

FCPC Volunteer Task Descriptions

8:15 am Cup & Loaf Service in the Chapel

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!

Cup & Loaf Communion Server

TASKS

- You will assist the pastor with serving communion during the worship service
- You will also sometimes read the first scripture lesson printed in the bulletin
- After the service ends, please assist with any clean-up needed

FYI

- Arrive by 8:00 in the chapel
- Meet with the pastor to receive instructions, handle last-minute changes, and pray together
- You are scheduled to serve communion each Sundays through the month you are assigned in the Cup & Loaf worship service

Cup & Loaf Ushers

TASKS

- Greet folks as they are entering and hand them a bulletin
- Answer questions—from “where are the restrooms” to “where is the coffee”!
- Direct parents on where to take their children—please point them to the nursery or explain to them how to sign up their kids
- 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

- Arrive in the chapel by 8:00 am
- Get your nametag from the nametag box in the ushers alcove on the right-hand side of the narthex

Usher Team Serving Schedule

TEAM ONE:	2019: MAR, AUG	2020: JAN, JUNE, NOV
TEAM TWO:	2019: APR, SEPT	2020: FEB, JULY, DEC
TEAM THREE:	2019: MAY, OCT	2020: MAR, AUG
TEAM FOUR:	2019: JUNE, NOV	2020: APR, SEPT
TEAM FIVE:	2019: JULY, DEC	2020: MAY, OCT

As of 5/1/2019 12:30 PM