

# Worship Volunteers

Drafted on July 2, 2021

Worship is the primary gathering of the church. Through our worship together, we seek to commune with God, one another, and grow in Love together. Volunteers are essential in helping with the smooth running of worship. Below is a list and description of the worship volunteers needed for a typical Sunday morning worship service. The descriptions below are meant to offer a general description for each position. If you have questions about any of these positions, please contact Pastor Jacob. You can sign up to volunteer using your Realm account (login at <https://onrealm.org/FranklinUMC/> and click on “Events”) or by contacting the Church Office (508-528-1092).

## Liturgist (1)

The word liturgy literally means “the work of the people.” The worship liturgy, or order of worship, is comprised of music, responsive and communal readings, prayers, and sacraments. The liturgist helps lead the gathered people of God in its worshipful work of praise, prayer, and communion. During a typical worship service, the liturgist leads the call to worship, reads the scripture reading, and leads portions of the communion liturgy.

The liturgist is asked to *arrive no less than 20 minutes before the start of the worship service* to check-in with the pastor and review the liturgy. Hardcopies of the liturgy will be available for the service. Electronic copies will be emailed a few days ahead of the service.

## Communion Steward (1)

The communion steward is responsible for the preparation of communion elements—cubing the bread, preparing communion cups, and setting the communion table.

The communion steward is asked to *arrive no less than 30 minutes before the start of the worship service*. The communion table should be set no less than 10 minutes before the start of the service. All supplies are provided by the church.

## Usher (2)

Ushers are in-person hosts. They should be available to meet people as they enter the worship space, hand them worship aides (or direct them to electronic worship aides) and assist them throughout the service. They should help identify visitors, ask their names, answer their questions, and help them connect with another person or family in the congregation. They are also asked to help prepare the worship area and help keep it looking tidy and presentable.

Ushers are asked to *arrive no less than 30 minutes before the start of the worship service*. Upon arrival, ushers should acquaint themselves with the order of worship, ask the pastor if there are any special instructions for the particular service, and walk the sanctuary to make sure pews and public spaces are clean and orderly. Ushers should take their “post” at the entrance to the sanctuary, with worship aides in hand, no less than 15 minutes before the start of the service.

## Greeter (2)

Greeters are front line ministers of welcome. They often provide the first official point of contact with the congregation. Their primary responsibility is to welcome each person who enters the facility. They are asked to identify newcomers, ask their names, quickly answer questions, and introduce them to an usher. Greeters should not leave the entryway unless to assist people into the building or worship space. Greeters are encouraged to open the door for guests, shake hands and smile. Greeters should avoid hugging and kissing and interrogating newcomers.

Greeters should *arrive no less than 20 minutes before the start of worship* and take their “post” in the entryway 15 minutes before the start of worship. Note: greeters should not handout worship aides.

### **Choir (6)**

Choir members help lead congregational song, sing music that the congregation cannot, and serve as a small group for spiritual care and fellowship. Choir members are asked to familiarize themselves with worship music before the worship service.

Choir members should *arrive no less than 30 minutes before the start of the worship service*.

Choir members should rehearse together before the start of worship in the sanctuary. Rehearsal should conclude no less than 10 minutes before the start of worship.

### **Fellowship Host, Make Drinks (2)**

After-worship fellowship time is an important opportunity for people to meet and check-in with one another. The Fellowship Hosts making drinks are asked to prepare coffee and/or a cold drink for this time of fellowship. Hosts should prepare, serve, and cleanup the drink service. All supplies are provided.

Fellowship Hosts do not need to arrive early to worship. Drinks should be prepared before the end of worship. Hosts may choose to leave worship after receiving communion to prepare for the fellowship time.

### **Fellowship Host, Bring Snacks (2)**

After-worship fellowship time is an important opportunity for people to meet and check-in with one another. The Fellowship Hosts providing snacks are asked to bring light snacks for this time of fellowship. Hosts should prepare, serve, and cleanup the food service. Reimbursement for snacks *may* be provided (please check with the pastor to make sure funds are available).

Fellowship Hosts do not need to arrive early to worship. Food should be prepared before the end of worship. Hosts may choose to leave worship after receiving communion to prepare for the fellowship time.

### **Virtual Usher (1)**

The virtual usher is the host for online worship. They should be available to welcome people into the virtual space and remain available to help people navigate the virtual environment. Virtual ushers should help identify new persons and encourage them to fill out a virtual connect form ([franklinumc.org/connect](http://franklinumc.org/connect)). The virtual usher will be asked to assist in Google Meet and monitor all social media live feeds.

The virtual usher is asked to *arrive at the church no less than 30 minutes before the start of the worship service*. The virtual usher should assist the A/V Technician with a sound check for the virtual space. They are asked to enter all virtual spaces and help start the livestream (if there is one), no less than 10 minutes before the start of the worship service.

### **A/V Technician (1)**

The Audio/Video (A/V) Technician is responsible for operating the technical aspects of worship. They should be familiar with the church sound and computer systems, including OBS (Open Broadcasting Software) which is used to facilitate our simultaneous in-house, Google Meet, and social media video streams. All persons seeking to be the A/V Technician must shadow an already trained technician.

A/V Technicians should *arrive no less than 30 minutes before the start of the worship service* to turn on all equipment, check-in with the pastor regarding special instructions for the service, setup OBS, and begin all video streams. Video streams should go live no less than 10 minutes before the advertised start of the worship service.