

Lakeview United Church of Christ



Worship Leader Guidelines



for extending

An Extravagant Welcome

Communion Ushers & Prep, Greeters & Worship Ushers

Communion Set Up....

1. Communion supplies are in Sacristy. Key to Sacristy is under Plexiglas on top of altar on the right hand side.
2. Tables~ two short bar stools with round plywood tops
 - a. Line them up on both sides with the electrical outlets on the back of the step, cover w/white cloth tablecloths hanging someplace in The Sacristy.
 - b. Line 2 brown baskets with **paper towels** and place on the tables for the empty cup returns.
3. Prepare **2 juice trays** stack on top of each other w/one matching lid.
 - a. Place 40 plastic cups in each and the small inner ring is filled w/water.
 - b. Juice & disposable cups are in Sacristy. Toss out or take home the unused portion of the grape juice. It will go hard! (The miracle was water into wine not... grape juice into wine!)
4. Prepare & cover **one small tray** with juice, water and bread in the middle, for taking to organist, musicians and those unable to come forward.
5. **2 bread plates** with white napkin covers
 - a. **We only use gluten free bread and it needs to be cut into small cubes.**
 - b. Place a second full loaf (any type), on small plate for the altar~DO cut one slice in the bottom so the minister can *easily* tear it apart.
6. Place a small amount of juice in the chalice & water it down (it is not consumed). Cover this with a white communion napkin.
7. On a matching plate place the loaf of bread that is slit and cover with a white cloth.
8. Altar placement of elements~ view from the back of altar.
 1. Center: cut loaf of bread with the cup/chalice to the left.
 2. To the right place tower of juice trays and to the left place the bread.
 3. Bottom line! The minister will make it right before worship!
9. After church-return tables, wash supplies, toss out left overs & disposable cups, clean the counter and put everything away. If juice has spilled on any cloth, **please take it home and wash it** before the stain sets.
10. Check the trash can as cleaning service does not empty this. Take the trash out to the outside container or home, if it is easier!

Greeter Needs.....

9:30 ~All Ushers & Greeters should be in the lobby, available for instructions from Pastor.

Key phrases: How nice to see you.....Welcome to Lakeview....., Is there anything I can help you with? I'm _____, and your name is? Or I'm _____; please tell me your name again (if you know you have met the person before—chances are good the person does not remember your name either).

Not so good phrases: Golly, it's good to see you, where have you been?
Wow, I have not seen you in a long time!
I didn't know you went here too.

1. Please wear your nametag, please.
2. Greeters need to stand a couple feet from the door, perhaps in the entrance room between the doors so as to not cause a backup.
3. The bathrooms in the CE wing are Family oriented bathrooms. They have assist railings, changing stations, and are lockable for privacy.
4. We have one coat closet located in the lobby, down by the church offices.
5. Not everyone wants to shake hand/touch so be ready to graciously move your hand.
6. The Greeter should direct parents to the Children's bulletins and remind them of The Children's Activity Bags.
7. Please offer to introduce families with children to the Child Care or Sunday School team before the service starts. They will share with parents all about Sunday School & child care opportunities, locations, bathrooms etc. Whatever makes them comfortable....
8. If you could say a few nice words to the new people after church it would be good. Try to introduce them to someone else.
9. Check the bottom of this document for the Fire Extinguishers, AED & Alarm Pull locations. Please be aware of this.

Usher Needs.....

9:30 ~All Ushers & Greeters should be in the lobby, available for instructions from the Pastor.

Before church begins:

1. Please wear nametags and stand at the double door entrance to the Sanctuary.
2. Have bulletins, and a few large print ones, ready to share, as well as Children's Bulletins.
3. Have a hearing device ready for someone who'd like it.
4. Be available to anyone who may need some help getting to the pew or any other needs or questions
 - a. The bathrooms in the CE wing are Family oriented bathrooms. They have assist railings, changing stations, and are lockable for privacy.
 - b. We have one coat closet located in the lobby, down by the offices.
 - c. First aid kits are located on wall in the small kitchen area outside the Conference Room, and on the wall across from the church office, outside the copier room.
 - d. Fire extinguisher & Alarm Pulls locations are listed below.
Follow up with a call to 911 if you use it.
5. At 10:00 close the double doors to block off lobby noise.

During the Service:

1. Be ready with the Candle Wick Stick. Light the candles after the announcements are complete. If the light goes out, keep going and see Pastor Todd. He is prepared! If a candle does not light, just move on and let someone know after church to check it
 - a. "Technically," you bring in the light (flame) of Christ into worship and leave it with the candles, returning to the back without a flame. When you return at the end of service, you do not have a flame but will get it from the candles, then extinguish them, thus bringing the Light of Christ out into the world.
 - b. Chris Ennis maintains the candles & supplies. If you encounter a problem, before or after, please notify him.
2. Sit in the back, right by the doors, to be available for any needs in the lobby. Watch for latecomers and be sure they get bulletins.
3. Turn on the portable microphone and run it to those who have prayer requests. **If people do not speak into the mike, those with hearing enhancement equipment will not be able to hear.** The system works through our sound system.
4. Date the Attendance Book then slip down the side aisles and give it to the first rows in each section. In center sections, give a 2nd book to back half of section.
 - a. They will work back and you will pick them up before worship is over. If one get "lost" in process, locate it after worship.
 - b. Tear off today's sheets and place them on the secretary's desk or in secretary's mailbox in copy room. Return books to the table in the lobby. (If new sheets are needed in a book, place entire book in secretary's mailbox.)
5. Take a head count early in the service, and record, using a sheet on the small pad of paper provided for this purpose. You will find this pad in one of the baskets on the table, by the entryway. Please be sure to count the pastor, organist, all adults, including choir, and adults and children in the nursery and Sunday School. Place sheet with count on secretary's desk or in her mailbox.

Offering:

1. Check the bulletin for the appropriate time to get into place. Stand at the back until the Minister gives you the “sign” to come forward. He will hand you the plates.
 - a. Head to the Lectern side of the Sanctuary. One usher gets the choir collection first while the other usher waits in the center near the front. The first choir member in front row will have all the envelopes for choir.
 - b. One usher takes the Lectern side aisle and one the center. Unless the row is full, each usher can gather the offering from his/her side. (If the row is full the plate passes from one side to the other with the usher handing it to the next row, toward the back.) When the plate is at the side aisle, the usher turns to get people sitting on the side. The ushers work to stay together. The usher should walk in the pew if there is a large space.
 - c. When done on the Lectern side return to the front and do the same on the Pulpit side.
 - d. Gently offer the plate to everyone. There is no rush; the music will continue until YOU are done.
 - e. Line up in center aisle at the back. Proceed forward to give plates to minister when signal is given.
 - f. Turn toward center and walk together to the rear of church after minister collects offering.

Communion:

1. Arrange for 2 additional ushers .
 - a. All 4 ushers stand in center aisle at rear and proceed to front, two by two, when minister indicates.
 - b. The first two stop in front of the steps, and second two go to the outer sides of the first two.
 - c. Minister will give 3 ushers a tray of juice or bread. The 4th will be given a small tray of bread and juice to take to those unable to come forward, including organist and musicians. (Place bread and juice on the organ or near other musicians.)
 - d. Ushers turn and face the people coming forward. You may say, “God’s gift for you” as each person takes a piece of bread or cup of juice.
 - e. When all have been served, turn toward the altar. The minister will take the trays from each usher.
 - f. Minister then offers bread and juice to each usher. The final usher will hold the tray and serve communion to the minister.
 - g. All ushers turn toward back of church once minister returns to the altar. Center two proceed to rear of church first, followed by two on the outside, walking two by two.

End of Worship:

1. Open rear doors.
2. Be prepared to go forward to extinguish the candles after the minister has reached the back of the church. Light the wick on the stick prior to extinguishing last candle, to carry the Light of Christ out of the church.

After Worship--**IMPORTANT**

1. Pick up any scattered bulletins, pew envelopes colored by children and return hymnal/Bible to the pew rack. There is a recycling box by the outside door in the Bell Tower.
2. Any personal items should be placed on the table in the back or return to the person if you know who that is.
3. Turn off and return mikes, hand held & minister's, to the end table between the chairs behind the Pulpit. Return hearing devices to secretary's office. Be sure these are **turned off!**

Fire Extinguisher Locations

1. Christian Education area: in the open area by wall mural AND between rooms 8 & 9.
2. Next to the Christian Education entrance doors
3. Sacristy
4. Bell Tower
5. Attic above the maintenance room in Fellowship Hall
6. Fellowship Hall
7. Kitchen in Fellowship Hall
8. Hallway on wall between supply room and copy room
9. Christian Education Wing Attic

Alarm Pulls

1. CE entrance doors
2. Entrance to room 9
3. Next to each coat closet
4. Next to the main entrance to the church
5. Two are located in the Sanctuary
6. Side entrance by the warming kitchen
7. Fellowship Hall

First Aid Kit Locations

1. On wall in the small kitchen area outside the (Red) Conference Room.
2. On the wall across from the church office, outside the copier room, in-between the Christian Education Wing and the Sanctuary/Lobby.

AED Location

1. On the wall across from the church office. (On same wall where the First Aid Kit is located, just on the opposite side of the copier room, in-between the Christian Education Wing and the Sanctuary/Lobby.)