

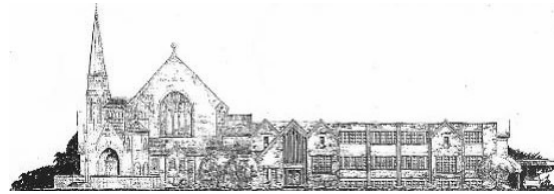
# DOWNTOWN SITE WORSHIP VOLUNTEER SCHEDULE

Jan. 6 – March 30, 2008

## VOLUNTEER INSTRUCTIONS

Thank you for your commitment and service to First English at the Downtown site. **If you cannot serve at your scheduled time(s), please find an alternate and notify the church office (733-2303) as soon as possible.**

This schedule is from Time & Talent forms collected as Dec. 24, 2007.



**Confirmation Students** – Assist pastors and worship volunteers in help create a meaningful worship experience.

**ACOLYTE, READING & USHER TRAINING WILL BE HELD ON THE FIRST WEDNESDAY OF EACH MONTH AT 8 P.M. IN THE DOWNTOWN SANCTUARY.** Students are asked to acolyte and usher 3 times and read 1 time. This is a slight change from the Sept. confirmation parent meeting. Questions or concerns? Contact Andy Moscinski at 733-2303 or amoscinski@felc.com to make alternate arrangements or discuss further.

**Welcome Host(s)** - Lead and coordinate activities to welcome guests & provide information and support to guests before and after Worship services at FELC.

- Arrive 20 minutes before service begins and remain 20 minutes after the service.
- Provide guidance to greeters.
- Collect information/comment cards from the service and route to church office by giving to the ushers to be included in that day's offering.
- Solicit members to actively look out for and engage with guests.
- Attend to the "Welcome Table"
  - Answer guest and member questions and provide FELC information.
  - Solicit guest(s) name and interests.
  - Connect with Pastors and other staff or members as appropriate. Arrange building tours as needed.

**Greeters** - Help visitors and members feel welcome and comfortable during their time of worship.

- Arrive 10-15 minutes prior to the service.
- Greeters will be placed at church entrances (not sanctuary). Locations are specified on your enclosed schedule.
- Greeter name tags are available at the Welcome Table. Return nametags to table.
  - Goal of a greeter will be to welcome worshipers by making eye contact and saying, "Good Morning."
- Help direct visitors & guests to Welcome Host and Welcome Table in Gathering Area.
- Bulletins are handed out by ushers & greeters.

**Readers** - Share the readings for the day during the service.

- Reading will be sent to you a few days before your scheduled time.
- Please review and practice beforehand.
- Speak clearly, slightly slower and louder than normal.

**Communion Set Up** - Assist the pastor(s) by setting up communion prior to the start of each service. Instructions for each worship time have been slightly updated to better explain consecrated and unconsecrated wafers and wine. These instructions are posted in the sacristy. Contact Barb Kuenzi (731-6570) or Pastor Detweiler with any questions.

**Communion Servers** - Assist the pastor(s) with communion distribution.

- Before the service begins: put on one of the cross necklaces located in the robe area.
- At the conclusion of the Lord's Prayer, go forward to the altar via the center aisle. You will be served communion first.
  - Most often you will serve the wine. Say, "The blood of Christ shed for you" as each person dips the wafer into the cup or a communion cup is offered. If it looks like the person would have difficulty picking up a cup, feel free to take it out of the tray and hand it to them.
  - If serving bread, say, "The body of Christ given for you."
  - After all have communed, return the element to the credence table. Return to your seat via the center aisle.
- After the service, return the cross to the Robe Area.

**Coffee Hour Hosts\*** - Provide fellowship and refreshments for Sunday morning worshipers.

- Set the table with a tablecloth, centerpiece (you *may* choose to bring your own if you wish), coffee, coffee cups, juice, juice cups, napkins, sugar packs, creamer, stir sticks, tea bags and a server with hot water, doughnut holes, signage and an offering plate. *Hint: You may wish to pace the serving of the donut holes so you have enough for the morning.* Serve half the donut hole order prior to 9:15 worship and then half after 9:15.
- Coffee making instructions are posted on the coffee maker. You will need about 100 cups of coffee ready before 9:00 when the first service is over. Brew the coffee and fill the servers needed. Make 75% regular & 25% de-caf. The second rush of people will come about 10:15 when the second service is over. You should have about 50 cups of coffee ready at that time.
- Juice is in the refrigerator in the coffee kitchen plus kitchen downstairs. Plan on serving 1-2 gallons a week.
- You can start to clean up at about 10:30. Wash the glass coffee pots and servers. Please leave the tablecloth and any towels and washcloths that you use, we have a special angel who will wash and return them to church.

If someone you know is currently not on this schedule but would like to be included, please have them complete and return a 2008 Time and Talent form found in the Gathering Area, on the church website [www.felc.com](http://www.felc.com) or by contacting the church office (733-2303).