

Volunteer Opportunities – Season of COVID-19

Ushers

- Please arrive **20-30 minutes prior** to the service.
- Prior to the service, **please be sure that the kitchen hallway door and overpass are closed**, as well as the Bathroom Hallway door into the sanctuary. Please also be sure that there are a **minimum of 5 grey metal chairs placed on the back deck** for parishioners who do not feel comfortable in the sanctuary without a mask or with others who are not wearing masks. **Please alert Fr. Jim to anyone sitting on the back deck so that they can be given communion.**
- Greet all parishioners and inform them **if they are fully vaccinated, they are welcome to attend the church service without a face mask.** (*We are not allowed to police them, please use the honor system.*) **If they do not feel comfortable attending the church service where parishioners will not be wearing masks, kindly show them to the seating on the back deck** where they will still be able to hear Fr. Jim's sermon.
- 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, Lay Eucharistic Ministers, children, and Fr. Jim himself.** There are **two blue slips** of paper that can 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.**
- **At the exchange of The Peace, please stand at the back of the church, ready with the elements when Fr. Jim announces the Offertory.** At this time, please **bring the elements forward** to the altar and accept the offering plates. Each usher will take one side of the sanctuary and allow the parishioners to pass the plate, helping whenever needed. **After reaching the back of the church and collecting all tithes, please bring the offering plates back to the altar** where Fr. Jim or a Lay Eucharistic Minister will take them from you.
- **After The Lords Prayer** has been read, **stand ready at the back of the church and wait** for Fr. Jim and the Lay Eucharistic Ministers to get ready to distribute communion. At that time, **walk down the center isle to help guide the first row of parishioners to the altar rail.** Parishioners are welcome to stand or kneel as they receive communion, please try to keep the altar as full as possible.

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 out the “Coffee Hour Snack Tray” on the table in the Narthex.
- Please collect any bulletins and other trash left in the church to be disposed of or recycled in the kitchen.
- (10:30) Make sure sliding glass doors at the front of the church are locked after the service, as well as the main church doors, being sure that they are locked with both the hex key on the inside of the door bars, and the outside front door lock with the regular key. These can be found within the right hand, upper level cabinet in the Narthex.
- (10:30) Turn off all bathroom lights and lock hallway door to the outside in the Nursery & Bathroom Hallway.
- (10:30) Hook chains for entrances to additional parking lots across the street.
- (10:30) Make sure the Double Doors to the outside deck near the kitchen and Flower Guild Room are locked and secured.
- (10:30) Turn off all lights and ceiling fans inside the church, the switches are located in the narthex and on the right-hand side of the sanctuary.

Readers

- When you arrive, please **familiarize yourself with the lectern and readings**. Feel free to adjust the microphone height for your comfort, but do have it pointing directly at your mouth as it is a directional microphone and works best this way.
- 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.
- Regardless of which service you are volunteering for – please read **ONLY The Old Testament Reading**. The Psalm, The New Testament Readings and Prayers of the People will be read by the Lay Eucharistic Ministers.
- After you have finished your reading, please be **sure to read the following prayer printed below** and then proceed towards the center isle, **bow to the cross**, and back to your seat.

Thank you, your understanding and patience are much appreciated

as we work to transition back to our normal way of things.

Sincerely, Katie Matson, Office & Worship Schedule Coordinator.