

Volunteer Job Description

CHAIRS

Description

Rotating chairs between services weekly to reduce the risk of spread of Covid-19.

Responsibilities - Please arrive at 9:30

Before service - Bring chairs out from the storage room located behind the cross and place them in the sanctuary in clusters of different sizes based on the chart below. As worshippers arrive, be prepared to put additional chair groupings together if needed.

After service - Stack chairs and place them in the storage room.

NOTE: Be careful not to drag chairs across the floor as this may damage the floor's finish.

Time Required

30 minutes prior to the beginning of worship

30 minutes after the conclusion of worship

Physical Ability Required

- Effort-High
- Ability to lift and move stackable chairs

Thank you for your service to the people of Coolwater Christian Church!

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GREETERS (2)

Description

As greeter, you will be the first person everyone interacts with as they enter Coolwater. Your role will be extremely important in setting an atmosphere for a great experience.

Responsibilities

Before Service

- Ensure fresh masks are located near the entrance in case someone arrives without a mask and needs one to enter.
- Familiarize yourself with the location of sanitizers in the building in case someone asks about their locations.
- Retrieve the digital thermometer, masks and seating chart from the Welcome Table drawer, turn it on, and test that it is working.

Worshipper Arrival

- Greeter 1
 - Welcome worshippers and explain Covid Procedures are in place to protect the vulnerable.
 - Ask to take each person's temperature
 - Ask contact tracing questions.
 - Invite them to watch a brief safety video. (The video will be played outside the narthex. The content will familiarize visitors with rules put in place to keep us safe during the Covid outbreak.)
 - Move visitors to Greeter 2
- Greeter 2
 - Ask how many people are in their party.
 - Direct them to a chair grouping with number of people in their group.
 - If no grouping meets their needs, ask the person setting up chairs to add an additional grouping.
 - Direct worshippers to pick up their prepared communion on their way to their seats and remind them to use the hand sanitizer.

During Worship

- Sit close to the sanctuary entrance with your family so you can assist worshippers with restroom access. Move the sign on the glass door from green to red when someone has left the sanctuary to use the restroom and then move it back to green when they have left the restroom.

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After Service

- Put away masks and thermometer
- Bring in the TV

Time Required

- 30 minutes prior to the beginning of worship
- Be available in narthex for late arrivals
- Be available throughout workshop service and for 10 minutes after worship

Physical/Emotional Abilities Required

- Physical Effort - Low
- Ability to stand for an extended time (30-40 minutes)
- Mental-A person utilizing a warm and friendly approach with the ability to answer questions and direct worshippers to their chairs will best serve this position.

COMMUNION

Description

Prepare Communion Bread and Wine for the communion table. Prepare communion for the congregation and collect cups after communion. Please note: There is no greater gift of love, grace, and mercy to prepare communion. May we never take that gift for granted. Prayers as you are preparing communion will bless

Responsibilities

Communion Table Setup

(prep time 10 min)

1. Pull Bread from the freezer and place on a communion plate.
2. Fill communion carafe with water and put a few drops of food coloring. (instead of using juice we are using cost savings in not wasting the cost of juice.)
3. Place Bread, carafe and cup on the communion table.

Communion to Congregation

(service time prior and during communion-15 minutes)

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Prior to the Worship Service

1. Put gloves on and put communion cups on chairs set up in worship center
2. Put extra cups out for additional chair groupings

Immediately After Communion

1. Immediately after communion put the bag on the grabber/reacher and collect communion cups.

After worship

1. Bring Bread, carafe and cup to the preparation table in the kitchen.
2. Pour water out and clean cups.
3. Put bread in a bag and leave on the preparation table. It will be picked up by Sonya Tinault.

Physical/Emotional Abilities Required:

Physical-Medium. Requires standing, walking around the sanctuary, handling small cups and garbage bags.

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CLEANING (2-3 people)

Description

As cleaner you will disinfect according to protocol after worship service to reduce the possibility of transmission of infection of Covid-19.

Responsibilities

After Service

Retrieve cleaning caddy from the locked room just to the left as you enter the main worship area. The caddy contains disinfection wipes, disposable gloves, ???

Cleaning Overview

- Wear disposable gloves while cleaning.
- Practice routine cleaning of frequently touched areas in the narthex, restrooms, and sanctuary such as:
 - Tables, doorknobs, light switches, countertops, handles, desks, faucets, paper towel dispensers, etc.

Time Required

- 30 minutes after worship

Physical/Emotional Abilities Required

- Physical Effort - High
- Bend & stoop

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Volunteer Job Description

AUDIO/VISUAL TECHNICIAN

Description

Duties will include setting up and operating the in-house sound system on Sunday mornings. Extensive hands-on training will be required. Also required is a commitment to serve most Sundays.

Responsibilities

Before Service

During Service

After Service

Time Required

- - minutes prior to the beginning of worship
- - minutes during worship
- - minutes after worship

Physical/Emotional Abilities Required

- Physical Effort - Low
- Mental Effort High

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Volunteer Job Description

VIDEO TECHNICIAN

Description

Duties will include working closely with other tech volunteers in setting up and operating the in-house sound and video systems on Sunday mornings. Being available to serve most Sundays is very important. Training of the various systems will be provided.

Responsibilities

Before Service

During Service

After Service

Time Required

- - minutes prior to the beginning of worship
- - minutes during worship
- - minutes after worship

Physical/Emotional Abilities Required

- Physical Effort - Low
- Mental Effort High

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Volunteer Job Description

STREAMING TECHNICIAN

Description

As a streaming technology volunteer you will use your facebook account and headphones/earbuds to monitor the live feed streaming and volume. It's your mission to make sure the viewers have a picture, sound, and chat connection with anyone watching at home.

Responsibilities

Before Service

- Bring computer & charger, headphones or earbuds/pods charged
- Set up a computer on a table in the corner and connect to the Coolwater internet.
- Go to Coolwater facebook (you need Admin privilege) and click on the Live button in the left column.
- Connect your headphones/earbuds.
- Pianist will play for soundcheck (there is a 6 second delay.)
- Send invitations to current members.

During Service

- Greet viewers as a whole and individually.
- Address sound and streaming problems.
- Address questions as they come up.

After Service

- Post Live Stream to Coolwater Website and Coolwater YouTube site from home.
- Edit post with name, date, description, and add to Facebook Playlist.

Time Required

- 45 minutes prior to the beginning of worship
- Full time during worship
- 15 minutes after worship

Physical/Emotional Abilities Required

- Physical Effort - Low
- Mental Effort - High
- Technical Effort -High

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Volunteer Job Description

PHONE TREE COORDINATOR

Description

To quickly communicate to our congregation about important issues (eg. urgent prayer request, changes in COVID 19 exposure to membership), you will create and coordinate the use of a telephone tree.

Responsibilities

Creating the Tree

1. From the church directory, create a list of our congregation and their phone numbers.
2. Recruit a small group of people who will be responsible for calling people on their list. This small group will be your “Key Group” that will form the skeleton of your phone tree.
3. Impress upon ALL members of the Key Group the importance of completing all their assigned calls and letting you know the results of those calls.
4. Divide the people on your list among the members of the Key Group so that each member of the Key Group is responsible for calling five to eight of those people.
5. Ask members of the Key Group to notify you when they will be unavailable.

Activating the Tree

1. As coordinator, you will start the tree upon the request of the Pastor or Moderator. You will be given a brief script complete with the specific action each person needs to accomplish.
2. Call the members of the Key Group using the script (You may want to get them all together on one virtual call). Make sure that Key Group members understand what they need to do and the time frame in which they should do it. Give them a copy of the script and remind them to report the results to you and to keep trying each person on their list until they make contact.
3. Once all the calls have been made, make sure to thank the members of your Key Group for a job well done! Keep them excited and motivated for the next time when you need to activate your phone tree.

Time Required

Creating a telephone tree - 1 hour
Activating telephone tree - 1 hour each event

Physical/Emotional Required

- Physical Effort - Low
- Mental Effort - High

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