

# *Volunteer Opportunities – Season of COVID-19*

## *Ushers*

- Please arrive **20-30 minutes prior** to the service, making sure to **bring your own face mask**. If you do not have one, the Church Office has a supply of face masks that have been donated that you can select one from. **Be sure to wear both face masks and medical gloves for the full duration of the service**, there will be gloves provided for you at the Offering Table.
- Prior to the service, **please be sure that the Bathroom Hallway Door is propped open** and that there are a **minimum of 5 grey metal chairs placed 6 ft apart on the back deck** for parishioners who do not want to wear a mask.
- Greet all parishioners, being sure to keep your face mask and gloves on. If a guest arrives and is **not wearing a facemask**, kindly offer them a disposable mask found in the large upper right-hand cabinet of the narthex. **If they do not want to wear a mask** to attend the worship service inside the sanctuary, kindly **explain that there is seating on the back deck** where they will still be able to hear Fr. Jim's sermon.
- Show all masked parishioners to any of the **appropriate rows**, explaining that there **needs to be two empty chairs between each group of parishioners**.
- Have a seat on the very back row of chairs against the back wall and windows of the church, being sure to keep an eye out for any parishioners arriving late and **quietly escort them to an open seat**.
- During the service, please take count of all present including **parishioners, guests, volunteers, staff, altar guild members and Fr. Jim**. **Attendance sheets** and **Communion cups** will be found on the small, wooden table attached to the back wall of the church between the windows. **Please record the attendance on these sheets and later put in the offering plate when you go to receive communion.**
- **After The Lords Prayer** has been read, **stand ready at the back of the church and wait** for Fr. Jim and the Altar Guild to get ready to distribute communion. At that time, **walk forward to the first row of parishioners instruct them to the “on-deck squares” marked on the outer aisle in blue tape on the floor**. Parishioners will then **alternate sides** as they go to receive communion in family groups and then **return to their seats through the middle aisle**.

## After the Service

- At the dismissal, please open both sets of double doors at the church entrance to help with the flow of parishioners and put the “Coffee Hour Snack Tray” out on the **DOK Prayer Card** table out front. Then help guide parishioners out of the church from the back rows, forward, alternating each side. Parishioners are welcome to exchange The Peace out in the parking lot, should they feel comfortable.
- Then **turn all chairs on the inner and outer aisles to reflect proper seating for the next service.** Locate a bottle of disinfectant that will be in the Coffee Hour Overpass to the kitchen. **Lightly coat the chairs used from the prior service with the disinfectant.** Once finished with this task, **please place the bottles of disinfectant back in their proper place,** in the Coffee Hour Overpass to the kitchen.

## *Readers*

- Be sure to **bring your own face mask to wear** during the church service.
- When you arrive, please **familiarize yourself with the lectern** (that has been disinfected from prior use by the Altar Guild) **and readings.** Feel free to adjust the microphone height for your comfort.
- **Please speak to Katie or Fr. Jim, letting them know that you are here** and are the Reader for whichever service you have volunteered for.
- After the congregation reads the Gloria from their bulletins, Fr. Jim will then read the Collect for the Day that is found at the very top of your bulletin readings insert. **After Fr. Jim and the congregation say “Amen”, Fr. Jim will then seat them, and you will proceed to the front of the church for your readings.** Please be sure to bow to the cross before approaching the lectern.
- You are welcome to take your face mask off while reading, but please do remember to put it back on before returning to your seat.
- Regardless of which service you are volunteering for – please read **ALL** of the readings, including: **The Old Testament Reading, The Psalm (to be read in unison, or by half-verse), and The New Testament Reading.**

- After each reading, please be **sure to read the following prayers printed below each reading** and then proceed towards the center isle, bow to the cross, and back to your seat.