

### 2016 Greeters' Schedule for Traditional (10:30a) Service

The Worship/Music Committee has set the following guidelines for the various duties/services needed during the Sunday morning worship service.

Greeters should be in the narthex (front foyer) 15 minutes before the morning service begins (10:15 a.m.) to greet everyone and assist visitors.

The Worship/Music Committee developed this schedule based upon the responses to the Time & Talent sheets. **If you are unable to serve on an assigned date, please secure a substitute or trade with someone, and please let the church office know of the change so the bulletin may reflect the change.** Thank you very much for your participation and willingness to serve.

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### 2016 Lay Readers' Schedule for Traditional (10:30a) Service

The Worship/Music Committee has set the following guidelines for the various duties/services needed during the Sunday morning worship service.

**First of all, practice.** Read through the prayers and the scriptures before Sunday. Make sure you are comfortable with what you will be reading. Feel free to give the pastor a call if you have any questions.

**Remember, you are leading the people of God in worship. Therefore, both you and the pastor need to project your voices and speak with energy and enthusiasm.** If you want the congregation to be excited about worshiping God, you need to be excited too.

If you have any questions, please speak with the pastor.

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### 2016 Element Preparation and Assisting Elders' Schedule for Traditional (10:30a) Service

The Worship/Music Committee has set the following guidelines for the various duties/services needed during the Sunday morning worship service.

#### Element Preparation:

1. Plan to prepare the elements the morning designated for communion.
2. Prepare five (5) bread plates with broken pieces and one (1) with a roll or loaf for the pastor to break. Place a linen napkin on each bread plate before filling it with bread, and then cover each bread plate with a linen napkin.
3. Fill up all five (5) communion trays every time communion is served (40 cups in each communion tray). Put enough juice in the communion pitcher so the pastor can pour some into the communion cup.
4. Return the communion cart to the kitchen and clean up as needed. Clean linen napkins as needed. **Throw out or remove any unused elements when done.** Inform the worship committee if supplies (cups, etc.) need to be ordered.

#### Assisting Elders:

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## 2016 Ushers' Schedule for Traditional (10:30a) Service

The Worship/Music Committee has set the following guidelines for the various duties/services needed during the Sunday morning worship service.

1. There will be two (2) ushers for the worship service. The person listed in bold letters will be the designated head usher.
2. Ushers need to be in the sanctuary no later than 15 minutes before worship begins (approximately 10:15 a.m.)
3. Before the service begins, the ushers should make sure that two offering plates are always behind the pulpit, and one offering plate is in the choir loft. Make sure a cup of water is placed on the pulpit for the pastor.
4. The head usher will be responsible for having the acolyte ready to light the candles **once the prelude beings**, and for making sure the acolyte is back in time to extinguish the candles **before the closing hymn**. (Please see "Usher Assistance for Acolytes.")
5. Ushers are responsible for seating guests and newcomers at appropriate times. **Traffic in and out of the sanctuary doors should be monitored in order to minimize any distractions that may disrupt the flow of worship.**
6. Ushers will sit in the back of the church until time to take up the offering. **Two ushers will walk down the middle aisle together to receive the offering plates. Assisting ushers will go down the outside aisles.** After the offering is taken, the two ushers will take the offering forward during the Doxology and hand the plates to the pastor. Remain standing with the pastor for the duration of the Doxology and offertory prayer. All ushers should then return to their seats.
7. Ushers will be responsible for monitoring the heating/air conditioning during the service only. (The programmable thermostat will take over following service.)
8. Ushers are responsible for straightening up the sanctuary after worship service is over (throw away trash, straighten pew Bibles and hymnals, remove and discard used/old bulletins and communion cups, and place all left over (unused) bulletins and the check list on the church secretary's desk. (See checklist.)
9. **Ushers are responsible for turning out lights and making sure all the doors are locked in the sanctuary, Fellowship Hall, and Sunday school hallway.**

### Usher Assistance for Acolytes

1. If needed, assist the acolyte in putting on a white robe and the acolyte pendant. The acolyte needs to be ready to go down the aisle by **10:25 a.m.**
2. As soon as the prelude begins, light the candle lighter and send the acolyte down the middle aisle. Instruct the acolyte to walk calmly and light the candles on the communion table. Make sure the lighter flame is extinguished.
3. Assist the acolyte in and out of the robe and pendant as needed.
4. The acolyte needs to be ready (robe, pendant) and instructed to walk back down the aisle during the last verse of the final hymn.
5. **Remind the acolyte to light the candle lighter first and then extinguish both candles on the communion table.** Also remind the acolyte to remain at the front of the sanctuary with the pastor until he gives the benediction and then leave the sanctuary with the pastor.
6. Assist the acolyte with putting up the robe and candle lighter.

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## 2016 Acolytes' Schedule for Traditional (10:30a) Service

The Worship/Music Committee has set the following guidelines for the various duties/services needed during the Sunday morning worship service.

Before you go down the aisle, you should be dressed in a white robe and hang the acolyte pendant around your neck. **You need to be ready at 10:25 a.m.** An usher will help you with the robe, if needed, and light the candle lighter for you.

When the prelude (organ music) begins, walk down the middle aisle to the pulpit (where the pastor stands) and light the two candles on the table in front. Blow out the lighter and return to the back of the sanctuary. Remove your robe and pendant, and go sit with your family in the sanctuary.

Toward the end of the service, be ready to come back in when the usher comes for you. Put your robe and pendant back on. The usher will tell you when to go down the aisle again, usually on the last verse of the final hymn. **Light the candle lighter from one of the front candles and then snuff out both candles.** (Remember, you are taking "the Light out into the world"). Wait at the table until the pastor comes down, and leave the sanctuary with the pastor.

Before leaving, take off your robe and pendant, and lay them on the table in the conference room.

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## 2016 Nursery Schedule for Traditional (10:30a) Service

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Volunteers for the nursery, please remember you will need to be in the nursery for **Sunday School as well as worship service**, so be prepared to begin at 9:15 a.m. and stay until parents pick their children up after service.

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