

**Hospitality Team Duties**  
**8:30 am Service in the Chapel**

**Note: If you will be away on your Sunday, please arrange for a substitute from the names on the Hospitality Team roster.**

Team members for this service should have a key for the church in case they are the first to arrive. If you don't have a key, please check with the office to have one signed out to you. If you are likely to arrive before 7:15 am please check with the office to obtain the church alarm system code, so that you are able to disarm the alarm system if needed.

1. **DOORS** – Arrive about 7:50 and open the church door soon after; unlock the following doors: door to the basement (for the liturgical assistant); glass doors to nave (if necessary); inner and outer south side doors (spire entrance from Cedar Hill Cross Rd.); door at back of chapel; and door to vestry.
2. **LIGHTS** - Turn on lights in narthex (just inside outer west door); nave lights - all 3 switches just inside glass doors on right, chancel and sanctuary lights - all 3 switches under hymn board near organ; vestry light - switch inside doorway of vestry - on the right; light over chapel altar - switches also in vestry. Also, the light over the bell tower exit. The switch is to the right of the bell tower exit.
3. **HYMN BOARDS** - Place the card for the season or festival in the liturgical year – e.g. Lent, Christmas, Easter, in the top slot of the board, sliding the card in from one end of the slot.
4. Please make sure to wear your name tag. **GREET** people as they arrive, hand out the weekly bulletin and other material if required.  
Bulletins will be on the table in the narthex; leave a few on the small table in the cross aisle and on the box by the chapel door. Give out readings if requested. **DO NOT** put them in the leaflets.  
**ONE OF YOUR GREATEST CONTRIBUTIONS IS TO MAKE EVERYONE FEEL WELCOME. PLEASE GREET PEOPLE WARMLY.**  
Invite **NEWCOMERS** and/or **GUESTS** to sign the visitors' book and make a name tag. Point out the order of service insert and if possible help them to find the right book to use.
5. **COUNT** the number of people in church and post the number in the slot by the chapel door. The count should be updated once the service has started in order to count any latecomers.
6. **OFFERTORY** - Have a collection plate ready and right after the offertory sentence that follows the creed, take up the offerings, beginning at the front and working back. As soon as you are ready, walk up to the altar rail where the offerings will be received. Remain at the altar rail while the offering is blessed and close the altar rail gate before returning to your seat.
7. During **ADMINISTRATION OF COMMUNION**, count the number who receive (include the clergy and any others in the sanctuary). If there are aged or infirm people who wish to receive Communion in their pew, please advise the clergy quietly so this may be done. You may have been able to advise the clergy of this before the service begins. You will be the last one at the altar rail for Communion. When you have received Communion, open the altar rail gates before returning to your seat.
8. **AFTER THE SERVICE** - Take collection to vestry, place in an envelope (found on the counter near the desk), mark with date and time of service. Place in a bag from centre tall cupboard, and put bag back on shelf in the cupboard. Enter number of people in attendance and number of communicants in the register on the vestry desk. Fill in the numbers beside the time of the service. **DO NOT SIGN OR ADD A NEW LINE.** The presider will have written in the service times and will sign beside the service.  
Tidy up pews by turning up kneelers if necessary, and picking up any stray leaflets.
9. **OCCASIONALLY** duties call for spreading some salt, clearing a little snow, or using the vacuum cleaner if a lot of leaves or evergreen needles have collected on the carpet in the narthex.

**THANK YOU FOR YOUR HELP!**