

Saint Mark's Reformed Episcopal Church  
Lay Ministry Descriptions

**Greeter:**

*This is an important ministry!* The greeters may be the first impression that visitors have of our church. You are there to do more than stick a few pieces of paper into folks' hands! Please warmly welcome each and every person that comes through the door.

What you are doing is a *ministry* to others. Think of yourselves as welcoming people into your home and look after them just as you would if they were a guest in your home.

Your "job" doesn't end after a guest is in their seat. Please be attentive to their needs throughout the service. Are they sitting all by themselves? Why not sit near them? Do they look lost in the service? Why not point out where we are in the service guide? Did they come in late and not get the handouts that they need? Why not get up and bring them what they're lacking?

*Logistics:* Please arrive at least 15 minutes prior to the service. Find the service guides, bulletin inserts, etcetera and get yourself set up near the front door.

You might also let visitors know where the bathrooms are and if they have children, show them the "busy bags," and inform them about nursery care and the children's ministry.

After the service begins, please hang out by the door for a few minutes to assist latecomers.

Please follow up with visitors immediately after the service – remember, you might be the only person that they've "met." Statistically, the first few minutes before and after the service are the most important moments for a visitor to church. If they are ignored it will leave a lasting bad impression!

**Ushers:**

Please make a count of the number of people in the service and break down the numbers into 3 categories: # of adults, # of children, # of people who receive communion. Jot this down and put it into the offering plate when it comes by. After the service, those who are counting the tithes will record this number in the office (we keep track of this for our church records).

*The Offering.* After the offertory sentences, please come forward and receive the offering plates. Collect the offering and wait at the back of the church until the Doxology at which time you may come forward and hand the plates to the Minister or the Acolyte (after which you may return to your seat).

*During HC:* Please help people come forward, aisle by aisle. We will begin in the front and work our way to the back.

*Throughout the service:* Please be attentive to latecomers, if the greeters are not there – please give them all that they need. Please sit somewhere such that you will be available to people throughout the service, should they need any assistance.

**Lay Reader:**

We will be using the English Standard Version (ESV) as our translation of choice. I will provide you with the text if you do not have this version of the Bible. Lay readers may sit in the congregation until it is time for them to come forward to read the lesson(s). The lessons will be read from the lectern.

On Holy Communion Sundays, a lay reader may read the Epistle. On Morning Prayer Sundays the lay reader may read both the first and the second lesson.

Please do not offer any comments, introduction or elaboration on the reading. Use the standard introduction and closing (as found in the service guides or on the bulletin inserts).

### **Children's Church:**

Teachers and children will depart the service during the singing of the sermon hymn and on Holy Communion Sundays all will return in time to receive Holy Communion or receive a blessing (on Morning Prayer Sundays, the children will rejoin their families in the hospitality area, after the service).

Length: Children's Church lasts approximately 30-35 minutes.

Format: We follow a simple format each week, which is modeled on the liturgy.

Questions? Please speak with Sara Patterson or you can read more about Children's Church at St. Marks on our website.

### **Hosting hospitality after the service:**

Offering people a few simple refreshments after the service provides us with a place to visit with guests and connect with each other. The weekly host(s) are responsible to set up and clean up the hospitality area. (In the summer months, please turn on the window air conditioner before the start of the service).

SETTING UP - please make sure that there is a table (with a tablecloth) set up in the library and the following:

- a clear pitcher with water
- two clear pitchers with juice or punch (etc.)
- napkins
- a simple treat (for example: cookies, donuts, fruit, etc.)
- coffee cups and plastic juice cups
- tray with sugar bowl, artificial sweeteners, coffee stirrers
- 2 carafes of coffee and 1 carafe of hot water
- creamer (either 1 large or 2 smaller pitchers of creamer)

#### *Coffee and Hot Water –*

- Coffee: the coffee is usually made by someone else prior to the service
- Hot Water: before the service is over, please turn on the hot water (in the kitchen)

#### *Where to find things –*

- In the closet next to stage you will find: tablecloths, hot cups, cold cups, napkins, extra juice, cookies, and other paper supplies.
- Cabinet nearest the phone (in the kitchen): extra tea bags, sugar
- On top of the microwave: a plastic tray with the tea bag holder, artificial sweetener and coffee stirrers

CLEANING UP – please put away any supplies which have not been used, clean any dishes, turn off and clean the coffee urn. Please leave the kitchen in an orderly condition. If you're not sure where something goes, please place it on the kitchen counter top. (In the summer months, please turn off the window air conditioner.)

Kathleen Palazzolo is in charge of this ministry; please speak with her if you have any questions.