

**June 2016**

**OPPORTUNITIES FOR INVOLVEMENT**

**GREETERS**

- Please arrive 30 mins before your service (7:30 for 8:00 am service, 9:00 for 9:30 service)
- Put on the “Greeter” tag
- If you don’t know the person, talk to them, introduce yourself!
- Make them feel welcome

**ALL USHERS**

- Let the council rep know that you are there to usher and find the “usher” tag.
- Find the bulletins in the sound room or on the podium by the guest book.
- If people need assistance with hearing devices they are in the sound room, we also offer large print bulletins for people who may need that help.
- If there are inserts in the bulletins, please collect them and don’t recycle the inserts. They may be used again the following week.
- Count all people including staff and small children, include anyone in nursery as well

**OFFERING**

- The offering plates are at the back of the sanctuary.
- Starting on the side aisle in the front pass the plate.
- After the side is done start on the center section in the front.
- Wait for Pastor to indicate and bring the plates up front to the pastor.

**COMMUNION**

- Release people front to back starting with the sides, just like taking offering.
- Pause while releasing people when the pastor is finishing with one group.
- Then release the center aisle, starting in the front.
- After all the congregation has gone up for communion you will head up with them to take communion.

**COMMUNION ASSISTANT**

- If serving bread say “the body of Christ is given for you”
- If serving bread, make sure to have clean hands, there is Purell available on the altar.
- If serving wine say “the blood of Christ shed for you”
- Keep your tray stocked while serving wine.
- Pastor will commune you at the very end.

## **LECTOR**

- Copy will be emailed the Thursday before service.
- Reading copy should be on lectern (there should be a copy in the sound room as well)
- Let the council rep know that you are there.
- Head up front, say good morning to test microphone.

## **ACOLYTES**

- Arrive 10-15 minutes early
- Put a robe on and take the taper
- Check in with pastor and Eric, find out if you need to run the clicker for the slides during service.
- Light candles after entering with pastor
- Put out candles during final hymn
- If communion Sunday, assist by holding the basket for empty cups