

First Lutheran Church

2012-2014 Service Group Information Booklet

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Service Group Rotation Schedule

<u>SERVICE MONTHS</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
January/July	PEACE	FAITH	GRACE
February/August	FAITH	GRACE	CHARITY
March/September	GRACE	CHARITY	HOPE
April/October	CHARITY	HOPE	KINDNESS
May/November	HOPE	KINDNESS	PEACE
June/December	KINDNESS	PEACE	FAITH

Service Group Co-Chair Responsibilities

When you are the co-chair of your service group, you will coordinate volunteers for these service areas: coffee hour, special potluck or events during your service month, and funeral workers (food is provided by a separate committee). A co-chair term is two years.

The remaining service positions (usher, communion preparer, nursery attendant, greeters, etc.) will be filled in with names taken from the Time & Talent sheets. The schedule will be prepared by the Worship & Music Committee and mailed out each month from the church office.

Recruit Your Replacement

You have been asked to serve a two year term as co-chair. After you have served for 12 months of your two year term as co-chair, you will recruit a member of your group to serve a two year term. During the next 12 months you will be training your replacement. Using this system, every 12 months one co-chair will go off and one will come on. By doing this there will always be someone with a year of experience leading your service group. Each service group will always have two chairs.

Getting Volunteers

Members were mailed a copy of their new service group list, funeral and coffee hour responsibilities and the rotation schedule for the next three years. Service group co-chairs will be mailed a hard copy of the sign up sheet and an updated list of service group members the month before serving. A sign up board is posted on the bulletin board near the church office (worship & music worker lists will also be posted there). Complete the sign-up sheets by calling members in your group.

A listing of the entire service worker list for the month will be posted in the newsletter, so please complete your list in time for the newsletter printing. Please call the church office for the deadline each month.

Funeral Luncheon Serving

Find and manage workers for a funeral luncheon. The six service groups take turns serving funeral luncheons on a rotational basis. You will be notified when it is your turn to serve a funeral luncheon. **Co-chairs should be at the church one hour before the service and stay throughout the luncheon** (or appoint someone to manage the kitchen if you are not able to attend). Sharon Ehlers will contact you regarding the luncheon ie: what type of food will be served, number of guests, time of day etc. Your service group workers set the tables, serve the food and clean up. They do not make the food. **You are the troubleshooter as needs arise.** If you are in need of workers outside of your service group list, use the funeral volunteer list. If you are short food, purchase food at Willie's Super Valu. Direct reimbursement will be made to you through the church office when you bring your receipts to the treasurer and complete a voucher. **Do not charge food to the church.**

FUNERAL LUNCHEON SERVING DUTIES

- Your service group co-chairs are in charge or will delegate their responsibilities to someone if they cannot be at the funeral luncheon. You will be contacted regarding the luncheon, what type of food, number of guests, time of day etc. If you are in need of workers outside your group, use the funeral volunteer list. There is a hotdish committee that will have prepared the chosen recipe and you may need to start the roasters, do not over stir the hotdish. Other food is donated.
- Before the funeral (this can be done the evening before) set tables with tablecloths, coffee cups, cream/sugar, salt and pepper, napkins, spoons and forks. Other jobs that can be done the night before include, set plates for serving on serving counter/table, serving spoons for hotdish and salads, trays with placemat on for buttered rolls, large plates for bars, pickle dishes and forks, knives and spatulas for bars, coffee pots for serving, cart for water and lemonade with glasses, brown bowls for hotdish. Also fill pitchers with water and set in refrigerator overnight. Placemats are only used as backup if the tablecloths cannot be used. All items can be found in the Martha room (room behind kitchen) and church kitchen.
- Arrive at church to work 1-2 hours before the service time to prepare food and counter. The coffee maker needs to be turned on and needs 1 hour before brewing. (if the custodian hasn't turned it on). The family arrives one hour before the service, coffee and water/lemonade need to be ready for them. Hostesses will prepare cart and serve the family beverages in an upper room before the funeral.
- Prepare platters for serving. The dinner rolls need to be sliced into 14 slices per loaf and buttered. Dinner rolls can be put on large plates or trays for the counter. Bars need to be cut (we ask for 2 dozen from each person) and put on larger plates for the counter. Hotdish, pickles and salad are put in larger bowls for the counter serving. Always check both sides of the refrigerator for food and always check the list on the counter to find all food brought to be used for the funeral. Call names if the food has not been brought. When needed, extra food may be purchased at Willie's. Don't set all the salads out at the same time, two per side is good, otherwise they take a scoop from all offered.
- The purpose of the buffet style is less work, put plates, all food etc. on counter to pick up. Everyone (including family) goes through the buffet line with 2 lines starting in the center of the counter and leaving by the sides. Coffee and lemonade and water can be served on carts from the sides of the dining hall. Leave 1-2 tables open for the family to use when they return from the cemetery. Hostesses will be aware and seat accordingly.
- Leftover food is offered to the family, any other food leftover is divided among the workers for them to take home. Do not freeze or leave in the refrigerator.
- Clear tables and wash all dishes. Any soiled tablecloths are left to be laundered. Tidy up kitchen and dining room..
- Leave the list on the counter for Nina or Lois to pick up. Do not destroy. They need it for future reference.
- Afternoon funerals will be served with sandwiches, bars and pickles. Serving will be done as described above, with buffet line.
- Pay special attention to the operating instructions posted by the coffee maker and dishwasher.

USHER DUTIES

HEAD USHER

There is one head usher for each service. The offerings are deposited separately. The head usher is responsible for taking the offering to the Night Depository Vault at Riverwood Bank in Morris. Bank bags and keys are in the Sacristy. Put the offering in the bag. Turn the bar at the end of the zipper to lock the bag. Use the key to open the bank night depository vault. Drop both the key and moneybag in the vault door. The head usher at the last service also deposits the offering from coffee hour. The Sunday school offering is not included.

- Be at church 30 minutes before services.
- If there are not enough ushers, ask people from the congregation to assist.
- Ring bell before and after service, directions are posted on the wall by the bell tower.
- Collect pew pads and put them on the secretary's desk.

SIDE USHER

- Be at church 30 minutes before services.
- Hand out bulletins at both entrances.
- Escort people to pews as needed.
- Collect offering, beginning at the front.
- Bring offering to altar during the offertory song or when the Pastor indicates.
- Assemble communion rail and pads for traditional communion services.
- Count number of people in attendance, record number in book in ushers cabinet.
- Open windows as needed.
- Clean pews after services (papers, bulletin, etc.)
- Arrange hymnals right side out facing forward.
- Close windows after services.

NURSERY ATTENDANT DUTIES

The nursery is staffed during the second service each Sunday. Co-chairs recruit one adult to care for the children. Teenagers may assist but one adult must be present at all times (adopted by Church Council Fall 2001).

Please arrive 20 minutes before the church service starts. Check to see that the nursery is clean and ready to welcome children. Remain in the nursery until the service is over, as parents may bring their children at any time during the service. If items are needed in the nursery, please let the church secretary know. Clean up the nursery after the children leave. Sort the toys and return them to the bins.

GREETER DUTIES

Greeters are stationed at both entrances of the church and welcome people to Sunday morning services. They also help direct visitors to areas of the church as needed. Greeters should arrive 20-30 minutes before church starts.

COMMUNION PREPARER DUTIES

Remain available throughout communion to refill bread and wine as needed. You will be taking care of preparation, set-up and clean-up of all communion ware. The sacristy cabinet key is in the upper cabinet to the left of the sink. A schedule is in the sacristy listing the type of communion that is to be served that Sunday.

Communion with wafers and trays of individual wine cups (Silver Tray)

- Silver Tray style communion is used on the 1st and 2nd Sunday of each month.
- Assist during the service to help keep serving pieces filled.
- Use the silver serving pieces.
- Fill plastic wine glasses 1/2 full.
- Do not fill outer ring on serving trays.
- Put 3 glasses with grape juice in the center ring. Open juice is in the sacristy refrigerator.
- Put a filled wine glass inside the chalice and cover with stiff board.
- Put communion wafers on Paten (plate) and in Ciborium (silver covered dish).
- Put at least one gluten free wafer on a separate plate/dish (small blue pottery plate)
- Arrange silver pieces on the altar according to the chart in the Sacristy.
- Work with the acolytes during the service to keep filled trays on the altar so things move smoothly.
- Be sure to stay after the service to clean up.
- Dispose of all used cups, clean silver pieces with damp towels, dry completely.
- Lock cupboard and return key to the upper cabinet to the left of the sink.

Communion with unleavened bread and serving pitchers (Pouring Chalice)

- Pouring Chalice style communion is used on the 3rd and 4th (and if applicable the 5th) Sunday of each month.
- Assist during the service to help keep serving pieces filled.
- Use the pottery serving pieces.
- Communion bread is baked by Jane Johnson and will be in the sacristy refrigerator or freezer in the Martha Room (room behind the kitchen) on Saturday. Do not put bread out prior to Sunday morning, as it dries out. Use hosts/wafers when bread is not available.
- Put at least one gluten free wafer on a separate plate/dish (small blue pottery plate)
- Fill each blue pottery chalice about 3/4 full with wine (do not overfill). Place the plates with bread on them over the chalices and place them on the altar; cover with white clothes. Place red washcloths alongside the blue pitchers.
- Fill two small glass pitchers (on saucers) with grape juice and put them on the altar.
- Fill the large blue pottery pitcher 3/4 full to be used to refill the chalices.
- Arrange serving pieces on the altar according to the chart in the Sacristy.
- Put approximately 150 communion cups in the cloth lined basket. Cover with cloth and set on small table placed near the front pew.
- Have two plastic lined baskets for used cups placed on the altar.
- Dispose of all used cups, clean pottery pieces with damp towels and dry completely.
- Return bread and opened grape juice to the sacristy refrigerator.
- Lock cupboard and return key to upper cabinet to the left of the sink.

COMMUNION SERVER DUTIES

Normally the 1st and 2nd Sundays of the month use the communion wafers and silver trays with individual cups. The 3rd, 4th (and 5th if applicable) use the blue pottery serving pitchers and plates with unleavened bread.

The communion wear will be set-up and cleaned up by the communion preparer; not the communion server. The pastor will motion you forward when it is time to serve. Hand sanitizer is normally available on the altar for your use.

Serving of bread/wafers

- present it to those communing using the words "the body of Christ given for you."
- children younger than 5th grade are given a blessing by the pastor
- gluten free wafers are available and are normally kept on a separate plate on the altar

Serving of communion wine

When using the silver tray:

- present the tray to the individual and have them remove their own cup, and say "the blood of Christ, shed for you."
- The inner center ring will have cups with grape juice
- please be aware of people that may need assistance

When using the pour chalice:

- wrap a dark color wash cloth around the chalice to help prevent spillage
- the individual will take his/her own cup from a basket and present it to you for filling
- pour wine into their cup and say "the blood of Christ, shed for you."
- a separate small glass pitcher will be available on the altar for those that prefer grape juice

Assist the pastor when communion is brought out to those in the congregation who are not able to come forward to the altar.

LECTOR DUTIES

The office will mail out the scripture readings to the assigned lectors. You may read from the mailing sent to you, or from a pew bible. Come forward during the allotted time and read from the lector pulpit (on the left side). If a Psalm is to be read responsively from the pew bible, please make sure you give the congregation amply time to have their bibles open and locate the psalm.

COFFEE HOUR DUTIES

Coffee Hour is served each Sunday from 9:15-10:30am. Check the monthly newsletter or bulletin for any changes (summer worship schedule).

Completely drain the coffee maker by holding down the spigot handle before you start a new pot or you may get a surprise! Always use the left pot to brew decaf and the right pot to brew regular. Decaf is served from the white carafes and regular is served in the silver carafes.

***Coffee maker and dishwasher/drain directions are posted*
PLEASE READ THEM CAREFULLY**

Service Groups are asked to donate food and serve coffee hour on Sunday mornings between services. The large coffee maker needs to be turned on one hour prior to brewing. Arrive at church to make coffee and prepare serving trays. Coffee and food may be served at the counter or at the two tables in the center of the fellowship hall at your discretion. Use hot water from the middle spigot for tea.

Plan for approximately 40-50 people year round (includes ages K-Adult)

Sunday school snacks (grades preschool-6th) are no longer served.

A free will offering is taken during coffee hour. The coffee hour chair person counts the offering and records it on a yellow form that is in the money bag found in the drawer by the coffee maker. The chair person puts the slip and money in the bag and then brings it to the head usher for the second service. The usher will make the bank deposit.

Leftover food should be taken home by those serving. Please do not leave food in the refrigerator.

If there is a special event during coffee hour at which cake is served, you can be reimbursed from the *Gift and Flowers Account* by filling out a voucher and providing a receipt to the church office.