

Descriptions of Hospitality Tasks for the UU Church of Urbana-Champaign

*****Sanctuary Services*****

Remember to wear (& return) your “I am a Hospitality Team Member” rainbow lanyard.

Recent changes appear in yellow highlight & with ** below.

Usher (arrive 20 minutes before the service begins.)

- Collect the green tub from the outer office (stored above the mailboxes). It contains all things to be set out for the ushers: Orders of Service (including the large print ones), the hearing devices in the basket & the collection plates. Leave the bank bags & rubber bands by the safe in the outer office for use after the service.
- Check the supply of cough drops. Replenish from the supply in the Usher’s file cabinet drawer in the sanctuary, if necessary. Let the Office Administrator know when the supply is running low.
- Two ushers stand at the doors leading into the Sanctuary to hand out the Orders of Service ****to all adults & children.**** Distribute coloring sheets/activity kits to children as needed. Assist with opening & closing the doors to the sanctuary when congregants leave or reenter during the service.
- Assist congregants in locating vacant seats in the front & back of the sanctuary.
- Two ushers pass the collection plate in the front half of the Sanctuary during the Offertory. ****A 3rd usher passes the two wicker collection baskets**** in the back half of the sanctuary.
- Two ushers count the collection from all three plates after the service following the directions on the “Offertory Collections Instructions” slip. When two ushers are a couple (i.e. spouses or partners), the 3rd usher should be invited to count the collection with one member of the couple.
- Return the collection plates, extra bank bags, rubber bands, hearing devices basket & small clip boards to the green tub. Return green tub to the outer office.

Note: The Custodian is responsible for tidying up the Sanctuary after the service (i.e. collecting items left in the chairs, turning off the lights, emptying the recycling box, etc.) & stocking the Sanctuary before the service (putting offertory envelopes & Joys & Concerns cards in pew holders, distributing grey & teal hymnals in the front & back of the sanctuary.)

Bell Ringer (The bell is in the foyer on the west side of the sanctuary. Be in place to ring the bell at the start of the service.) See “Bell Ringing Instructions” on the wall behind the bell ropes in the foyer on the west side of the sanctuary.

Welcomer/Fellowship Hall Host (arrive 15 minutes before the service begins and remain 5-10 minutes after the service has begun. Actively greet in Fellowship Hall during coffee hour.)

**** Read the information on the church doors to know where children/youth are to go.****

**** Welcomer at the south door turns on the light in the elevette.****

- One Welcomer should stand at the Welcome Table to greet visitors, distribute visitor information cards & nametags & respond to questions.
- A second Welcomer should stand at the south door (parking lot side) to greet people as they come in.
- A 3rd Welcomer should stand at the north door of the church (Green Street side).
- After the service has begun one Welcomer should remain at the Welcome Table for about 5 minutes to greet those arriving late.
- At 10:10 one welcomer should ring the chime (located on the Hub table near the lanyards) in Fellowship Hall & the foyer to indicate the service is about to begin.

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- Completed visitor forms should be placed in the designated basket on the Welcome Table.
- Two Welcomers record attendance when the collection plate is being passed. Follow the directions included on the attendance sheets (located on small clip boards on the Ushers' Stand).
- All Welcomers are encouraged to actively welcome during the social hour after services, paying particular attention to newcomers &/or those who may be standing alone in Fellowship Hall.

Decorations Provider The Decorations Provider provides an arrangement of flowers, pottery, photographs, baskets, sea shells, rocks, or other items for the decorations table in the Sanctuary. **** If the adult choir is rehearsing in the sanctuary on Sunday morning, decorations should be set up after 10:00 so as not to interrupt rehearsal time. When the choir is not rehearsing on Sunday morning, decorations can be set up earlier than 10:00.**** The decorations should be removed after the service. Decorations for use can be found in the storage room off the chancel (to the left of the organ). These include an assortment of silk flowers, vases, pieces of fabric, baskets & table runners. If no decorations have been set up by 10:05, a Worship Associate will do so.

Refreshments Provider The Refreshments' Providers are responsible for: (a) bringing snacks (a range of snacks is welcome; snacks do not need to be homemade), (b) setting snacks out after the service along with napkins, ****smallest-sized**** plates &/or utensils, and (c) clearing off the table at the conclusion of "coffee hour"—return plates & utensils to the kitchen & package up any remaining snacks. Our Kitchen Helper washes the Church's plates, utensils, & cups used for Hospitality. Our Custodian prepares & cleans up the coffee & tea. Please label food with known allergens using the preprinted cards found in the wicker basket in the lower kitchen cabinet with the bins of snacks. Blank cards are provided in the basket for additional food labelling. ****Stagger the snack offerings to insure some snacks are available after 11:30 when the RE Leaders & children arrive in Fellowship Hall. ****

Last Revised: March 26, 2019