and put two dish racks out to encourage people to put their dirty mugs there.
- Wash the mugs and serving items if you have time. If you know how to use the dishwasher—or know someone who does—you may use that. Otherwise, check with a staff member who may assist you or do them by hand. And remember . . . DO NOT immerse the coffee carafes.
- Be sure to leave the kitchen clean and tidy.
- If the tablecloths are soiled, it would be especially nice if you would take them home to wash before putting them back in the closet. The tablecloths are no-iron, so they just need to be washed in cold water, dried and put on hangers.

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COMMUNION PREPARATION

Communion is held on the first Sunday of each month and on specially designated days such as Ash Wednesday, Maundy Thursday, and Christmas Eve. All communions are altar communions except in March and October when we have pew communion.

ALTAR COMMUNION

EARLY PREPARATIONS

- BREAD —You will need 1 - 2 loaves of pre-sliced, whole grain bread. (Pepperidge Farms, Hearty Grain or Brownberry work very well). You will also need 1 - 2 French rolls or bakery rolls of similar size.

Trim the crusts from the bread slices and cut each piece into 16 sections (a good size for dipping). Slice the roll lengthwise and the slightly score the center of each half making it easy for the pastor to 'break' the bread.

You need to have enough pieces for both services.

- JUICE — Purchase a 32-ounce bottle of grape juice.

SUNDAY MORNING

- Communion supplies—pitcher, chalices, plates, doilies, altar cloth, napkins, etc.—can be found in the cabinet that is just outside the entrances to the sanctuary and/or the back office—south wall, upper left hand cabinet.
- Be sure the communion table is on the top tier of the chancel and that the small rug is out. The rug can be found behind the lectern. It should be placed about two or three feet in front of the bottom step; its purpose is to catch drips from the juice.
- Place the communion cloth on the table. The empty large silver pitcher goes in the middle of the table.
- Fill two chalices with grape juice. They must be full enough that the bread can be easily dipped into the juice. The chalices go on either side of the pitcher on the altar table. You may cover the chalices with doilies if you wish.
- Put paper doilies on two serving plates; then put on the bread cubes. Put a scored roll on top of one of the bread plates for each service. Cover each bread plate with a napkin. Place the plates on either side of the altar table.
- After the first service, refill the bread plates. Refill the chalices making sure to remove any breadcrumbs. Remember to put the second scored roll on one of the bread plates. Return the plates and chalices to the table in the chancel.

CLEAN UP

- Remove the pitcher and replace it where you found it. Remove the cloth and return it to the drawer in the hall cabinet—if it needs to be cleaned, let the chairperson of the communion committee know.
- Wash and replace the chalices and plates.

ASH WEDNESDAY, MAUNDY THURSDAY, CHRISTMAS EVE (11:00 PM)

- Altar communion is done the same way as on Sundays. Prepare for about 100 participants. Usually one loaf of bread will be sufficient. Clean up as usual.

PEW COMMUNION

- Purchase and prepare the bread as usual. You will need a 64-ounce bottle of grape juice.
- Put the altar cloth, one chalice of juice and the empty pitcher on the table.
- Use the cups and holders which can be found in the cabinet between the sanctuary entrances. You will need four holders for the sanctuary and one for the balcony.
- Fill the cups using the juice dispenser that can be found in the cabinet between the sanctuary entrances
- Divide the bread cubes among four plates. Place the scored loaf-top on one bread plate. Cover them all with napkins.
- Put the juice holders and bread plates on the communion table.
- At the end of the service, gather the used cups—they may be thrown away. Refill the bread plates and chalices after the first service.
- After the last service, clean up as usual.

thank you thank you thank you thank you

COMMUNION SERVERS

ALTAR COMMUNION

When the pastor calls you forward, join him at the communion table. He will indicate what side to stand on and will talk you through the service. You may remove the napkin over the bread and the covering on the juice on your side of the table. Take a plate of bread and a chalice; stand next to the pastor at the bottom of the stairs. As people approach, you may say, "God loves you and gives you new life in Jesus Christ" or "This is the body and blood of Christ given for you." When there are no more people coming forward, you may be asked to serve the organist or help the pastor serve people in the pews who were unable to come forward.

When the congregation has been served, return to the communion table where you and the pastor will serve each other. Return to your seat after you and the pastor have been served.

PEW COMMUNION

Communion is served in the pews twice a year, the first Sunday in March and the first Sunday in October. The four ushers at these services serve communion and the information should be included in directions for ushers on these particular Sundays. A tray of bread and juice is placed in the balcony by the sound system and the sound person serves anyone in the balcony. This should be in the directions to the sound person for these Sundays.

The pastor calls the ushers forward at the appropriate time and guides them through the serving of the bread and the juice.

The elements are prepared and put in place by a member of the communion committee. Any assistance you can give this person in gathering up the cups and cleaning up after the service is always appreciated.

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