



SUNDAY SERVANTS – JOB DESCRIPTIONS

ARRIVAL TIME IS 9:30 am – except for Scripture Reader

Your **Team Leader** (wearing a red name badge and listed on the schedule and in the bulletin) can answer any questions.

FELLOWSHIP HOST – Arrival time 9:30 am

Refreshments can be simple and either home-baked or purchased. Average attendance is 180 with a little lower in the summer. Cookies, donut holes, cheese cubes, fruit/veggies trays along with coffee and water are sufficient. These are just suggestions

KEEP IT SIMPLE THIS IS A SNACK, NOT A MEAL.

Set up:

- Supplies/Instructions are in the metal Host Cabinet
- Make 2 pots of **coffee**. Water is obtained from the sinks in the back of the kitchen. The pot that says **Starbucks** on the front, fill up with water from the kitchen sink to the water stain mark. The other pot, fill **½ full** with water. Place the metal rod and the black filter in each pot. Empty the entire contents of the round ziplock container into the Starbucks pot filter. The other pot place **½** a white cup full of decaf coffee into the black filter. Set **both pots** on the small brown table, plug in and they will begin to brew.
- Set out **coffee supplies** (i.e sugar, cream, stir sticks, syrup) Most of them are in a long brown container already organized.
- **Cups** can be found on the second to bottom shelf in a clean bin labeled “cups”
- Cover both tables in the **matching white table cloths** (plain white to cover food)
- **Plates** (found on the bottom shelf of the Host cabinet in a clean plastic container) and **napkins** (found in Host cabinet on the second shelf in a clean plastic container) and **snacks** need to be arranged on the table.

After Worship:

- Take down and return items to their **proper** places
- Empty coffee grounds into trash can
- Empty and clean **coffee pots**. Return clean and dried to bin in cabinet
- Dispose of all trash



- If any supplies are low or out please mark them down on the sheets found on the right door of the host cabinet and place under the recycle container found on the front table.
- Place **dirty table cloths** in the recycle basket found on the front table. **DO NOT TAKE THEM HOME.**
- Clean up should end at **11:30** in order to release custodial staff from the building.

GREETERS (2 People) – Arrival time 9:30 am

Set up:

- Supplies/Instructions are in a labeled plastic container located in the metal Worship Cabinet
- Place **White** skirted cloth over front entrance table
- Place **NAPC Logo** sign on stand – both located on top of worship cabinet
- Place **Bulletins** on table & leave the recycle basket out for use after service
- Use the clicker counter, or visually take an **Attendance Count** (including all classrooms). Record this on the **Attendance Form** (found in the plastic container) then place the form under the recycle basket. If there are only a few forms (or no form) left, please advise the Team Leader.

After setting up

- Pleasantly greet each person while giving them a **bulletin** and **a hymnal**
- Take **attendance**,
- Both greeters along with the Team Lead **collect the offering**

The offering must be done in the following manner:

1. Pastor says “please offer your financial gifts to God’s kingdom” and he sits down
2. Music starts
3. Greeters and Team Leader come forward **together** from back up center aisle.

4. Collect offering: One person at each side aisle. One person takes the center aisle and is responsible for passing the bag to both side aisles
5. **Wait at the back until the special music is over**
6. When the **doxology** begins and everyone stands **THEN** the center person comes forward and puts the offering on the **small wooden stand** and returns to their seat.

After Worship:

- Take down and return items to their proper places
- Recycles basket with used bulletins and the attendance count remain on the table for pick-up.

ALTAR PREP – Arrival time 9:30 am

Set up:

- Supplies/Instructions are in the metal Worship Cabinet as follows:
 - 2 labeled plastic containers with instructions. The paraments (colored cloths) are in a labeled white cardboard box inside one of the plastic containers
 - Altar cloth is in a clear plastic bag on a marked shelf
 - Replacement candles are in a marked cardboard box
 - Flowers are on top of the metal cabinet.
 - Offering bags are loose on a shelf
- Center **Altar cloth** on the table in front of the stage. Front side should not drag the floor and pleats should be straight
- Position **paraments** cloth (check calendar on top of plastic container for the correct color) in the center of the altar with the front edge exactly meeting the bottom edge of altar cloth.
- Place the smaller **weighted parament cloth** (of the same color) on the lectern
- Place **offering bags** on little brown table.
- **DO NOT PLACE BARE HANDS ON BRASS – IT WILL TARNISH**
- Center the **cross** on parament cloth towards the back of the altar



- Carefully unscrew spring-loaded **candles**, If there is less than 2" left – replace with new candles (found in the metal cabinet)
- Place brass **candle holders** on each side of the cross.
- Brass **vases** go towards the back edge of the altar on each corner.

After setting up

- **10 minutes** prior to service light the **candles**.

After Worship:

- Take down and return items to their proper places

READER

- You will be provided with the scripture via email from Debbie Bowers. Contact her at 614-933-9680 if you **have not** received the scripture by the Wednesday before you read.
- Please read and familiarize yourself with the passage **prior** to worship.
- The scripture passage is printed in the bulletin if you forget to bring your copy.

WORSHIP SIGNS – Signs MUST BE UP BY 9:30 am

Set up:

- Pick up **3 bi-fold signs** from the church office at 5001 Johnstown Rd. and place one at each location
 - Corner of Dublin-Granville and Johnstown Rd (SR 62) (Duke and Dutchess Gas Station)
 - Corner of SR 605 and SR 62 (Eagles Pizza)
 - Alongside the driveway entrance to the New Albany 2-5 Elementary School (worship site)



- Place **metal NAPC sign** (found in the school storage closet) in the mulch at the main entrance door

After Worship:

- Take down the **metal sign** and return it to the storage closet
- Return **3 bi-fold signs** to the church office

INFORMATION HOST – Arrival time 9:30 am

Set up:

- Supplies/Instructions are in the metal Worship Cabinet
- **Name Badges** are in the plastic drawers located on top of the metal Worship Cabinets
- Put out the **blue table cloths**.
- Neatly lay out all **current information** found in the plastic containers along with any **sign-up sheets** currently circulating (dispose of outdated material)
- Stack **name badge** containers 3 high off to one side with **blank sticky badges** and pens in front.
- Place **pew pads** on inside aisle chair to every row making sure that each pad has enough sheets and a pen. Refill from metal cabinet as needed

After setting up

- Please remain **available** for any questions **before** service begins and for about 10 minutes **after** service ends.

After Worship:

- Take down and return items to their proper places

Schedule Reminders

- Sunday Servants need to arrive **by 9:30 am** (except for Scripture Reader) to do set-up prior to worship and take down after worship as well as execute the duties



listed under each job description. (Refer to the link on Sunday Servant Responsibilities).

- Your **Team Leader** (wearing a red badge, listed on the schedule and in the bulletin) is available for any questions.
- It is **your responsibility** to make a **trade** with someone listed on the schedule and to inform Janice Myres 614-474-0278 or jmyres@newalbanypresbyterian.org of this change.
- You will receive a **reminder phone call** the Wednesday or Thursday before you serve.
- **Scripture readings** will be emailed to you from the church office the week prior. Please practice reading it over several times before Sundays service.