

## Hospitality Team Duties 10:30 am Service

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

This service is usually preceded by an 8:30 am service and the sidesperson from that service will usually have attended to the doors, lights and sound system. So usually you will start at # 3 or 4.

1. **DOORS** - 20 to 30 minutes before service open the church and unlock the following doors: door to basement (from narthex); glass doors to nave (if necessary); 2 south doors (south entrance from Cedar Hill Cross Rd.); outer chapel door; and door from chapel into vestry.
2. **LIGHTS** - Turn on lights in narthex (just inside outer west door); nave (inside glass doors - to the right); chapel by the outer chapel door, and just inside vestry door - on right); sanctuary - 3 lights below hymn board near organ; bell tower (switch on wall to left of inside doors).
3. **SOUND SYSTEM** - Turn on, using switch behind vestry door. Light is RED when system on.
4. **HYMN BOARDS** - Place hymn numbers on boards (using 10:30 am insert).  
Box with numbers is on Frontals box by the organ. Please slide cards in from end of the slots, so as not to break them.  
Place blue indicator cards beside hymn numbers from Common Praise.  
Place black indicator cards beside hymn numbers from the Music Supplement.  
Place red indicator cards beside hymn numbers from Junior Praise.  
Place striped blue indicator cards beside hymn numbers from the Hymn Book.
5. **GREET PEOPLE**, hand out the weekly bulletin, notices for distribution and Music Supplements or Junior Praise if they are being used. **Give out readings if requested. DO NOT put the readings in the leaflets.** Point out other material which should be distributed; e.g. Prescription, Offertory envelopes, receipts. etc. **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 books to use.

One greeter can be stationed at the door giving out leaflets. Other greeters can be inside opposite the font, ready to help people as needed. Try not to cluster at the door.

6. **COUNT** the number of people in church and post the number in the slot by the chapel door. The count should be done by the Captain or assigned by the Captain to another sidesperson. The count should be updated once the service has started in order to count any latecomers.
7. **TAKING UP THE BREAD AND WINE** - Also before the service, check the number of wafers in the ciborium and arrange for someone to take up the bread and wine at the beginning of the Offertory Hymn. See Bread and Wine Take Up Procedures for more information.
8. **OFFERTORY** - Before the service get a wooden collection plate from the cupboard in the narthex or use the brass collection plates located in the back pews. When singing of the Offertory Hymn starts, take up the offering in the area assigned by the Captain, **starting at the front and working back. Starting at the front makes it easier for people so see you coming than when collection is taken from the back. As soon as you have finished the collection take it to the altar rail.** Don't stand at the back waiting for a signal to come forward. The offering will be accepted by the priest or liturgical assistant. Once they have received the offering, acknowledge the altar, then close the altar rail gate before returning to your seat.
9. During **ADMINISTRATION OF COMMUNION**, two sidespersons will take up a position by the front pews and move toward the back of the church, allowing people out of the pews and directing them to the altar. This is a good time to do a more accurate count of the number in the congregation and the number of communicants. Include clergy, organist, liturgical assistant, and any others in sanctuary.

Include all the children in the total number of congregants, including children in the nursery and their caregivers.

One sidesperson should stand at the chancel steps, and one at the steps leading from the chapel, to assist anyone needing help.

Note: There will be two lines moving to the main altar (both sides of the aisle). Communicants may leave via the chapel step, or the chancel step. If there are aged or infirm persons who wish to receive Communion in the pew (as you will be the last to receive Communion) quietly tell the clergy, so they can take the Sacrament to them or the clergy may have been informed before the service. The last two sidespersons should open the gates of the altar rail before returning to their seats. When clergy administer to someone in the pews, they may open the gates themselves.

10. 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.

Let the priest know the number of people in attendance and number of communicants so that he/she can enter it in the register on the vestry desk. Include clergy, organist, liturgical assistant, and any others in sanctuary in the number of communicants. Include all children in the number of congregants and also in the number of communicants if they received. The presider and/or preacher 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.

Remove and return numbers from all three hymn boards to box. PLEASE WAIT until the organist has finished playing the Postlude before going to the hymn board by the organ.

Put the numbers of the hymns for Evensong into the board by the organ.

Gather up any order of service sheets for recycling and put the 7:00 pm service inserts into the bulletins.

Check that sound system is turned off (switch behind vestry door is RED when system on) and turn out lights.

If you are the last person in the church, please LOCK UP including 2 side doors (Cedar Hill Cross Rd.), chapel door, basement door (check that everyone is out). Clergy or Altar Guild will usually lock the vestry. LOCK front doors.

11. OCCASIONALLY duties call for spreading some salt, clearing a little snow, or vacuuming the carpet in the narthex if a lot of leaves or evergreen needles have been tracked in.

**THANK YOU FOR YOUR HELP!**

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