



GOOD SHEPHERD

LUTHERAN CHURCH

Description of Volunteer Tasks for Sunday Morning Indoor Worship

Building opener

- Arrives early enough to unlock exterior doors to church entry (narthex) only.
- Turns on entry lights, sanctuary lights.
- Turns on sound system.
- Opens doors into the sanctuary (they will be designated).
- Helps move check-in table to area outside the church entry.

Check-in table workers (2)

- Arrive early enough to move or help move table and supplies outside the church entry (narthex).
- Worker 1 will check off service attendees against the attendance list (provided).
- If attendee list indicates an individual or family group has not read the Health Guidelines and the Worship Guidelines, Worker 1 will ask the individual or family group to read these documents (provided) before the attendees proceed.
- Worker 1 will offer masks (provided) to attendees who arrive without one.
- Worker 1 OR 2 will offer information about virtual services and Saturday services to attendees who object to the Worship Guidelines or the Health Guidelines. (Materials about alternative worship opportunities will be provided.)
- Worker 2 will hand out bulletins.
- On communion Sundays, worker 2 will make sure that all attendees who wish to take communion receive a bag containing the correct number of individual communion packets. Note: Bags will be prepared ahead of time with one packet in each bag. Add packets as needed for communicants in each family group.

Greeter/door opener

- Waves hello to people entering the building.
- Opens the exterior door(s) to the entryway/narthex, if not propped open, so attendees can enter without touching door handles.
- Helps check-in table workers move table and supplies inside, as needed, before the start of the service.
- Closes exterior door(s) before joining the service.

Ushers (4)

- Ushers will meet worshippers (individuals or family groups) at the doors to the sanctuary and escort each individual or family group to designated seating areas, filling pews from front to back.
- At the close of the service, the ushers will dismiss worshippers by individual or family groups, working from the back to the front of the sanctuary.
- 2 ushers will be responsible for putting any offerings into a zip-top bag (provided) and then placing the offering bag in the safe (in the locked closet in the office wing). Note that the Pastor, ushers, and projectionist are the only people who are to go into the office wing.
- Prayer requests/welcome cards may remain in the basket or collection plate and will be retrieved by office staff. Note: Any prayer requests/welcome cards that have been accidentally placed with offerings should be placed with the other prayer request/welcome cards (that is, don't put these cards in the safe with the offerings).

Projectionist

- Runs the preservice announcement slides, per procedure. Note: This position requires special training. Contact Julie Schorfheide, julie@gslcva.org, if you wish to be trained.

Building closer

- Ensures that all items taken outside (e.g., check-in table, chairs) have been moved inside.
- Turns off all interior lights.
- Makes sure sound system is turned off.
- Locks all exterior doors.