

Worship Coordinator Duties

Before each service:

- Unpack tote and place bulletins for that service on table.
- Make sure candles up front are lit.
- If there is a baptism, place reserved signs on 2nd & 3rd rows, center east.
- Be available to answer any questions from ushers, communion assistants, etc.
- Make sure communion assistants and ushers are aware of their duties.

During service:

- Explain to the ushers and communion assistants when they will be needed during the service.
- Ask ushers to watch for anyone who may need communion brought to them. Advise the usher to make sure that person gets communion once the rest of the congregation has gone through the line.
- Make sure the ushers count the number of people in attendance and write it on the calendar.

After 1st service:

- Make sure the ushers pick up the sanctuary.
- Thank everyone who volunteered.
- Place the offering for that service in the appropriately named money bag and lock it.
- Take the Coffee Fellowship money bag to the kitchen.
- Take the Sunday School money bag to the Sunday School office.

After 2nd service:

- Make sure the ushers pick up the sanctuary.
- Thank everyone who volunteered.
- Place the offering for that service in the appropriately named money bag and lock it.
- Put all of the money bags in the bin and give it to a pastor to lock up.

Thank you for volunteering! We appreciate you!