

The Table at 9am Worship Roles

Parking Lot Greeter

Be welcoming and gracious

- Circulate through the parking lot to direct drivers to spots or direct people exiting their vehicles in to the buildings. If the visitor spots fill up, it may be helpful to have one team member stand by the gate to the hospital lot to direct drivers to park there.
- If you are unfamiliar with the worshipper, introduce yourself.
- If it's raining, grab a few extra umbrellas by the chest in the Welcome Center in case someone needs one.
- Remember, you're not a traffic cop, you're a greeter!

Be knowledgeable

- Know relevant information about the church and worship service so that you can answer questions.
- If they ask about the nursery, it is available downstairs on the first floor of the education wing (off the welcome center) for children up to 3 years old. There should be greeters inside the Welcome Center to direct them once they enter.
- Children are welcome and encouraged to participate in the service. There will be volunteers inside to answer more questions about children in worship.
- Know that the nearest restrooms and the elevator are in the Welcome Center.

Nuts and Bolts:

- Arrive to church by 8:35. Stay until 5 minutes after the service begins.
- Find an orange safety vest and name tag in the large chest of drawers in the Welcome Center.
- Make sure that the gate that opens up the overflow hospitable parking lot is unlocked and open. If not, talk to a staff person. Make sure that the Welcome Center glass doors are unlocked with the allen key (in drawer).
- Umbrellas are available beside the chest for rainy days.

Sanctuary Greeter

Be welcoming and gracious

- Stand by the two main entrances to the sanctuary and greet worshippers as they enter (front glass doors and gathering area behind sanctuary).
- If you are unfamiliar with the worshipper, introduce yourself.
- If a worshipper is visiting for the first time offer them a bag with fair trade coffee.
- Try to anticipate needs before they arise.
- For families with babies, make sure they know we welcome babies in our services and point out the rocking chairs at the rear of sanctuary for their

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comfort. Only after you have made them feel welcome to stay in the service, offer our nursery as an option.

Be knowledgeable

- Know relevant information about the church and worship service so that you can answer questions.
- The nursery available downstairs on the first floor of the education wing (off the welcome center) for children up to 3 years old. If a visiting family needs help finding it, recruit an older member to help.
- Children are welcome and encouraged to participate in the service. There will be time for them to play instruments during the opening songs on the first pew. During the sermon children can come back to the Children's Area for Godly Play. Those who wish can help bring the banner and communion up the front of the church during the Offering.
- Know that the nearest restrooms are located off the gathering area behind the sanctuary.
- We have an elevator that can be accessed from the Welcome Center.

Nuts and Bolts:

- Be at your station by 8:35am. Stay until 5 minutes after the service begins.
- Hand out bulletins (if available they will be stacked on table in Narthex). After service is over collect bulletins left in pews. Bulletins should be recycled in the blue bins.
- Keep an eye out for the back doors during the entire service.
- Be at the back of the sanctuary and prepared to pass the offering plates after the offertory prayer. Use the two wicker baskets for offering plates (stored in the drawer of side table in Narthex). One usher will bring both baskets to the front after collection has ended and after the children have brought forward the paper banner and communion elements.
- Distribute fellowship pads. At 9am these should be at the end of each pew prior to the service starting. These are stored in the drawer of the side table in the Narthex.
- Count the number of people in worship. During the sermon, count from the back of the sanctuary and balcony to determine the number of worshippers for the morning. Write the number and the service time on any scrap paper and place the paper in the basket outside the church office, or if you have a smart phone, send a quick email to church@ndumc.org. We record and track this information.

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Welcome Table Greeter

Be welcoming and gracious

- Stand behind your welcome table: one table in the rear of the sanctuary and another table in the lobby behind the front of the sanctuary.
- Smile and greet worshippers as they exit the service.
- If a worshipper is visiting for the first time, offer them a bag with fair trade coffee.
- Looking visitors in the eye, tell them you are happy to see them, and then gently ask if they have any questions about the congregation.
- Please never ever say: “I don’t know” in response to a visitor’s question. Instead, please say: “That is a great question, but I actually do not know myself. Though I know someone who does! Can I connect you with _____?” (If unsure, send them to Tyler or Patrick. If you cannot find them – their business cards will be next to the papers.)

Be knowledgeable

- Be familiar with the one-page sheets on the table, with specific information about different ministries.
- These include a sheet on children’s ministry, youth ministry, small groups, and serving opportunities.
- Specifically, review the maps on the back of the sheets. Know where the elevator, nursery, KidZone, and restrooms are located.
- Know relevant information about the church and worship service so that you can answer questions, especially how the 9a (jazz musicians, informal, weekly communion) and 11a (full choir, more traditional) services differ.

Nuts and Bolts:

- Move to your table during the last song of the service, when everyone sings. In the 9a service – this is the first song that everyone sings after communion.
- Make sure that the welcome table is presentable and free of all clutter (e.g. bulletins, hearing aids, random pamphlets). The only items on the table should be gifts for first-time visitors and one-sheeters.
- Smile and have a GREAT time! 😊

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Welcome Center Greeter

Be welcoming and gracious

- Stand by the two main entrances to the welcome center and greet worshippers as they enter.
- If you are unfamiliar with the worshipper, introduce yourself.
- If a worshipper is visiting for the first time – let them know where they can find the sanctuary and/or the nursery.
- For families with babies, make sure they know we welcome babies in our services and point out there are rocking chairs at the rear of the sanctuary for their comfort.
- Try to anticipate needs before they arise.

Be knowledgeable

- Know relevant information about the church and worship service so that you can answer questions.
- The nursery available downstairs on the first floor of the education wing (off the welcome center) for children up to 3 years old. If a visiting family needs help finding it, recruit an older member to help.
- Children are welcome and encouraged to participate in the service. There will be time for them to play instruments during the opening songs on the first pew. During the sermon children can come back to the Children's Area for Godly Play. Those who wish can help bring the banner and communion up the front of the church during the Offering.
- Know that the nearest restrooms are located in the Welcome Center.
- We have an elevator that can be accessed from the Welcome Center.

Nuts and Bolts:

- Be at your station by 8:50am. Stay through the entire service, leaving once the service ends.
- Lock the doors to the children's hallway at 9:05am. Then lock the doors to the fellowship hall, followed by exterior welcome center doors. If you do not have a hex key – make sure to ask staff for one before the service begins.
- If someone arrives late – smile warmly and invite them into the service, pointing the direction of the sanctuary.
- If you feel uncomfortable – do not open the door, but do smile warmly and wave them down to the sanctuary steps.

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Communion Steward

There is no longer a distinction between “stewards” and “servers.” All work as a team to prepare, serve, and clean up.

- *Preparing the Elements*
 - Prepare and stage elements on the side table in the Narthex by 8:50 AM.
 - Everything you need should be on the side table when you arrive. If not:
 - Bread can sometimes be found in the kitchen microwave or refrigerator (downstairs), as we must thaw the bread and those spaces are critter proof.
 - Juice and extra gluten-free cracker boxes can be found in the closet between the two restrooms, across from the choir room.
 - Chalices, napkins, and plates are stored in the closet nearest the stairs, across from choir room. Look in the drawers and cabinets.
 - *If you cannot find bread or juice alert a staff person, as someone may have to dart to the store.*
 - Place two cloth napkins in the basket.
 - Remove bread from packaging, and wrap in the second napkin. Place wrapped bread in basket on top of the first napkin.
 - Fill the pitcher with two-thirds of a jug of juice. Remaining juice should go downstairs in the fridge in the kitchen. (However, if it is the first Sunday of the month leave the juice on table.)
 - Place two large chalices near the pitcher and basket, empty.
 - Place 3-5 pumps of hand sanitizer, found in the chest drawers, onto the small brown plate.
- *Serving Communion*
 - Come forward during the worship service when the presider invites you.
 - Make sure you use hand sanitizer before you touch any elements.
 - Bread server: Tear off bite size pieces of bread and place it in the hand of the worshiper. Say, “The bread of life, given for you” or another variation you prefer. For little children (roughly under the age of 5) say, “Jesus loves you very much.”
 - Juice server: Adjust the height of the cup so that it is at chest level of the worshiper. Say, “The cup of life, poured out for you” or

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another variation you prefer. For little children (roughly under the age of 5) say, "Jesus loves you very much."

- Help the presider to identify worshippers in the congregation who have been unable to come to the table and take the elements to them in their seat.

- **Remember to embody a spirit of hospitality. Don't be afraid to smile!**

- *Cleaning up the Elements*

- Clean up the elements immediately following the service.

- *No elements (i.e. juice, bread) should be thrown in the trash or down the drain.*

- Dispose of the bread by eating it, offering it to others, or breaking it up onto the dirt outside.

- Pour any remaining juice into the dirt outside.

- Rinse cups and pitcher out in the sinks.

- Rinse off hand sanitizer.

- Fold napkins and lay on the side of the baskets, as these will be dry cleaned.

- 1st Sundays: leave these supplies in the narthex for the second service.

- 2nd – 5th Sundays: place all supplies in the closet nearest the stairs, across from choir room.

- Find help to move the wooden communion table to the wall nearest the single woman's restroom.

- Recycle the table runner, in a blue recycle bin.

- Take the small cordless vacuum cleaner out of the closet, nearest the stairs, and vacuum up any bread crumbs in the sanctuary.

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Visual Tech

- Review the order of service and songs for Sunday's service. Be familiar with the sequence of verses and the number of repetitions.
- Arrive by 8am for set-up (8-8:10am) and rehearsal (8:10-8:45am).
- Stay through the entire service.
- Sit at the computer behind the lectern.
- There is a list of common troubleshoot procedures to the left of the laptop, on the table surface.
- *Training required for this role, though happily provided.*

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Sound Tech

- Review the order of service for Sunday's service, noting any special pieces.
- Check the battery calendar next to the iPad recharging station. If it is a battery change date – change the batteries accordingly. Notify a staff person if we are low on batteries.
- Help set up the space, specifically microphones and stands, in coordination with praise band.
- Ensure all lights are turned on in the sanctuary.
- Make sure the air conditioner or heater is turned on.
- Arrive by 8am for set-up (8-8:10am) and rehearsal (8:10-8:45am).
- Stay through the entire service and help take down the equipment.
- *Training required for this role, though happily provided.*

Reader

- Look in the bulletin for the first Scripture reading, which is when you go to the front, be handed a microphone, and read the Scripture in front of the congregation.
- Please try to use the Common English Bible (CEB), as this version is projected onto the TVs.
- Please use the microphone provided, for those who cannot hear otherwise.

Coffee Station

- Arrive around 8 a.m. to begin making caffeinated and decaf coffee in the large percolator and smaller red coffeemaker.
- Fill up the coffee urns and set out any baked goods, which may be in the freezer in the closet across from the kitchen.

Coffee Percolator Instructions/Operation

1. Remove cover, inside stem and basket.
2. Fill unit with cold water to desired level.
3. Replace percolator stem assembly and insert coffee basket over stem.
4. Wet bottom of coffee basket and add regular or percolator grind coffee according to the following chart.
5. Plug in with 3 to 2 prong adapter or grounded outlet.

Safety Precautions

- Use only one percolator per outlet (110-120 volt AC current).

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- Never use more than 1 unit on the same circuit.
- Allow all parts to cool prior to moving or cleaning.
- Do not immerse cord, plug or electrical base in water or other liquids.
- Secure cord from heat or possible hazards.
- Never leave children unattended when near unit.
- Unplug when not in use and prior to cleaning.

Water Level	Coffee 1 cup = standard 8oz. measuring cup	Brewing Time
30 cups	$\frac{1}{2}$ lb or $2\frac{1}{2}$ cups	23 minutes
40 cups	$\frac{2}{3}$ lb or $3\frac{1}{4}$ cups	28 minutes
50 cups	$\frac{5}{6}$ lb or $4\frac{1}{4}$ cups	32 minutes
60 cups	1 lb or 5 cups	36 minutes
70 cups	$1\frac{1}{6}$ lb or 6 cups	41 minutes
80 cups	$1\frac{1}{3}$ lb or $6\frac{3}{4}$ cups	46 minutes
90 cups	$1\frac{1}{2}$ lb or $7\frac{1}{2}$ cups	50 minutes