



Thank you for your willingness to extend God's Love to all who attend worship at Saint Andrew's.

Please use the following as a guideline. Our goal is to provide a comfortable and hospitable experience for all. Please provide your suggestions for improving these guidelines with ways to improve our welcoming ministry.

Before the Service

1. Arrive at church to be in position as a Worship Host at least 15 minutes before the service.
2. Currently, bulletins are available in electronic form using the QR code in the gathering space.
3. The offering basket is on the small table inside the centrum near the font. We no longer pass the plate during worship. After worship, check the basket and put any offerings into an envelope (under that basket and into the slot in the Volunteer Office).
4. Stand near the hymnal carts to assist each worshipper as they enter the Centrum.
5. Be especially alert for visitors who may not be familiar with our building or have questions about our service. Introduce visitors or first time guests to the Greeter near the Welcome Center, if possible.
6. Let parents know of the Children's activity bags (when re-introduced) in the cubby shelf unit to the left of the doors. Note also the "pray-ground" at the front of the Centrum, near where the pastor sits.
7. Offer seating assistance and escort worshippers if it appears that assistance would be welcome.

During the Service

8. Close the doors after the Pastor's Greeting. Be aware of late-comers and assist them to available seats as needed. Avoid seating worshippers during the Confession or during Prayers.
9. If parents need to leave the Centrum to attend to their children's needs. Changing tables are located in the restrooms in the hall to the Youth Room.
10. Walk around the church facility at some time during each service, taking notice of any potential for **security situations**. See something, say something!
11. You will be served communion first and then direct the congregation to the communion rails as space allows. Starting on the right side with the choir, have two persons guide worshippers to the communion rail; one indicating when people may come forward and the other indicating their return using the opposite aisle for each section. This causes circular pattern. Some people may not follow that pattern but that is okay as a bit of disorder allows a relaxed and spontaneous atmosphere. If there are worshippers who may not be able to come forward, please indicate their presence to the communion servers so that communion may be brought to them.
12. Count the number of worshippers in attendance and write the number on the Attendance Count Card. The Attendance Count Card will be on the bistro table in the Narthex. Don't forget to count all participating in worship.
13. Be prepared to respond to emergencies or special needs during the service. There is a phone in the Volunteer's Office if needed to call emergency services.

At the end of Service:

14. At the end of service, continue to act as hosts, helping worshippers return hymnals. Canvas each section of the centrum for anything that may be left behind. Help straighten up the worship area for following services or to help cleaning.
15. Return hymnals to the carts
16. After the 11:00 Service, remove the top sheet from each attendance pad and place the pads in the hymnal holder of the seat nearest the main aisle. Place the attendance sheets and the attendance Count Card in the designated mailbox in the Volunteer's Office.
17. After the 11:00 Service, make sure the offering is collected, put into the envelope provided under the basket, and put into the cabinet slot in the Volunteer Office.