

St. Paul's Worship Assistant Roles & Responsibilities

updated: June 2013

ALPHA (OPEN THE CHURCH)

Responsibilities include:

- Plan to arrive at least ½ hour before worship to open outside doors (*Older Building: the single door on the southeast side opens with a key hanging in the usher closet in the narthex- by the stairs to the balcony. The double doors open via an Allen wrench hanging on the left side of the doors.*
New Addition: the two main doors open with an Allen wrench hanging on the left side of the doors, make sure the handicap door is turned to Auto by flipping the switch to the middle- the switch is located on the upper right hand side of the handicap door, on the automatic door mechanism. The single door on the west side of the new addition opens with an Allen wrench hanging on the right side of the door)
- Turn on the lights located in the narthex on the back wall (*push in & turn the "ON" knobs counter-clockwise starting with 1 and going to 12*) and other lights in the church- new addition, entrances, etc.
- Plug in the video camera located in the balcony- the plug in and outlet is just to the left of the door as you walk into the balcony
- Turn on the sound system, which is located upstairs in the balcony. All you need to do is flip on the "Master Switch" that is labeled.
- Prepare coffee in Welcome Hall. It takes about 30 minutes to prepare so please start coffee no later than 8:30 (*coffee and coffee maker instructions are in door of the upper cupboard – second from left*)
- Prepare communion and place it on the altar (*please put only a small amount of wine & grape juice in the split chalice – just enough so that when you dip the wafer in, the wafer hits the bottom of the chalice but your finger does not touch the wine/grape juice*)
- When cold, turn heat on:
 - In sanctuary- turn thermostat on back wall to 68 degrees
 - On the wall near the steps to old double doors- turn thermostat to 68 degrees
 - In Welcome Hall – thermostat is to the right of Pastor Nancy's office door. Push the arrow up buttons up to 68 degrees. Then press the "temp set" button
- In winter, work with the ushers to make sure sidewalks are clear of snow and salt is used on sidewalks if they are slippery.

HOSPITALITY SERVER

Responsibilities include:

- Provide treats, coffee, juice and/or water between services, from 9:00 am to 10:15 am (treats such as: snacks, bars, fruit, etc)
The treats can be home baked or purchased "goodies"
- Make sure coffee is prepared (will be done by Alpha Coordinator)
- Place the items on the "Coffee Corner" table in the Welcome Hall
- The coffee maker, napkins, offering basket, and other items can be found in the hospitality area in the Welcome Hall
- Clean up at the start of the 10:15 worship service
- Make sure the coffee pot is shut off and cleaned after use

USHER

Responsibilities include:

Prior to worship service:

- Plan to arrive ½ hour before worship
- In winter, please make sure that the sidewalks are clear of snow and salt is used if sidewalks are or may become slippery.
- Check bulletin for any specials duties that may be needed during service
- Welcome people to worship and hand out bulletins (at both entrances to the narthex – from east door and from the Welcome Hall)
- Please smile, be friendly, welcoming, etc...
- Assist visitors with questions and be aware of surroundings (location of bathrooms, elevator, parking lot assistance)
- Direct families with younger children to the “kiddie bags” in narthex
- Close all inside doors 5 minutes prior to worship

During worship service:

- Count **all** worshippers (**including children, musicians, and pastors**) in all areas (sanctuary, narthex, balcony, fellowship hall and Welcome Hall) and record those numbers on that day’s clipboard (*the usher’s clipboard is hanging up next to the phone by the stairs to the balcony*)
 - A good time to count is during the reading of the lessons.
 - A good place to count is in the balcony but make sure to count those people in the back rows you cannot see from the balcony.
- Receive offerings (pastor will signal the appropriate time)
- Guide worshippers to communion (start in the front of the sanctuary)
 - Watch for people who would like to take communion in the pew and inform the pastor

After worship service ends:

- Clean up the sanctuary- checking the pews, picking up bulletins, etc.
 - 8:00 ushers- please place the good, left over bulletins back on the bulletin shelf to be reused for the 10:15 service
 - 10:15 ushers- please place left over bulletins in the recycling basket in the narthex
- Remove the data sheet from the clipboard and give to Pastor Kelly, Pastor Nancy, Mike Lindau, or Julie Rodman.

GREETER

Responsibilities include:

- Plan to arrive at least ½ hour before worship
- Stand in Welcome Hall by south doors - welcome people with a smile
- Answer any questions people may have
- Guide people to sanctuary, restrooms, offices, etc..
- Help open doors for people who may need assistance

READER

Responsibilities include:

- You will receive the readings either via email or mail the week before
- Go up to lectern to read when the pastor directs you to do so. When it is getting closer to the time to read, feel free to move up and sit in the front pew so you are closer to the lectern when it is time to read.
(if you are unable to step up stairs to the lectern, please let us know and we'll set up a microphone so you can read from the front)

COMMUNION ASSISTANT

Responsibilities include:

- Go up to the altar area when the pastor directs you to do so
- Take communion from the pastor
- The pastor will offer you hand sanitizer if you're serving bread
- If you are distributing the bread- give the bread and say
"Body of Christ, given for you."
- If you have the wine- when they dip the bread into the wine, say
"Blood of Christ, shed for you."
- After 8:00 service, make sure there are enough wafers on plates
- After 10:15 service, put away communion and clean chalices

SCRIP SELLER

Responsibilities include:

- Prior to the service, get the scrip clipboard and money bag located in Julie Rodman's office *(items are locked in a safe so please find either Mike Lindau, Julie Rodman, or one of the pastors to unlock it)*
- Immediately after the service, put up the Scrip sign on the table closest to the elevator in the Welcome Hall and stand/sit by the table to sell the scrip.
- The purchasers can pay with cash or by check made out to: *St. Paul's*
- Record all the sales on the chart.
- After selling, return the items to Julie Rodman's office.

AUDIO / VISUAL COORDINATOR

Responsibilities include:

Prior to worship service:

- Plan to arrive 15 minutes before worship
- Follow instructions to setup recording of audio of worship on CD
 - Start the CD recording a few minutes before the service starts
 - CD recording is done on the sound system in the balcony in CDs and complete instructions are by the sound system.
- Follow instructions to setup recording of video of worship to DVD *(only need DVD if requested for special service or a baptism)*
 - Start the DVD recording a few minutes before the service starts
 - DVD recording is done on the TV setup on the table in balcony. Instructions are posted by the TV.

During worship service:

- Record service and split the sermon on audio CD.
 - Complete instructions are located by the sound board
 - You will make the sermon a separate audio track by pushing a button on the sound system just before the sermon starts and right when the sermon ends.

After worship service ends:

- Stop recording of audio CD and then finalize CD
 - Put finalized CD on Mike Lindau's desk or slide under his door if locked
- Stop recording of DVD and then finalize DVD
 - Put finalized DVD on Mike Lindau's desk or slide under his door if locked

OMEGA (CLOSE THE CHURCH)

Responsibilities include:

- Close all outside church doors
Older Building: the single door on the southeast side closes with a key hanging in the usher closet in the narthex- by the stairs to the balcony. The double doors close via an Allen wrench hanging on the left side of the doors. *New Addition:* the two main doors close with an Allen wrench hanging on the left side of the doors, make sure the handicap door is turned to OFF by flipping the switch away from you- the switch is located on the upper right hand side of the handicap door, on the automatic door mechanism. The single door on the west side of the new addition closes with an Allen wrench hanging on the right side of the door)
- Turn off the lights located in the narthex on the back wall (push in & turn the "OFF" knobs clockwise starting with 1 and going to 12) and all the other lights on throughout the church
- Unplug the video camera located in the balcony- the plug in and outlet is just to the left of the door as you walk into the balcony
- Turn off the sound system, which is located upstairs in the balcony. All you need to do is flip off the "*Master Switch*" that is labeled.
- Turn off the TV, DVD recorder, and VCR in the balcony (*remotes labeled*)
- Make sure offering is put in the lock box (*two people will do*)
- When cold, turn heat back down to:
 - In sanctuary- turn thermostat on the back wall down to 59 degrees
 - On the wall near the steps to old double doors- turn thermostat down to 55 degrees
 - In Welcome Hall, turn down thermostat located to the right of Pastor Nancy's office door to 60 degrees.

Please check the monthly newsletter to see when you are scheduled. If you are unable to serve, please contact Mike at the church office at 715-748-4909 or via email mdlindau@yahoo.com

Thank you for all your help! God Bless!

Mike Lindau

Ministry Manager - St. Paul's ELCA