



## Worship Volunteer Instructions

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## **Altar/Banner Set-Up & Take Down**

For setting up the altar, pulpit, and banner before worship and clearing them after worship, it is important to note the color for the current liturgical season, posted inside the door of the worship closet, in order to select the appropriate paraments for the altar and pulpit. If unsure, verify with Rev. Angela.

The white runner goes under the colored altar cloth. The sheet of plexiglass should be placed on top of the altar paraments. Liturgical colors are posted on <https://www.umcdiscipleship.org/> in the Worship Planning section. One banner needs to hang on a pole to the left of the pulpit. The banner should reflect the appropriate season and coordinate with the altar cloth colors if possible. Photos of typical set-ups and banners are included at the end of this document.

### **Before the Service**

- Arrive 25 minutes before the start of the service to allow plenty of time in case things are not where they should be.
- Drape altar and pulpit and place two candles on either end of the altar (make sure wax savers are on tops of candles; replace candles if less than 3" long).
- Hang a banner.
- Place hand sanitizer (stored in cabinet above the hymnals) under the pulpit.

### **After the Service**

- Remove candles; if possible, remove major candle drips from candlesticks and altar coverings.
- Remove and fold paraments, return to closet.
- Remove the banner and return it to the closet.
- Notify the pastor if the supply of candles is running low.

When it is time to change candles, the brass candle followers need to be completely cleaned out before inserting new candles. Placing them in very, very hot water will remove the wax. It is important that water used for this purpose not be poured down a drain.

**Typical Altar Set-ups & Chart of available banners—See appendices**

## Communion Set-Up & Take Down

### **Communion Juice:**

There is a case of small juice bottles on the shelf in the closet. One bottle of juice should fill about 50-60 cups about one-third way. There is a handy dandy gizmo in the closet that is designed to fill communion cups. Give each cup a shot by pushing the red button as pictured. Check with Judy or Rev. Angela about current attendance trend to determine how many cups to prepare.



Note: Notify Phyllis or Rev. Angela if we're running low on juice, cups, or GF crackers.

### **Communion Bread:**

Bread: Please bring a loaf of plain bread to use for communion. Make a short slice less than one half way through with a knife so that Rev Angela can break it easily, then wrap it in a white napkin and place on the blue communion plate. If you have cut a large loaf in half and would like to donate the other half for next week, wrap it in foil and put it in a freezer bag marked CUMC and put it in the OBIC kitchen freezer.

Gluten Free Option: There are gluten free crackers in a foil bag in the closet. Put 7-10 crackers on the little plate.

{Note: We are no longer using pre-packaged communion sets}

The communion juice, gluten free crackers, and pre-packaged communion cups are placed on the altar. Leave the communion bread on the back table to be taken up with the offering. Verify that hand sanitizer has been placed in the pulpit.

Clean up: After the service is over, please put away communion dishes. Bread and juice that have been consecrated should either be consumed or returned to nature (you can feed our garden friends!). The cloth napkin should be washed and returned to the worship closet.

Please call me if you have any questions. Thank you for your contribution to our service!

Phyllis Kelley  
Home (410)531-2347  
Cell (410)292-4809

## Nursery Volunteer

The UUCC/CUMC nursery is a partnership that provides childcare for children aged Crawlers-3 yrs. old during Sunday morning 10:00 am services. Each congregation, UUCC (Unitarian Universalist Congregation of Columbia) and CUMC, (Christ United Methodist Church), will provide 1 (one) nursery care volunteer per week to staff the nursery. Nursery care will take place in room 112.

Below is a list of guidelines for parents and childcare volunteers.

### **Nursery Care Volunteers will:**

- Complete a background check and training prior to working in the nursery as per our CUMC Safe Sanctuary Policy. Complete an annual laity sexual misconduct form as per BWC policy. See Kevin Swanson or Rev. Angela to get started on this process.
- Arrive in room 112 at 9:45
- Sign children in using the Nursery Sign in Sheet. This sheet will include child name, parent name, parent contact number, name and contact number for pick up person and information about allergies and medical conditions of the child

### **Parents will:**

- Begin dropping off children beginning at 9:50
- Bring with them diapers, wipes, bottles and or water. Please do not bring snacks as there will be no food permitted in the nursery area.
- Pick up children from the nursery no later than 11:10.

### **Emergency Procedures:**

- Should it become necessary for a parent to come down to the nursery during service, a nursery volunteer will contact Kelli Danaker by text message (443-608-7198). Arrangements will then be made for a nursery care volunteer to go into service to bring the parent downstairs.
- In a medical emergency, 911 will be called.
- In the event of fire or other emergency requiring evacuation, children in the nursery will be taken to the playground where parents are to come to be reunited with their children.

### **If you have questions or need assistance at any time, please contact:**

**Kelli Danaker**, Children and Families Specialist, UUCC at 443-608-7198 or [Kelli@uucolumbia.net](mailto:Kelli@uucolumbia.net)

**Suzanne James**, Nursery Volunteer Coordinator, CUMC at 410-707-3079.

## Offering Counters

- **Counting & Verification**
  - Two unrelated people must count and verify the Sunday offering.
  - Designated counters take the offering from the altar to the CUMC huddle room (where they count) immediately after the service.
- **Tallying & Documentation**
  - Any documents marked confidential must not be opened by counters. Place in the CUMC safe and alert the Pastor and/or the Financial Secretary depending on what the envelope says.
  - Counters tally all cash, coins, and checks.
  - Complete an Offering Sheet (Form A), listing check number and amount for each donor.
  - Prepare a bank deposit slip, including check number and amount for each check.
  - Endorse all checks with: *“For Deposit Only Christ United Methodist Church”* using the CUMC stamp.
  - Miscellaneous cash (not marked with a donor name) may be summarized on a single line.
  - *Prepare a separate Offering Sheet and deposit slip for any special offerings.*
  - Loose change may be placed in the Change for Christ jar and not processed immediately.
- **Reconciliation & Sign-off**
  - Counters reconcile deposit slip(s) with Offering Sheet(s).
  - Both counters sign off on the documents in ink.
  - Place completed deposit slip, checks, and cash in an envelope, (stored in the file cabinet).
- **Regular Bank Deposit Procedure**
  - One Counter will either:
    - Take the deposit to a PNC Bank with teller service during the week, **OR**
    - Place the envelope in the CUMC safe mounted on the counter of the interfaith office suite (first floor of OBIC). Use the “envelope insertion tool” to push completely into the safe if envelopes do not go into slot completely so that they do not stick out.
- **Second and Last Sunday of each Month Bank Deposit Procedure**

- On **the second and last Sunday of each month**, counters should check the safe to see if there are any deposits that need to be taken to the bank.
- Any deposits found should be taken to PNC Bank during the week along with that week's deposit.
- Counter Procedures for Handling Endowment Funds
  - All Endowment Fund contributions are confidential. No information regarding anyone's donation should ever be shared with others as the endowment fund contributions require an extra layer of confidentiality.
  - If money or checks are in the offering basket and are marked Fred Mueller, or "Endowment", the check or cash DOES NOT get counted with the regular money or placed in the deposit for the week.
  - Before you take baskets to the office to count, consider quickly looking at any envelope marked Endowment or with Fred Mueller's name and give directly to Fred before he leaves if he is in attendance or if he is not there, give to Phil Lindberg to secure.

## Sanctuary Set-Up & Take Down

Storage of items: all materials are to be stored in the tall cabinet in Sanctuary A and the worship closet.

Set-up: All of the below needs to be put out.

Take-down: All of the below needs to be put away.

### Miscellaneous

- Directional signs on doors
- Make sure hand sanitizer is in the pulpit for communion
- Two blue vinyl tablecloths on the two back tables
- Place out coloring materials for children who stay in the sanctuary on the small table in the back

Welcome table should have the following on it:

- Tablecloth (in the tall cabinet with the name tags)
- Name tag bins
- Single use name tags & sharpie
- New/corrected name tag clipboard & pen
- Pronoun stickers
- Two visitor clip boards (fyi new green visitor sheets are in slot in Lisa's office on the first desk on the left)

Side counter should have the following on it:

- Orders of worship
- Hymnals (and The Faith We Sing if we're using that day), including 2 large print editions of each
- 3 plastic pamphlet/handout organizers that have various CUMC materials in them
- Any current sign-ups or flyers
- Two visitor clipboards (fyi new green visitor sheets are in slot in Lisa's office on the first desk on the left)
- Flower sign-up

## **Ushers (2 Each Sunday)**

Ushers serve as hospitality guides for the worship experience—you are the hospitality front line! Ushers welcome guests and members, are available for questions and directions, and help during the worship service.

### Arrival at OBIC

- Arrive at OBIC **at 9:30am** for the 10am service
- Double check that set up has occurred or is in progress (setting up the materials on the welcome table and side counter is another worship volunteer role but ushers should be prepared to be a back-up for this important role—full instructions available in worship volunteer binder in the cabinet with the hymnals)
- Review order of worship (available on side counter) to make sure you're aware of any special/unique elements in the service.
- Be sure you know:
  - where the nursery is (downstairs in Room 112 of the Cradlerock Children's Center wing)
  - large print hymnals and a few extra orders of worship are available for those who may need accommodations
  - evacuation plan so that in the case of an emergency, you can help direct folks to exit safely.

### Before Worship

- One usher should be stationed in the hallway at the welcome table. This usher should:
  - Assist folks with name tags
    - members/regulars should find their name tags in the file boxes
    - help anyone who needs a name tag sign up on the clip board
    - give a disposable name tag to anyone who doesn't have a permanent one
  - Greet visitors
    - Introduce yourself (both name and let them know you are an usher and can help with anything they may need), ask name, offer name tag
    - Point out coat rack (if seasonally applicable)
    - Help them find a seat and introduce them to someone sitting near them.
    - After they have settled in seat, give them a clipboard with a green visitor form and let them know that the top has some important information for them
    - If visitors have children, direct their attention to the portion of the green visitor form with info about Sunday School and

nursery. Be sure to make clear that children of all ages are always welcome to stay in worship with their families. If they are interested in the nursery, be prepared to take them downstairs to show them where it is.

- The other usher should be in the sanctuary
  - On first Sundays, make sure the monthly calendar is passed out on chairs (every other chair)
  - Assisting with any further set up
  - Keeping an eye out for visitors:
    - Introduce yourself by name and letting them know you are an usher and happy to help with anything they need.
    - If they don't yet have a clipboard with a green visitor form, hand them one.
    - If it's crowded or unclear which seats are already occupied, offer to help them find a seat.
    - Introduce them to whoever is sitting near them.
  - Check acolyte stick to make sure it has enough wick left. Make sure you have lighter ready to light the wick for the acolyte.

#### During Service

- **At 10:05am (note: change!)**, close doors to sanctuary. If there is a guest preacher and Phil is also not here, please give a nod/thumbs up to Ching-Ju to start at exactly 10am.
- At least one usher should sit in the rear of the sanctuary by the door to welcome any latecomers, provide directions to restrooms or nursery for visitors, or help with any extraneous needs.
- Collect the offering, front to back. At doxology, bring forward offering and the bread to hand to the pastor in front of the communion table. Remain standing facing the cross through the end of the prayer of dedication, then go back to your seats.
- At communion time, dismiss one row at a time starting with the pulpit side of the sanctuary back to front. Then dismiss the piano side of the sanctuary, again one row at a time, back to front. After dismissing all for communion, join the line to receive communion yourself. Be sure to advise the pastor if anyone wishes to receive communion from their seat.
- At the end of the service, make sure the acolyte comes to the back of the sanctuary during the benediction. After the benediction, send the acolyte forward to extinguish candles.

#### After worship

- Be available if any visitors wish to hand you their green visitor information sheet.
- Assist with any clean up. All hymnals, name tags, pamphlet organizers, clipboards, flyers, and other worship materials should be placed in the tall



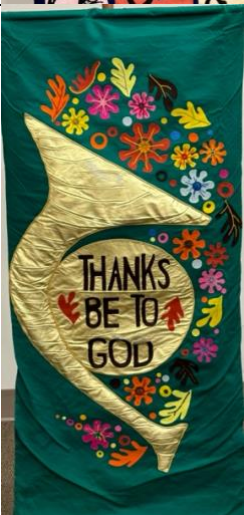
cabinet or in the worship closet. Nothing goes in the cabinets below the side counter.

## Appendix A: Typical Altar Set-ups






**Appendix B: Christ United Methodist Church Banners**

Year	Banner	Season/Message/Created by or Given by
1990's		Susanne Young, Lucie Pelgrim
		Lucie Pelgrim with youth
1970's		<p>Thanks be to God was a joint project, the appliques cut out by the whole congregation - or as many as showed up - at Old Brick. It was organized and assembled by Jeanne Townsend and Lynne Duncan, whose husband Scott later married Jeanne (Karen has a photo of Jeanne &amp; Scott working on the banner).</p>

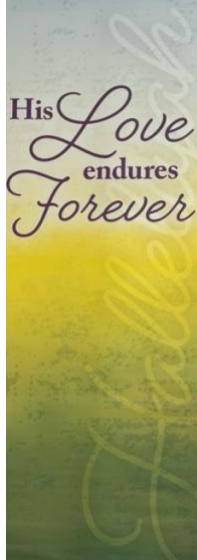
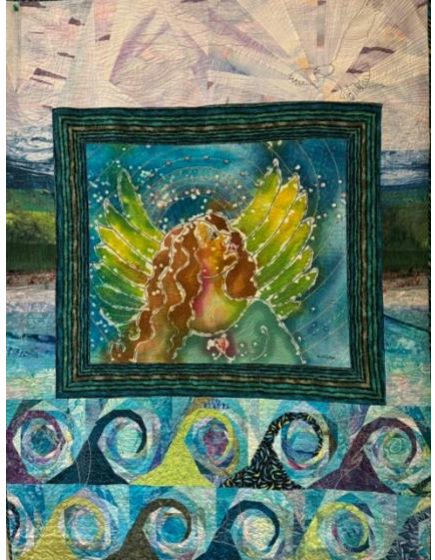
		<p>Shirley Hertz</p>
<p>1994</p>		
<p>1990's</p>		

		
		<p>Susanne young</p>
<p>1988</p>		<p>To Christ United Methodist Church from the confirmation class of 1988: Becca James, Greg Shrack, Cristin Messenger, Cat Messenger, and Kristie Perkins. Peace be with you!</p> 

		<p>Lenten Banner</p> <p>Jeanne Townsend and Lynne Duncan?</p>
<p>1974</p>		<p>This must be the oldest banner. Signature of the charter members still visible on the blue trunk and branches of this tree.</p>
		<p>Lucie Pelgrim</p>

2021		 <p data-bbox="787 718 1464 787">Pam Wilt gave this banner to CUMC. It was made by her friend Lynn Adams.</p>
2018		<p data-bbox="787 800 1464 1249">This banner was created at the request of Pastor Zelda Childs by Mary Jo Messenger. Pastor Zelda often preached on the topic of prayer.</p>
2022		<p data-bbox="787 1268 1464 1869">A gift from the Messenger family.</p>

2021		<p>Made by Lillian Lenert, Karen Ohlrich and Tracey Klink</p> 
2023		A gift from Lillian Lehnert.
2022		A gift from Lillian Lehnert.

2022		A gift from Lillian Lehnert.
2024		<p style="text-align: center;">Angel of the Sea</p> <p>This quilt banner was created by Joyce Ritter who passed away in September of 2023. Joyce was a friend of Mary Jo Messenger and gave this quilt to Mary Jo for CUMC.</p> <p>Joyce was an extraordinary artist. Her art quilts were a reflection of her passion, creativity, and attention to detail. With every stitch she poured her heart and soul into her creations. This quilt was inspired by her appreciation and respect for this earth and all of its creatures. Note dolphins and the eagle in her quilting.</p>