Sunday Morning Worship Ministry Timeline

(*See individual descriptions for detailed instructions*)

7:45 am Worship Leader
- unlock Main Entrance (only) / adjust HVAC / turn on lights

8:15 am Band
- set up equipment / close Sanctuary doors / rehearsal

8:30 am Faith Group
If you can, please park in CPA's lot (front or back) to the West of Faith on the Sundays you serve

Complete set up prior to Prayer, including:
- brew coffee / set out other drinks / set out refreshments
- plate Communion Elements / fold Bulletins

8:55 am Faith Group Prayer (gather in Fellowship Hall to pray together)

9:00 am Faith Group *Early Thirty:*
- Wear your nametag, serve in your spot until 9:30
- Parking Attendant (2) – 1 at each main lot entrance
- Outdoor Greeter (1) / Indoor Greeter (1)
- Connection Center (1), Hospitality (2)
- Communion Assistant (2) Prayer Leader (1) Usher (2)

9:10 am Band rehearsal complete
- Usher open Sanctuary Doors (leave open during worship)
- Communion Assistant light Altar candles

9:25 am Band indicates transition to worship

9:30 am Worship begins

11:15 am clean up as indicated in individual descriptions

11:15 am Worship Leader: adjust HVAC / turn off lights / lock Main Entrance

Faith
Sunday Morning Worship Ministry

We worship God with our whole lives.

Worship is central to our community life together. We strive to share the Gospel of Jesus in authentic and meaningful ways as we help worshipers honor, glorify and express their love to God. *And so, dear brothers and sisters, I plead with you to give your bodies to God because of all he has done for you. Let them be a living and holy sacrifice—the kind he will find acceptable. This is truly the way to worship him.* Romans 12:1

Excerpt from FAITH Mission and Vision

Altar Flowers (1)

- bring fresh flower arrangement, place on small table near Altar

Communion Assistant (2)

- prepare 2 sets of Communion Elements – unless noted, supplies are on/in the cabinet in the Storage Room behind the Altar wall
  - red wine (kitchen refrigerator) pour into *one* section of *each* chalice – only enough to make the section no more than 1/2 full
  - white grape juice (kitchen refrigerator) pour into *one* section of *each* chalice – only enough to make the section no more than 1/2 full
  - place (75ish) wafers and a few gluten-free wafers on *each* plate
  - place *one* large wafer on *one* plate
  - place prepared Elements on the Altar and cover with white cloth napkins
- light Altar candles (around 9:10 am)
- following the Words of Institution, move to Altar while direction is given to congregation

Suggested wording for serving Communion:
(Bread) This is the Body of Christ broken for you.
(Wine/Grape Juice) This is the Blood of Christ shed for you.
(Child Blessing) Child of God, you have been sealed by the Holy Spirit and marked with the cross of Christ forever.

- give Communion to Presiding Pastor / receive Communion
- give Communion to Worship Leader (and Band if any remain at front)
- stand on the congregation side of the altar - right / left of center allowing plenty of room for people to come toward you and return to their seats
- give Communion to each person and give a blessing for each child (see suggested wording above)
- Elements may be taken to someone if he/she is unable to come forward
- return Elements to Altar and cover with white cloth napkin / return to seat

- after worship
  - extinguish Altar candles
  - discreetly dispose of unused chalice wine/grape juice and *spoiled* wafers outdoors – don't dispose of any Elements in a sink or garbage can
  - rinse chalices
  - return *unspoiled, clean* wafers to storage containers

Connection Center (1)

- fold bulletins and give to Ushers
- be familiar with notices / sign-up clipboards / printed material / location of Tithes & Offering box / Lost and Found
- greet, share information, answer questions, collect contact information. . . until 9:30

- after worship, return to Connection Center - continue to greet and assist

Hospitality (2)

- bring simple snacks to be shared
- brew coffee according to instructions posted near coffee maker
- set out - snacks, coffee, hot water, tea, and serving items
- provide welcoming presence until 9:30

- after worship, return to Fellowship Hall - continue to greet
- clean up coffee/refreshment tables
- if there is leftover regular coffee, leave it in one pot and dispose of the rest

Indoor Greeter (1)

- provide welcoming presence on or near the Fellowship Hall walkway
- direct people to Connection Center / Hospitality items / Sanctuary. . . until 9:30

- after worship, return to Fellowship Hall - continue to greet and assist

Outdoor Greeter (1)

- provide welcoming presence outside under main entrance portico until 9:30
- assist people with the door as needed

- after worship, return to main entrance - continue to greet and assist

Parking Lot Attendant (2)

- wear a yellow vest from closet inside Main Entrance
- move 2 sandwich board signs from closet inside Main Entrance (see marked map)
  - sandwich board A near corner of McGraw and Arcadia
  - sandwich board B near entrance to CPA's parking lots
- assemble 4 flags and place into in-ground PVC pipes near east and south entrances to parking lot
- greet and assist until 9:30
- after worship, return sandwich board signs, flags, and vests to closet

Prayers of the People (1) (detailed notes and prayer template are available)

- connect with Worship Leader for microphone and sound check prior to 9:20
- following the sermon, *during* the preacher's concluding prayer, move to front near the podium
- offer prayer on behalf of the congregation, finish with The Lord's Prayer

Usher (2)

- check Count/Security clipboard at the Connection Center to know which Security Team members are serving, in case they are needed
- at 9:10, as the band completes practice, open the Sanctuary doors
- greet, hand out bulletins, assist with seating (*including latecomers*)
- count worshipers *including* band and all in Family Room – record count on the Count/Security clipboard at Connection Center
- Communion: dismiss worshipers row by row from the middle aisle - starting in the front – include those in the Family Room
- after worship, check Sanctuary for bulletins and items left behind
  Lost and Found is in the open closet in the Fellowship Hall (north of main entrance)