

# FCPC Volunteer Task Descriptions

## 10:00 am Contemporary Service

### in the Fellowship Hall

Please remember, every volunteer that is scheduled is counted on for the services! If for any reason you are unable to keep your commitment, the church asks that you please find a replacement to ensure the service stills goes on smoothly for everyone.

If you have any questions please feel free to email Nici.

If you have any questions on a Sunday, feel free to ask a pastor : )

Thanks again for your service!

#### H2O Communion Server

##### TASKS

- You will assist the pastor with serving communion during the service
- After the service ends, please assist with any clean-up needed

##### FYI

- Please meet the pastor back by the serving door in the fellowship hall no later than 9:45 for prayer and specific instructions

#### H2O Liturgist

##### TASKS

- Read various prayers and instructions throughout the service

##### FYI

- Arrive at 9:45 am and check in with Ryan Johnson
- Also, check in with the person running the sound to discuss which microphone you should use and (if needed) perform a sound check
- At 9:50 am, be seated near the front of the worship space
- You will receive the liturgist guide that details the parts you will read by Friday. You may print it out and bring it with you if you would like. A copy will be provided on the lectern for you, also the pastor will have access to a copy if needed for any reason

#### H2O Ushers

##### TASKS

- Greet folks as they are entering and hand them a bulletin
- Direct parents on where to take their children—please point them to the nursery or explain to them how to sign up their kids
- Direct visitors for the Traditional service downstairs via the outside or inside steps or, if needed,

the elevator.

- Answer questions—from “where are the restrooms” to “where is the coffee”!
- Take attendance on the attendance card provided in the service box and turn it in to Shannon’s mailbox in the workroom after the service
- Take up the collection and place it inside the money envelope provided in the service box. Return the envelope to the door slot of the finance office after the service
- Collect the friendship slips from the red pads and paper clip them together with the paperclips provided inside the service box. Write the name of the service on the topmost slip, and place them in Nici’s mailbox in workroom after the service
- Return the service box to the workroom inside the office after the service
- Put leftover bulletins in the recycling bin

**FYI**

- Please arrive by 9:45 am and get your nametag from the worship service box

As of 5/1/2019 12:30 PM