

## Worship - Hospitality Leaders

**Role: Online Host**

**Location: Livestream Worship**

*During the Week:*

*Check in with Steph ([ssmith@bethlehem-church.org](mailto:ssmith@bethlehem-church.org)) or Sue ([slungstrom@bethlehem-church.org](mailto:slungstrom@bethlehem-church.org)) to see if there are any special messages, forms, websites, or ZOOM links to share during the service. And, they will likely be checking in with you!*

*Teamwork*

During the Livestream Worship:

- Log onto the Livestream 5-10 minutes before worship starts and share notes of welcome and greetings.
- Share the Virtual Welcome Card in the Chat
- Throughout the service, make note of visitor names and share in a follow-up to Steph/Sue.
- Answer questions that arise, if you know! If not, don't worry, include in your summary and a staff person will follow-up.
- Participate in the Sharing of the Peace in anyway that is meaningful for you.
- Look for ways to connect folks in the Chat and foster engagement with the service.
- If there is a Coffee Conversation or meeting following worship (Steph/Sue will set you up!,) share the link during the closing announcements.

Following Worship:

- Send a quick email report to Steph/Sue if there is anything that needs follow-up or if you have ideas/feedback.

**Role: On-Site Worship Captain**

**Location: Available and may choose to work a station**

*During the Week:*

*It takes a village! Keep your eye on the hospitality sign up form during the week and recruit leaders with a personal invitation (email, phone calls) if necessary. Become familiar with the different roles and how they have adapted since pre-Covid worship.*

Sunday Before Worship:

- Wear your nametag
- Be accessible to help team members
- Set-up and/or check signage and resources in the space
- Model grace, patience, flexibility, and Covid-safe behavior

*We'll continue to have folks register for worship so we can be prepared for the number of attendees and within guidelines for social distancing. But folks can enter the building without a health screening or check-in process. Signage will continue to show safety protocols and that face masks are required inside.*

**Role: Greeter****Location: Outside at Entrance (South Parking Lot Door)**

Before Worship:

- Wear your nametag.
- Prop open doors.
- Greet folks with joy and welcome.
- Model safe greetings and social distance.
- Help households take turns entering the building, social distancing.
- If someone doesn't have a face mask, give them one.
- Close doors before worship begins.
- If attending worship, sit near a Sanctuary exit.

After Worship:

- Return to the south entrance.
- Prop open doors.
- Encourage folks to move away from the building exit.
- Invite folks to socialize in the parking lot or green spaces.
- When attendees have exited the building, close the south doors.

**Role: Hallway Greeter****Location: Hallway (MTKA) Gallery (MPLS)**

Before Worship:

- Wear your nametag
- Provide paper bulletins and children's pew altar kits (MPLS).
- Provide sticky name tags and pens (located at the Welcome Desk)
- Provide hand sanitizer
- Keep traffic moving toward the sanctuary
- Remind folks to keep coats and personal items with them

After Worship:

- If attending worship, sit near a Sanctuary exit.
- Return to the Welcome Center area.
- Encourage traffic flow between the Sanctuary and the parking lot.

*Starting Sunday, May 16 we will no longer be assigning seats. Worship attendees will seat themselves and the ushers will work to make sure they are in pews where it says "seats available", socially distanced from other households. Ushers will also remind folks to stay in their designated seating area before worship and during the sharing of the peace, only moving for communion and to depart after worship. Keep an eye out for folks who need help.*

**Role: Narthex Ushers**

**Location: Narthex**

Before Worship:

- Wear your nametag.
- Thank folks for their cooperation with arrows and signage.
- Provide bulletins and children's pew altar kits (MTKA).
- Assist them with hearing devices, if needed.
- Count worshippers once all in Sanctuary, and record in attendance binder located on usher desk (MTKA) or fill out counting sheet and give to a pastor or Worship Captain (MPLS.)

After Worship:

- Return to the Narthex or Commons.
- Encourage social distancing while people leave the Sanctuary.
- Collect, count, and store offering from plate.

**Role: 2 Pew Ushers**

**Location: Sanctuary**

Before Worship:

- Wear your nametag.
- Light candles.
- Model greetings that maintain social distance.
- Help folks find seating in an area that says "seats available".

During Worship:

- Receive offering plate from pastor and place at exit of the Sanctuary
- Invite folks forward for communion at a pace that keeps households spaced apart.
- Let communion servers know who would like to be served in their pew.

After Worship:

- Ushers do not need to formally excuse people.
- Encourage social distancing and traffic flow.
- Extinguish candles.
- Turn lights in Sanctuary off.

**Other Considerations:**

- No Nursery Care right now.
- No Blessing Bags right now.
- The PrayerGround (MTKA) and The Commons (MPLS) are priority and overflow seating areas for families with small children.
- Communion Servers, Lectors, and other worship leadership roles are recruited and communicated separately from this document.