**COMMONS COORDINATOR**

**SUNDAY SHARED MINISTRY**

The Commons Coordinator (CC) oversees the overall organization of activity within the north and south commons including all Sunday Shared Ministry tasks (Ushers, Greeters, Coffee Attendants, and Laundry Helper) and generally is the “go-to” person for issues that may arise. You are not expected to solve all problems, but to be a person who can direct the appropriate attention to a problem.

**The Commons Coordinator is expected to stay in the commons throughout their entire shift and may attend the service they are not serving during.**

**1st Shift Duties (8:30 a.m. – 10:45 a.m.):**

* Bring the baskets with the Orders of Service from the Mills Building office workroom and place them on the small table outside the sanctuary doors. Place three empty baskets (for the offertory) on the small bookcase at the back of the sanctuary.
* You will also need to bring over signs and stands for information tables, and the clipboard with the list of the day’s volunteers and information tables.
* When you arrive, please make one pot of regular coffee, and set out compostable paper cups with sugar, cream, and wood stir sticks. Your first service Coffee Attendants should arrive early enough to get hot water started for tea, brew a pot of decaf coffee, and finish the set up as specified on their job description.
* Put stands and signs on information tables. There may be specific locations denoted on your clipboard, but the final decision for who gets what table is YOURS.

**General Duties for BOTH SHIFTS:**

* As the morning progresses, check off the names of the volunteers who are present. If there is no name listed for any task or if there is a cancellation, ask a member if they wouldn’t mind filling in the position. Write in any added volunteers or notes you want to share.
* Notes on the volunteer schedule will indicate the level of training needed for volunteers. You should be able to rely on the experienced volunteer partner to train a new volunteer. In the event there is no partner or both people signed up for a task are new, you should go over the duties with the volunteer.
* Be mindful of whether assigned tasks are being taken care of and step in as needed. It is generally best if you encourage the volunteer to do the task in the intended manner instead of completing the task yourself so the problem/concern is corrected and will be less likely to be repeated.
* It is fine to go into the sanctuary for the offertory if Ushers need extra support or guidance.
* Be aware of events for the day and able to respond to questions.
* Please walk around the building to see that all is well. Safety and security are also part of your responsibility. If something is not as it should be, it is important that you act upon it. Do not hesitate to consult with others (Caretaker, Office Assistant, Staff, church leaders).
* Keeping the commons quiet during the service can be a challenge, but do your best to remind people to keep their voices down. When the weather is nice, it is fine to suggest that people sit outside. There should be no activity in the commons that makes noise and distracts from the worship service. The Commons Coordinator is expected to model the behavior we wish to see in others, so be mindful of your own talking during the worship service.
* In the event of an emergency, there are guidelines taped to your clipboard. Please review these at your earliest convenience so that you are familiar with these procedures.
* Please take a moment to consult with each other during the shift change.

**2nd Shift Duties (10:30 a.m. – 12:30/45 p.m.):**

* Ensure that Coffee Attendants have completed all clean-up duties before leaving.
* Return Greeter supplies (nametags, pens, guest registry forms on clipboards, etc.) to the welcome cart if Greeters have not done so.
* Offertory baskets and Orders of Service can be left on the small table outside the sanctuary and/or on the small bookcase at the back of the sanctuary.
* Please return the clipboard, table signs, and stands to the table in the office workroom in the Mills Building.

**THINGS TO KNOW**

**Job Descriptions for each volunteer task are available at each station:**

Greeter & Family Greeter – Inside the welcome cart.

Usher – In the drawer of the small cabinet at the back of the sanctuary.

Coffee Attendant – In the drawer in the kitchen near the coffeemaker.

Laundry Helper – informal instructions available online and are not printed.

Volunteers sign up for Sunday Shared Ministry tasks at the Sign Up Site (bulletin board) in the commons, online via Sign Up Genius or are recruited by phone/email. A reminder email is sent to the volunteers on the Friday before the service.

**INFORMATION TABLES** in the commons are reserved in advance and are only available for JUC-sponsored activities. If someone wants to staff a table for a future date please have them contact Congregational Connection Coordinator, Beth Leyba. No individual or group may set up a table and conduct a sale without prior approval from our Business Administrator, Carol Wilsey.

**SPECIAL WORSHIP SERVICES:** If you are the Commons Coordinator for a Saturday afternoon or Christmas Eve worship service, there will be special instructions provided.

**PROHIBITED ACTIVITIES:** Indoor burning of any materials other than candles or sterno (for food buffet purposes only) is prohibited inside any part of the church facility. If a group intends to burn any materials outdoors, it must be done in compliance with the Jefferson County fire department policies and a representative for the activity must notify the Business Administrator at least one week before the event that burning will occur and what safety measures will be taken. Outdoor burning rules change based on fire conditions and it is the activity leader’s responsibility to know the rules that will apply to their activity.

The following items have proven to set off the church’s fire alarm and are prohibited inside the building:

·     Fog machine

·     Opening of microwave popcorn bags

·     Burning of charcoal or sage

**TO CALL THE CHURCH OFFICE FROM THE COMMONS (or anywhere in the church):**

Main desk – press “Intercom” and then “10”

Kitchen – press “Intercom” and then “15”

See the red note on your clipboard for emergency phone numbers. Our Safety Plan is on the last two pages of this document.

**SAFETY PLAN – FIRE ALARM & EVACUATION PROCEDURES**

1. If a fire of any size or location is noticed, the person who sees the fire should
	1. Activate the nearest fire alarm
	2. Personally notify anyone nearby the location of the fire to evacuate the area immediately
	3. If the caretaker is on the premises, to alert him/her to the situation.
2. When the fire alarm sounds, both buildings should be evacuated immediately
	1. All classrooms in the main building, and Willis Chapel, should be exited through the outer door of the classroom/chapel, and occupants should proceed to the area along the fence at the west property line (Orange Safe Zone).
	2. Nursery: Children unable to walk should be placed in wheeled playpens/cribs, and wheeled out through the door to the fire lane and from there to the Safe Zone.
	3. All classrooms/meeting rooms in the Mills Building should be exited through the nearest door, and occupants should proceed to the area along south or east fence (Green or Purple Safe Zone)

d. Sanctuary should be exited through the nearest doors

i. west side occupants exit through the west door (through Memorial Garden) and proceed to the area along west fence (Orange Safe Zone)

ii. east side occupants exit through east door, then through the adjacent outer east door, and proceed to area along the east fence (Purple Safe Zone)

iii. center occupants exit through the entry doors at the back of the sanctuary turn right to exit through main building entry door, and proceed to the area along west fence (Orange Safe Zone)

* 1. Commons areas should be exited through the nearest door, moving away from the buildings to the nearest area along a fence.
	2. Basement should be exited up through the Commons and then through the nearest door.
1. If the fire alarm sounds during worship service, the following announcement is to be made by the person occupying the pulpit:

*We must leave the building. Please stand up and exit through the nearest door and go all the way out to the fences at the sides of the parking lot. Those to my right leave (point with hand) through the door into the memorial garden, those in the center leave through the doors out into the commons area and out the front door of the building, those to my left, leave through the door by the choir area and out the side door. Please move away from the building and all the way out to the fences.*

*Parents, your children are leaving from their classrooms with their teachers, and you may join them over near the west fence after you exit the building.*

*If you are near someone who needs assistance to exit the building, please offer your assistance, doing your best not to impede the flow of movement toward the doors.*

1. Responsibilities on Sunday morning:
	1. **Commons Coordinator**: instruct people to exit through the nearest door, and make sure someone is checking the basement and RE wing to be sure everyone has left the building.
	2. **Ushers**: assist with opening sanctuary doors, assisting those with limited mobility, and moving people away from the building and to the fences
	3. **RE Teachers**: move children out of the building and to the west fence area
	4. **Minister(s)**: assist ushers, provide a calming presence
	5. **Caretaker**: if present, provides liaison to the fire department personnel when they arrive. If the caretaker is not present, a staff member provides that liaison role.