

On-Campus Worship Volunteer Job Descriptions (updated as of 6/3/21)

Welcome Table Host (2)

- arrive no later than 10:00 a.m.
- sit at table in the narthex and register attendance of those entering for worship
- distribute red children's folders to kids not going to the nursery
- distribute pre-packaged communion elements (regular and gluten free) that are in baskets in the sacristy and will need to be moved on the **first Sunday only** to the welcome table
- welcome table registration ends at 10:35 a.m.
- hand off registration list to head usher to record attendance of latecomers
- when tasks completed you may take your seat

Greeter (1)

- arrive no later than 10:00 a.m.
- stand outside the sanctuary doors and welcome those coming in for worship
- help those who need to access through the handicapped entrance or to the nursery; provide other assistance as needed
- may take your seat when worship begins

Lead Usher (1)

- arrive no later than 10:00 a.m.
- have worship guides ready for ushers in Narthex on the usher table
- record attendance of latecomers on registration sheet from welcome table host
- take care of all general door procedures (see bottom of document)
- remain in the Narthex throughout the service to meet any needs that may arise
- count worship attendees and record on form on the usher table

Usher (1)

- arrive no later than 10:00 a.m.
- assist lead usher by handing out worship guides and providing direction to seating, restrooms, nursery, etc; other duties as needed
- may take your seat at 10:35 a.m. or when the lead usher no longer needs assistance

Closer (2)

- collect all the worship guides/connection cards from the baskets and place them on the church office desk
- get the keys to the offering containers located on top of the safe in the church office; unlock the containers and place the checks/cash in the ziploc bags located in the containers; relock the containers; both closers should go together to take the offering in the bags and place them the safe; return offering container keys to top of safe
- walk through the pews and collect any trash, refill pens and offering envelopes, return Bibles and song books to racks; extra pens, offering envelopes and other supplies available in the left closet in the Narthex

General Door Procedures

(all doors will be unlocked before your arrival and locked after you leave by our Facilities Manager, Tony Taylor*)

- exterior center Sanctuary doors opened by 10:10 a.m. and closed by 10:40 a.m.
- interior center Narthex doors opened by 10:10 a.m. and closed when worship begins
- black side gates on either side of the Sanctuary for those who wish to enter the side doors of the Narthex opened by 10:00 a.m.
- The side doors into the narthex from the outside opened by 10:10 a.m. and closed when worship begins.
- The inside, side doors from the narthex into the sanctuary remain open always for handicapped accessibility

*In case of a facility emergency, like a restroom plumbing issue, Tony's cell is 352-226-2636

Thank you so very much for serving in these important roles and for offering a welcoming, helpful spirit to all who come to worship with us!