

# The Village Church: Sunday morning

## Summary of Roster responsibilities

June 2021

First and foremost, a big thank you for taking on one (or more of) the following roles on a Sunday. Sunday mornings at The Village Church could not function without you 😊

### Welcomer:

- Your happy face is the first face someone coming to church will encounter. You have perhaps the most important roster responsibility!
- Help prepare the church for readiness for the service – you need to be early (no later than 9:30am!) Before the service, check the front doors are open, the direction signs are out, switch on lights, heaters/ air conditioners in church, creche and foyer, if needed. Ensure all doors at back of church are open and pews in the foyer are spaced out.
- Greet people warmly and support them with their QR code check in. As a smartphone is required to do this, if you don't have access to a smartphone, direct them to the other Welcomer to assist – please note, it is important that one Welcomer has a smart phone to support QR code check in, so please communicate with your partnering Welcomer if you are unsure.
- Ensure people can find a seat, help people with a disability, show new families the kid's space at the front of the church, let them know about Kids Church and that children are welcome in church.
- Take up the offering during church. Bring it forward when indicated by minister.
- Remember, you are rostered to welcome people for the whole service. Please look out for people who come later...sometimes very late!

### Bible Reader:

- Prepare for bible reading/s as provided by the Minister with the order of service. Note, the most common version used is the New Revised Standard Version (Anglicised Version).
- Present readings with an introduction something like "The reading today is taken from the gospel according to Matthew, chapter 4, verses 1-12".
- Directly after the reading, end with the responsive phrase provided by the minister/ worship leader.

### Counting (must be 2, unrelated people):

- Count and record attendance (adults and children), allowing time for latecomers. Enter figures in the notebook in the office, as well as on the Deposit slip.
- Count and reconcile money and prepare separate records for the Treasurer, Stewardship recorder and Bank Deposit slip, as per instructions in the Church Office.
- Bank the funds at the Bendigo Bank, ensuring the correct account number and Village Uniting Church appear on the banking slip.

### Singers (as required):

- When the Village Choir takes a break, Singers will be required to support our services.
- If rostered on to sing, make yourself as familiar as you can with the chosen songs prior to Sunday.
- Attend the pre-service practice, as agreed prior to Sunday (usually 9am on Sunday).

### Music:

- Consult with the Minister/ Worship Leader on music for Sunday service.
- Participate with choir preparation, as required or plan practice with singers.

### Kids Church:

- Prepare and conduct an activity program aligned with the theme of the service and children's address, in consultation with the Minister/ Worship Leader.
- If you are new to leading Kids Church or stuck for what to do, don't hesitate to contact the Church office for support with resources etc.

**PowerPoint:**

- A new PowerPoint template is now in use, with supporting guidelines to assist with consistent preparation. Please contact the church office if you don't have a copy.
- For any queries, comments, additions, suggestions for improvement, please call, text or email Ivor Burt at 0419 369 003 or ivorburt@gmail.com.

**Sound desk:**

- Due to the livestream, the Sound desk is coordinated by Tim Gordon, who provides the necessary training and support needed.

**Morning tea:**

- To ensure COVID safe practices are maintained, those serving morning tea need to serve everything in such a way as to limit multiple touching of utensils.
- Set up teacups, sugar, milk on bench in readiness for after church, including pots of tea and plunger coffee.
- Bring milk if possible, but UHT milk is available in the pantry.
- Home baking is welcome, but to simplify and making serving easy and safe, store bought biscuits are encouraged.
- Ensure there is a gluten free biscuit option available – the church can provide.
- Serve food with tongs and ensure you serve everything (including sugar and milk), given only those rostered on morning tea should handle utensils etc.
- Clean up using the church dishwasher to sanitise cups, saucers, utensils etc.
- Leave kitchen clean and tidy.

**Flowers:**

- Prepare a floral arrangement for Sunday morning church, being mindful of the liturgical colour. If there is a pastoral occasion through the week, flowers may need to be refreshed and/ or changed.

**Communion:**

- On a communion Sunday, prepare elements and serve communion at the direction of the minister.
- Order and collect bread from Brumby's – cut 2/3 through from underneath, grape juice in small glasses/ trays and gluten free bread from the freezer, cut into cubes and placed in small cups. Set up in consultation with the minister and in light of current COVID safe practices.
- Serve with minister during service, saying to each person: 'The bread of life' or 'The body of Christ' (with the bread) and 'The cup of life' (with the grape juice).
- Wash glasses using dishwasher and tidy up after church.

