



First Congregational Church of San Rafael

8 North San Pedro Road

San Rafael, CA 94903

415-479-2747

Dear First Congregational Church Servers,

Below you will find the job description and tasks for Liturgist, Greeter, Refreshments, Altar Set-up and Communion set-up. **If you are unable to fulfill your obligation please switch with someone on the list and notify the church office as soon as you can (so the correct names are in the bulletins).** If you have any questions, please feel free to contact Amy in the church office, 415 479-2747, or e-mail [office@fccsanrafael.org](mailto:office@fccsanrafael.org)

## LITURGIST

Church office will e-mail a confirmation and the bulletin to you so you are prepared for Sunday morning. If you would like to make different arrangements, please let Amy know 415-479-2747 or [office@fccsanrafael.org](mailto:office@fccsanrafael.org).

Please arrive no later than 9:40a.m.

Check in with Pastor or Guest Pastor.

Meet with Pastor and choir in office for prayer (optional).

Seating should be in the front pew on the (north) side of aisle.

Liturgist steps up to the podium.

Liturgist is responsible for:

- Call to Worship
- Introduce the Opening Hymn
- Opening Prayer
- Scripture readings
- Introduce the Hymn of Preparation
- During Joys and Concerns carry the microphone to those who wish to speak.

You may return to the front pew or to another seat for the rest of the service.

## GREETER

Arrive no later than 9:40 a.m. to welcome visitors, members, and friends at door of narthex.

Pick up bulletins, basket of hearing devices, children's basket, name tags, guest book and pens from office.

Please welcome visitors and offer to write a name tag for them. Be sure you have YOUR NAME TAG ON.

At 10:00a.m. CLOSE DOORS TO SANCTUARY. Remain in the narthex until 10:10a.m. Get out the collection plates. Along with the duty of greeting you are also to take the collection. The collection plates are in the cabinet to the right of the double doors into the Sanctuary. Then be seated, leaving bulletins in narthex.

At the end of the service please check to be sure nothing is left in the pews (bulletins, paper, etc.) Be sure all windows in the Sanctuary are closed and locked. Return baskets and plate offering to office.

## ALTAR FLOWERS

Cloths, candle holders, etc. are found in the cabinet in the Pastor's study. Please add flowers, plants or any other decorations that suit you. Feel free to use your imagination. You may want to check with the Pastor about any special color that fits the church season, like Lent or Pentecost.

## COFFEE HOUR

Arrive at 9:40 or earlier to setup and start the coffee.

### TABLE

Pull big, round table with a cloth into center of room. All tablecloths are stored on the shelves to the right under the library shelf.

Put your 4 snacks on table. (REMEMBER TO ONLY BRING ONLY 4) If you want to bring more, save it for another Sunday.

Put several stacks of napkins on the table.

### COFFEE

Big metal coffeemaker is in cabinet over the sink. Cord is inside coffeemaker. 18-24 cups is usually enough.

Decaf ground coffee should be in refrigerator to left of sink.

Instructions for coffee/water are above sink.

Put the prepared coffeemaker on the counter in Community Room and PLUG IT IN

Put out paper cups or ceramic cups.

Put out sweetener, cream, stirrers, tea and some napkins near the coffeemaker.

You may put out the small electric pot to heat water for tea.

### JUICE

You should find juice in little refrigerator. More juice is usually in the downstairs refrigerator. Put on the counter to left of coffee set-up.

Put out small cups (under counter).

### CLEAN UP

Please clean up and return everything to cupboards.

If you see that any supplies getting depleted, please write it on the list over the sink.

## COMMUNION SET-UP AND ALTAR DECOR

On Communion Sundays, (the first Sunday of each month) bring bread cut in small pieces and grape juice.

The juice and bread should be on the table and candles lit by 9:50. There should be 3 napkins for the bread on the table. Grape juice in small cans is in the cupboard.

After the service please remove everything from the altar and return to storage place. Empty juice, bread plates and return clean to cabinet. If napkins or cloths are soiled either take home to wash or contact a member of the ministry team if that isn't possible.

## COMMUNION SERVERS

As we begin Communion meet behind the Communion table (Pastor and 3 to serve bread and juice). As you are serving you may choose (or not) to say any of the following to each person: **Blessing of Christ, Peace of Christ, Love of Christ, Body of Christ, Fruit of the vine, Christ's blessing for you.** Return to the communion table to serve each of the servers and choir director.

**THANKS TO ALL OF YOU !**