

ELDER TRUSTEE DUTIES Revised October 2021

Bring **shepherd's loaf** on communion Sundays (Pastor's use) **First Sunday of each month**

Check w/ Elinor or bring **grape juice** for communion Sundays (Pastor's use)

Ensure prepackaged **communion sets** are available for communion Sundays

Arrive by 8:45AM to Welcome guests for 9:00AM Sunday School & 10:00 AM Church

Duties during Sunday School and Church Service

- **Check list of ushers and bring an extra printout of usher duties**
- **Be at Welcome Center door to answer questions or give directions to people coming for Sunday School.**
- **Get Visitor Welcome Bags out of the office** and put them on the hall table by the drinking fountain. Return them to the office after the service is over.
- **Check the sanctuary before and after church to make sure that everything is clean and in order**
- **Check that signage and offering plates (Chandler) are placed accordingly**
- **Ring church bell** in belfry at ten (10) minutes before service is scheduled,
- **Prepare Communion Table** On First Sunday of the Month
- **Place Communion Elements for Congregants** prior to a service with communion and while wearing gloves [STAFF MAY HAVE PREVIOUSLY PLACED ELEMENTS]
- **Answer Phone calls.** To Transfer a call press "transfer" button and then enter the voicemail #. The list is above phone. You can then hang up. Please try to answer any questions.
- **Ushers** Check list of usher(s) USHERS HAVE OWN CHECKLIST.
- **Clean up communion table** after service
- Be in Chandler Hall to **greet and assist** before and after the service. Do not leave the office unattended. If you need to leave the area, please close & lock the door.
- **Take head count** from balcony and then Chandler Hall doorway entrance into Sanctuary. Count children (<10 y.o.) separately and be sure to count musicians and staff. Record count including children in Trustee notebook stored in the top left drawer of volunteer desk.
- The Head Usher may share this job of counting. **Book must be signed by trustee and Head Usher.**

- **Offerings.** Trustee and usher are responsible to watch offering plates during/after service and collect offerings in a zippered bank bag and putting them in the drop safe immediately after service. This is a two person responsibility
- **Congregant exiting** Pastors lead and congregants then exit after Postlude.

AFTER SERVICE

Assist the ushers after the service to make sure the sign in pages are picked up and that everything is picked up and put back in place.

Lock office door and notify Facilities Manager that you are leaving the building.