

FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST VOLUNTEER JOB DESCRIPTION/RESPONSIBILITIES

Thank you for serving as a worship volunteer. We really appreciate your willingness to help. Please review the duties of the position. If for any reason you are not able to serve on the Sunday you are scheduled, please try to trade with someone else. Please notify the Church office (475-1844 or church@chelseafcc.com) by Thursday of that week of any last minute changes, so that the bulletin reflects the correct volunteers.

This schedule is managed on “Sign-up Genius” and changes can be made online. If you prefer, contact Sarah Herwick, Office Administrator, and she will take care of it for you. There is a link to “Sign-up Genius” from our website on the “Get Involved” page: <http://www.signupgenius.com/go/10cod4da4ac29a7fdo-2015/>

USHERS/GREETERS Duties:

- Arrive at church 30 minutes before the service (9:30 am);
- Unlock the handicap entrance door when you arrive;
- Welcome worshippers and hand out bulletins. Have one Greeter at each entrance (near organ and at handicap entrance)
- If there are guests, please suggest that they sign the guest book after you greet them; invite them to stay for coffee hour after the service. Try to reconnect after the service.
- Light the Christ candle at 9:45 and ring the bell at 9:45;
- Ring the bell again at the end of “Gathering Music”;
- If no acolytes are scheduled, light the altar candles from the Christ candle during service and extinguish at end (for timing, see bulletin). Description under “Acolyte Duties”;
- Count attendance (include Nursery) and enter in the book located in the table drawer;
- Collect the offering (try to go down the center aisle together, first separate to the right, come up the aisles together if possible, next go back down the center aisle together, separate to the left, come up the aisles together if possible. Deliver offering plates to Pastor Joe during Hymn of Dedication (see bulletin);
- After service please check that all basement lights are off AND basement doors are shut tightly to lock;
- Please close any windows that were opened;
- Shut and lock Sanctuary & Fellowship doors, including handicap entrance.

COFFEE HOUR Duties:

- Remember, this is a coffee hour, so please keep it simple;
- Set-up can be done Saturday (any time) or Sunday morning before church;
- There are usually leftover small plates and napkins, but check ahead of time;

- Member Caring buys the coffee, coffee cups, punch cups, coffee and sugar packets;
- Instructions for making coffee are posted in the kitchen;
- After coffee hour, please empty the smaller trash bags from the Fellowship Room and kitchen into the larger trash can in the kitchen;
- Sweep up crumbs from the Fellowship area and wash any dishes;
- Check that the Sanctuary and Fellowship doors are locked.

ACOLYTE Duties:

- Before service, wait at the back of the Church during Gathering Music;
- Take the **UNLIT** Altar candle lighter with you down the center aisle and light the Altar candles from the Christ candle, then extinguish your lighter. **This signifies that you have brought the light of Christ to the Altar and to the Service;**
- During the second verse of the Closing Hymn (see bulletin), take your **UNLIT** Altar candle lighter with you down the center aisle;
- Extinguish the Altar candles, then the Christ candle. Take the **LIT** candle lighter with you up the center aisle and extinguish at the Altar candle lighter holder. **This signifies that you are taking the “Light of Christ” out into the world!**

LAY READER Duties:

- A reminder email, text, or phone call will give you the reading(s) for that Sunday;
- You may use any translation of the Bible you prefer. The church pew Bibles are the New Revised Standard Version.
- Here is a link to scriptures and translations: <https://www.biblegateway.com>
- Read your scripture lesson in advance and check with Pastor Joe or Marsha about pronunciation of any unfamiliar words.
- When it is time for the scripture lesson, please go to the lectern. The microphone should have been left on during Announcements, but if not, please be sure to turn it on.
- Begin with: **“The Lesson for today is from the book of *Name* verses *number range*. I am reading from the *Name* translation. Listen for the word of God.”**
- Read Lesson - please speak into microphone slowly and clearly, with feeling.
- When done, say: **“Here ends the lesson.”** Please turn the microphone off when you are done with your reading. You can leave the light ON.

NURSERY Duties:

Arrive at church 10 minutes before the service. Greet parents/caregivers and welcome children to the “Kid’s Kingdom.” Ask about any special dietary needs, allergies, etc. before giving any food to children.