

The youth are responsible for all of the events on a Youth Sunday including acolyting, ushering, and serving coffee.

*Youth Sundays are **always** the second Sunday of the month. (Not during summer.)*

Acolyting Responsibilities

1st service Acolyte reminders

Don't be afraid to ask for help.

Light 3 candles before church begins.

Put candle lighter under the pew.

Ushers will collect offering. When they are done, the music will stop and then quickly restart with the offering song ("Let the vineyards be fruitful Lord" etc). Stand up and go to the center of the aisle in front of the Baptismal font. Take the plates from the ushers and bring them up to Pastor. If the communion railing is up, go around the railing.

If it is a Communion Sunday, Communion begins right after the Lord's Prayer. As soon as the Lord's Prayer is done, the other adult helping Pastor with Communion will start walking up to the altar. Follow that adult and get the basket with the red cloth. Stay behind the wine server to collect the cups. Sometimes Pastor will go out into the church to deliver Communion to someone who can't walk well. Follow them to collect those cups too. After Communion, go back up to the altar again and Pastor will give you bread and wine. Then you can return to your seat.

After the service is over, take the candle lighter and put out the candles with the snuffer (the bell shaped end). Return the candle lighter to the side room behind the door.

2nd service Acolyte reminders

Don't be afraid to ask for help.

You do not need to wear the Acolyte robe during this service.

Light 3 candles before church begins.

Put candle lighter under the pew.

Ushers will collect offering. Wait for the Worship Team to end their song. Stand up and go to the center of the aisle in front of the Baptismal font. Take the plates from the ushers and bring them up to Pastor. If the communion railing is up, go around the railing.

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Coffee Serving Responsibilities

Thank you so much for volunteering to serve Sunday coffee! Your help is greatly appreciated!!

Everything you need should be in or directly around the coffee serving bar.

Bring treats (approximately 5-6 dozen total) of bars, cookies, breads, etc.

Make 60 cups of coffee, using the big percolator. Use a coffee filter, it makes for easier clean up. Use 2 ½ cups (8 oz. cups) of coffee. Using the wheeled cart, wheel the coffee pot to the bathroom and use a pitcher to fill the pot from the large sink.

Using the small coffee pot, make 10 cups of decaf using 5 scoops of decaf coffee. Please let people know there is decaf available.

Make 2 quarts of juice. The juice and pitcher should be under the bar. If the pitcher is missing, it may be in the refrigerator in the kitchen, or in the cupboard under the counter in the kitchen.

Put out a basket for donations. After serving, put the money in an envelope (located in the drawer on the coffee bar), label it "Coffee" and put it on the secretary's desk.

Please fill the airpot with coffee and leave it, along with some cups, cream & sugar, on the serving bar for those attending the second service. You can leave any leftover treats and the pitcher of juice on the serving bar also.

Clean out coffee pots and make sure coffee serving bar is cleaned up. Also, please wipe off tables and put chairs back in place.

Thank you very much for your service to Holy Cross!!

Ushering Responsibilities

1. Report at least 20 minutes prior to service.
2. Check with Pastor to see if there are any special instructions.
3. Check to see that all three front entrances are unlocked. (1st service only)
4. Locate the offering plates on the shelves in the Narthex.

5. Distribute the bulletins to worshippers as they arrive and direct them to open seating if needed.
6. During services, get an attendance and record it on the sheet provided.
7. ***Offering***: Find someone to take the offering in the balcony while you do the main floor. Pass the plate to everyone except the organist and Pastor, include the choir. Pass the plates on the main floor starting at the front and move to the rear. It works best to face the rear of the Sanctuary so you can follow the movement of the plates. After you have completed the main floor and have received the plate from the balcony, there is a button right above the light switch in the Sanctuary to push to let the organist know you are ready.
8. ***Communion***: One usher will be responsible for dismissing the pews; the other will be stationed near the front pew to direct worshippers to the communion rail.
9. ***Please DO NOT collect worship bulletins from worshippers after the service.***

10. **After every service inspect the whole Sanctuary, including the balcony. Pick up trash and personal items left behind. Place all ELW Hymnals in the pew rack face out and upright. Make sure all bibles and WOV hymnals in the racks below the pews are in there nicely.**
11. **After the second service, turn thermostat to 60 degrees in all rooms and turn off all lights. Also, make sure all air conditioning units are off.**

In the event of a 911 emergency please usher people downstairs to the fellowship hall under the Pastor's direction.