

# First Lutheran Church

## *Service Group Information Booklet*

200 East 5th Street

Morris, MN 56267

320-589-3242

[office@firstlutheranmorris.org](mailto:office@firstlutheranmorris.org)

[www.firstlutheranmorris.org](http://www.firstlutheranmorris.org)

*Please contact the church office  
at 320-589-3242 with any questions,  
or if you would like us to mail you  
a copy of this booklet.*

## Service Group Rotation Schedule

<u>SERVICE MONTHS</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
January/July	GRACE	CHARITY	HOPE
February/August	CHARITY	HOPE	KINDNESS
March/September	HOPE	KINDNESS	PEACE
April/October	KINDNESS	PEACE	FAITH
May/November	PEACE	FAITH	GRACE
June/December	FAITH	GRACE	CHARITY

## **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 (First Federal Savings 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.

## 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.**

- 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. Extra juice is the sacristy cupboard.
- 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). Place gluten-free wafers on separate plate according to printed directions in sacristy.
- Arrange silver pieces on the altar according to the chart in the Sacristy.
- Have two plastic lined baskets for used cups in place according to chart.
- Work with the acolytes during the service to keep filled trays on the altar so things move smoothly.
- 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)**

- Assist during the service to help keep serving pieces filled.
- Use the pottery serving pieces.
- Communion bread is baked by Marilyn Allen and will be in the sacristy refrigerator on Saturday. Do not put bread out prior to Sunday morning, as it dries out. Use hosts when bread is not available.
- Fill each blue serving pitcher about 3/4 full with wine (do not overfill). Place the plates with bread on them over the pitchers and place them on the altar. 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 silver pitcher 3/4 full to be used to refill the blue pitchers.
- 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.

## **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.

## COFFEE HOUR DUTIES

**Always make sure that the coffee maker is completely drained 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 on the wall to the left of the coffee maker\*  
\*\*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 80 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.

## **FUNERAL LUNCHEON SERVING DUTIES**

- The service group co-chair is in charge or she will delegate her responsibilities to someone if she cannot be at the funeral luncheon.
- Before the funeral (this can be done the evening before) set the tables with tablecloths, napkins, silverware, coffee cups and glasses. Placemats are used as backup if the tablecloths cannot be used. Talk to the church custodian to make sure the tables are in place before you arrive. Turn the coffee maker on.
- The funeral family arrives at church one hour prior to the service. Please have coffee and lemonade for them when they arrive. It takes about one hour for the coffee maker to heat properly and an additional 15 minutes to brew. It is easier if only one type of coffee is served (decaf or regular). Ask the hostess which room you should bring the coffee, lemonade, cups, napkins, etc. to. Arrange them on a table or on a cart.
- Family members and their guests are served buffet style. All serving items can be found in the Martha Room and the church kitchen. A detailed list of where things are is posted on the bulletin board in the kitchen by the refrigerator.
- Prepare platters and bowls of incoming food (bars, cupcakes, breads, pickles, salads, etc). Check both sides of the refrigerator for donated food.
- Check off names of those who bring food on the list provided by the food call committee. Leave the list for Nina or Lois to pick up. When needed, extra food may be purchased at Willie's. Fill out a voucher and provide a receipt to the church office for reimbursement.
- Leftover food is first offered to the family. Anything left is divided among the workers to take home. Do not leave leftovers in the refrigerator or freezer.
- Clear tables and wash all dishes. Tidy up the kitchen.

**Please pay special attention to the operating instructions posted by the coffee maker and the dishwasher.**

## Service Group Co-Chair Responsibilities

When you are the co-chair of your service group, you will coordinate volunteers in six service areas including: ushers, communion preparers, nursery attendants, greeter, coffee hour and funeral workers (food is provided by a separate committee). A co-chair term is two years.

### 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

The church office will send out a postcard to each member of your service group telling them it is their turn to serve. Once the postcards have been mailed a sign-up board is posted on the bulletin board near the office. Complete the sign up by calling members who have not signed up on the board. **It is the responsibility of the co-chairs to mail completed copies of the sign-up sheets to all workers. Or, you may choose to do weekly reminder calls to all those who have signed up.** Copies, envelopes, labels and postage are available at the church.

### 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). Lois Peterson or Nina Overland 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 office and complete a voucher. **Do not charge food to the church.**