

## Volunteer Information for Buffalo FUMC

Thank you for volunteering to help with our service! We are a small church and would not be able to function but for all of the generous volunteers who give of their time, talents, and treasures. Below is a list of volunteer positions that need to be filled each Sunday (with the exception of Communion Steward which is only needed on the first Sunday of the month).

**Security Team volunteers** are asked to be at the church about 15-20 minutes before the service begins. Specific duties of these volunteers are available at the church – some training is required -- a sign-up sheet is available.

**Greeters** have several duties before and during the service as follows:

- Arrive 15 – 20 minutes before the service begins.
- Wear name tags.
- Greet everyone who comes to church with a handshake and a smile. If someone new comes to church (just ask – don't be embarrassed if they say they have been coming for years) and give them a welcome bag (on the little table near the pew at the back of the church; extras are in the closet in the fellowship hall) and encourage them to fill out a newcomer form. Introduce them to someone at church. Just make them feel welcome!
- Ask one or two children to act as acolytes and have them remain at the back of the church; when time, light the candle lighters for them so they can go to the front of the church and light the altar candles.

**Acolytes:** If your child is willing to be an acolyte it is much appreciated! The usher usually explains the "job" but some notes for parents are included here.

- The kids need to be mindful that they are carrying a flame and in order that it not go out they need to walk slowly (but not too slowly) and hold the candle lighter UPRIGHT with both hands.
  - It looks better when there are two acolytes if they will walk side by side at the same pace. The one on the right should light the candle on the right and the same for the left. If only one then obviously light both candles. Instead of attempting to blow out the candle lighter once the altar candles are both lit it works best just to pull the knob down and it goes out.
  - Walk back and return the candle lighters to the usher.
- Ask for two people (adults or children) to help with the offertory.

### **Offertory Helpers:**

- Walk to the back of the church when the Pastor asks for the offering to be received, then walk together to the front to receive the plates, go to the outside aisles and pass the plates from row to row; one of the Greeters will be in the center aisle to help.
- When finished, stand at the back until the accompanist starts the offertory song. Then walk to the front where the Pastor will take the plates; stay at the front until he has completed the offertory prayer and then return to your seats.

### **Greeters (continued)**

- During announcements and prayer requests, Greeter will pass microphone to those wishing to speak.
- During the final blessing, Greeter will extinguish the altar candles (after lighting the candle lighter and carrying it to the rear of the church).
- During a communion service, Greeter will dismiss each row when it is time for them to go to the rail and receive the elements.

### **Sound Person:**

If you are interested in helping in the sound booth please contact the Pastor or music director as it requires more specialized “hands on” training.

The sound person is responsible for counting and recording the number of people in attendance.

### **Fellowship Hosts:**

Arrive a bit early to make a pot of coffee (instructions for coffee maker is attached to cart).

Set up the serving table and coffee pot table with utensils if needed, napkins, paper plates, coffee cups, sugar and creamer, glasses and anything else needed. There is an assortment of paper plates and cups, napkins, plastic utensils to be used or, if you don't mind washing dishes or using the dishwasher there are plenty of “real” dishes and utensils. The cabinets are labeled so feel free to open doors and look around. If you need help using the dishwasher just ask someone at fellowship—chances are there are at least two or three people there who know how to run it and will help you out.

What to bring—don't feel like you need to set out a huge spread. It is up to you. There are usually around 25-35 depending on the time of year. In the summer it is usually a smaller crowd, in the winter usually on the higher side. It doesn't have to be home-made either, it could be donut holes, cookies, or sliced cheese and crackers. Fellowship is a time to chat, it isn't meant to be a meal!

At the end of fellowship time clean up the kitchen and put it back in order. Be sure that the refrigerator/freezer is closed properly. If there are a pile of wet dish rags and towels please take them home and launder them and return them to the church.

### **Communion Steward:**

Thank you for preparing and assisting in serving the communion elements. Yours is a vital ministry in the life of our church as we receive Christ's presence and are strengthened together as the Body of Christ. Hopefully the follow instructions will enable you to prepare with confidence.

Arrive early on Communion Sunday to set up the Communion items. You will need to provide a loaf of bread and the grape juice. It is best to buy the small cans of grape juice as only about 8 ounces is needed. The plate, cup, and communion linens are in the cupboard in the kitchen back near the dishwasher. The door is labeled. The bread should be sliced most of the way through. The bread can be

home-made, or can be bought as a loaf or bought frozen and baked at home. Put the bread on the plate and fill the cup about 2/3 full. Set the plate and cup on the altar and cover with a communion linen cloth.

When it is time for Communion the Pastor will motion for you to come to the front. He will offer you the elements and then give them to you to offer to him. Then the accompanist will receive the elements. The usher will then have the congregants come to the front to kneel or stand to receive communion. The Pastor will offer the bread and you will offer the cup for them to dip the bread into.

Suggested phrases to say while sharing the cup:

*The cup of the new Covenant.*

*The cup of blessing.*

*The blood of Christ.*

*The blood of Christ shed for you.*

*The blood of Christ poured out for you.*

You don't have to say the same thing every time and you may use the person's name if you know it.

After the service take the Communion items back to the kitchen and wash them and return to the cabinet. Take the Communion linens home to be washed. Please don't use a hot dryer for the cloths as they are real linen and will wrinkle. Line drying is probably best and they will probably need to be ironed.

Leftover Bread and juice are not to be thrown out as they are blessed. The bread may be eaten and the juice drank. Alternately the juice can be poured on plants in the yard thus blessing the earth. The bread can be left out for the birds. Usually only one half has been used so feel free to take the bread home and eat the unused half.