

Sunday Helpers Descriptions

10:45 or 10:00 Sanctuary Service Host

The service host arrives about 20 minutes prior to the service, provides water for the speakers, prepares and warms the chalice, matches, and candles in advance of the service. They also straighten the chairs, ensuring everything is nice in the sanctuary before the service and after it is over. A final role of the Service Host is to run the Zoom for those joining from home. The Service Host sits at the computer desk in the back of the sanctuary, turns on the computer and monitors the chat for any issues and informs the AV Tech to provide a smooth viewing experience from home. They also provide relevant information in the chat box (provided by staff in a cut-and-paste format) for those viewing from home. Commitment is one or two services per month on a rotating basis. Training and instructions provided.

9:00am Sunday Coffeehouse Service Host

The service host arrives about 20 minutes prior to the service and plans to stay about 15 minutes after. They retrieve the bin of supplies from the sanctuary and put out the supplies. They plug in the speakers and test the microphones. They assist the coffee servers in the kitchen, slicing bagels and setting out breakfast supplies. After the service, they clean up the tables, put everything back in the bin and return it to the sanctuary, and assist with cleanup in the kitchen.

Usher

The ushers arrive about 15 minutes prior to the service, make sure the half-sheet inserts are inserted into the Orders of Service, and stand at the sanctuary doors to welcome people with a smile and hand out Orders of Service. Ushers are also responsible for collecting the Offering and depositing it into our safe using our safe money-handling procedures. They are also available to give directions or help in other general ways. Commitment is one or two services per month on a rotating basis. Training and instructions provided.

Welcomer

Welcomers arrive about 20 minutes prior to the service, make sure the front table is ready for visitors (nametags, pens, information looks nice, and "Nice to Meet You!" forms are ready to be completed). They greet people as they arrive, and specifically look out for newcomers who might look tentative or a little unsure. Welcomers make a special effort to ensure newcomers feel welcome and like they know where to go or what to do (eg, showing them around the building, pointing out the coat rooms or bathrooms, directing them to get a cup of coffee, connecting families with children to RE Staff, etc.). Commitment is one or two services per month on a rotating basis. Training and instructions provided.

Coffee Host

Coffee Hosts arrive about 30 minutes prior to the service and plan to stay about 20 minutes after. They prepare and set out coffee and refreshments for the service. They set out sugar, cream, hot cocoa, tea, and cookies, (and bagels for the 1st service) and make sure that there are fresh pots of coffee (regular and decaf) and hot water available. They ensure the Fellowship Hall is tidy and ready to receive guests with clean tablecloths. They are able to attend the majority of the Sunday service after their duties are complete, and then they return to the kitchen after the service to clean dishes with our industrial dishwasher. Commitment is one or two services per month on a rotating basis. Training and instructions provided.