

- f. Check to see if the communion table is set for any communion service and make sure baskets are lined for communion cups.
 - g. Make sure basket of crosses are up front for communion
 - h. Make sure bell rings (switch located in south closet in Narthex) immediately before the service (during **the** sharing of “Peace”)
 - i. Check all pews to make sure they are clear of debris and all books are in order
 - j. Ushers should greet people, distribute bulletins, and assist people to their seats
 - k. Seat people as they arrive, it may help to stand partway up the aisle and direct people to open places. **Especially in well attended services you should show people where available seats are and lead them to them. We should not have members/visitors roaming the aisles looking for seats.**
 - l. Shovel snow & spread salt if necessary
- 6. For Baptism – Do the Following**
- a. Put hot water in the font and leave font open
 - b. Put the candle, napkin, & shell on top the font, leave candle in box, (NO candle holder). Candles are located in the upper cabinet in the alter guild room and napkins are in the lower cabinet.
 - c. Put small banner on font
- 7. During The Service**
- a. Seat people **ONLY** during extended congregational singing (e.g.: hymns, canticles, etc.) No one should be seated during the spoken liturgy, prayers, lessons, or sermon.
 - b. Take up collection
 - c. Assist with ushering people to communion
 - d. Get a head count during the sermon hymn
 - e. Ring the toll bell during the Lord’s Prayer ... “Our Father... our daily bread...Amen”
 - f. At the communion service count those who commune. Only those actually receiving communion.
 - g. Have acolytes holding baskets for crosses refill the baskets when needed.
 - h. Ushers should be present in the church through-out the service. Each captain is responsible to keep his crew attentive to the entire worship service
- 8. After The Service**
- a. Clean the pews of debris and straighten the books
 - b. Check to make sure the collection money has been taken care of – If not see a pastor

- c. After the LATE service turn off, close, or secure all items in #2, 3, & 4 above. Switch on receptionist desk should be moved to LOCKED position. Make sure the Fellowship Hall lights are off after late service.
- d. Pull out the fellowship / registration forms from the folder in each pew, refill empty folders. Sheets are to be left at the reception desk in the Atrium. Make sure there is a pen in each folder.

9. Emergency Items

- a. In the event someone needs to call 911, go to the receptionist desk. Use the LARGE phone nearest to computer. Pick up the phone. **Select a line by pushing one button from one of these** phone numbers 663-1578 or 661-2845 or 661-2846. Dial 8, wait 1 second, then dial 911
- b. In the event someone might cut themselves, you will find a first aid kit behind the Receptionist Desk in the top drawers. (#4 & 5 left to right)
- c. A Medical Emergency Bag is located in the north closet in the Narthex
- d. A Defibulator is located on the South wall in the Atrium by the receptionist's desk