

St. David's Sacred Service
Sunday Morning Team Checklist Edited Jan/
2017

**FELLOWSHIP GROUP
DUTIES**

*2-3 people in fellowship
group*

**Before the Service - TM
ROOM**

- Make Coffee OR
- Have one member from team learn how to make coffee from regular coffee makers
- Make Tea
- Make Juice (3 pitchers) and store in fridge (There is not currently juice available but if it is there, make it!)
- Set up Coffee
 - Cups
 - Stir Sticks/Sugar/Cream/Milk
 - Napkin
- Cut bread and put out baking (if there is some)
- Align/Straighten Chairs and tables

**Just before the end of the
Service**

- Place Juice on table
- Place Cream/Milk Pitchers on tables

During the Fellowship Time

- Ensure Refreshment Stations have sufficient coffee, tea, juice, cream, milk

After the Fellowship Time

- Wash all dishes in Kitchenette dishwasher and return cups to storage area in TM Room
- Staff will unload dish washer if it does not finish before clean up is done.
- Rinse coffee and tea items and return to storage
- Remove used coffee filters from basket and rinse
- Wipe the bottom of the maker under where the filter fits on
- Leave kitchen neat and clean
- Take home and launder any tea towels, etc.
- If supplies are required leave a note on Office Manager's desk in the office.
- Turn off TM Lights

BE READY FOR SPECIAL SUNDAY that may include a light lunch, brunch, etc. - check worship schedule

USHERS & GREETERS DUTIES

2-3 greeters; 2-4 ushers

Before the Worship - SANCTUARY

- Organize/Straighten Chancel area
 - Place Flowers on flower stand by pulpit as required (June Martin usually does this)
- Set up Communion Table with:
 - Christ Candle with tea light
 - Creation Candle with tea light
 - Affirming Candle with tea light
 - Value Candle with tea light
 - Ensure all the candles are spaced nicely with the Christ candle more prominently displayed so the candles form an upside down 'v' with the Christ candle at the point.
 - **ON THE BACK TABLE**
 - Matches or lighter
 - Lantern with candle for children/Alison to bring forward
 - Lit candle in lantern just before they take it up

- Set up small tables with tea lights if requested by minister
- Set out offering plates
- Two glasses of water on pulpit
- Have ushers and greeters in place
- Ensure everyone has a name tag
- Put out worship folders house in green basket if they are not already there.
- Check with minister to see if there are any other requirements for worship
- Check washrooms upstairs and downstairs to ensure they are clean and replenish paper if required
- 1st Sunday of the month hang up "Value of the Month" sign
- Turn on ceiling fans
- Open windows if needed
- ***If there is a baptism put out baptismal font on the organ side of the chancel***

During the Service

- Take offering and bring it forward
- Take it to the office after it has been blessed
- Count the number of people present after the children have gone down to Sunday School
- Lock the back door about 10:20. Lock front door if no one is assigned to stay in the foyer

After the Fellowship Time

- Lock church doors (magnetic lock for right door is in the office, key for left door is at the top of the Name Tag cupboard)
- Close Name Tag cupboard
- Pick up discarded worship folders and garbage left in Sanctuary seating area and recycle or discard
- Blow out candles
- Take water glasses away
- Clean up any papers in the pulpit area
- Take flowers to the office and place on front desk
- Turn off lights - Sanctuary
- Turn off fans (in the summer)
- Close sanctuary doors
- Make sure both doors are locked after the service
- Take any flowers to the office after the service
- Turn off fans and close doors
- Put away anything that you got out

Things to note: Coffee Hosting:

-To get the tea pots hot, some hosts fill the two big brown tea pots with boiling water just before the service and cover them with tea cozies found in the fourth drawer.

-Fill the "water only" urn with about 30 cups and start before the service; some people just want hot water for their coffee etc, but mostly you may need to add it to the tea pots if there's a crowd.

-E-mail Chantal for any supplies needed.

admin@sduc.ca

-Some hosts measure out a few baskets of regular and decaf coffee before the service. We just dumped them back if not used. (depends if you have a function going on)

Usher/Greeter:

-The toilet plunger is in the little room beside the kitchenette.

-Ushers sometimes have to clear/sweep snow because the removal company has 24 hours to respond. Peggy is checking where the shovel and brooms are, and with Wally.

-We took a collection plate and a few Worship folders to the balcony beforehand; someone brings it down.

-The banner was not cut to size, which made it hard to hang. It was fixed during the first week, but maybe check before your month.

-Blinds may need to be drawn if projection is used.

-As Janet Claire said, you need someone to count the congregation after the children leave. (Include the loft and choir.) The record book is in the Name Tag cupboard.

-Someone asked for PAR envelopes. There are no PAR envelopes - arrangement with bank.

-The **Listening Aides** are in the cupboard beside the Name Tag cupboard. The key is in the Name Tag cupboard. Ask an experienced Usher to show you the procedure.

-Collection Plates and Ropes for reserving seats for Communion servers are in Closet beside Name Tag cupboard. Key (marked with a white name tag) is above the Name Tag cupboard.

-Some Regular Ushers do not unlock the magnetic door, just the manual door that then has to be locked after Service. There are some inconsistencies here. Beware.