



Thank You

Thank you for your warm presence at Memorial Methodist and for your commitment to this meaningful ministry. As you serve, look for new faces, offer directions to the nursery and restrooms, and invite guests to join us in the Friendship Room after the service.

Reminders

You will receive a reminder three days before your scheduled service date. If you are unable to serve, please find a replacement and notify the office of any changes.

Name Tags

Name tags are located in a basket in the Friendship Room. Please return yours after the service.

Greeter

- There are two greeting stations: the north door and the south door. As long as both doors are covered, it does not matter which one you choose.
- Please arrive by 8:25 AM for the early service and 10:25 AM for the late service.
- Offer a warm welcome to all who arrive.
- When the final song begins, please return to your greeting station.

Reader

- At the 8:45 AM service, the reading occurs after Children's Time.
- At the 10:45 AM service, the reading follows the offering.
- Pastor Jeff will invite the reader forward at the appropriate time.

Usher

- Hand out bulletins as people arrive.
- Assist with seating as needed.
- The head usher will take attendance and record it on the clipboard at the back table.
- At the 10:45 AM service, help pass the offering plates during the offering song and bring them to the altar.
- Assist anyone needing directions to restrooms or the nursery, or anyone needing health assistance.
- *Communion Sundays:* Help dismiss congregants to the communion stations at the front. If someone needs communion brought to them, notify the Pastor or a Communion Assistant.
- *8:45 AM Ushers:* After the service, help tidy the pews and gather bulletins. Empty the offering plates into the locked bag and place on the back table for the next service.
- *10:45 AM Ushers:* Empty the offering plates into the locked bag and place the bag in the drop box located in the resource room (north of the offices, next to the bathroom).

Communion

- When the Pastor calls for communion assistance, come to the front and wait below the steps.
- Please use hand sanitizer before serving.
- The Pastor will bring the bread and cups to you.
- Typically, two stations will be at the front of the sanctuary near the aisles, and one will be upstairs unless otherwise directed.
- After communion, return the bread and cups to the Pastor and receive your blessing.

Fellowship Host

Please provide treats of your choice (store-bought or homemade). Most hosts bring 2–3 different items and a couple dozen of each. When items run out, that's perfectly fine.

The coffee cart is located in the Friendship Room at the back of the sanctuary. Coffee may be made before the early service or during the final song.

Be sure it is plugged in. Use the pre-packaged coffee pods on the cart — place one pod in the coffee maker and add a full pitcher of water (no measuring needed). Start with two pots of coffee; typically 2–3 pots are used each Sunday. If needed, fill the pitcher with filtered water from the downstairs kitchen (sink water is okay if you're in a hurry).

Coffee mugs are stored on the cart. Please return used mugs to the cart; church staff will wash them on Monday. Do not take the cart to the fellowship hall, as a Sunday School class meets there. The cart is fully stocked with napkins, cream, sugar, tea bags, stirring sticks, and to-go cups.

A battery-operated vacuum is located in the hallway closet by the north door of the Friendship Room. Please clean up crumbs and larger trash.

Fellowship time is meant for attendees from both services. Some may arrive early or stay late. Once everyone has left, you are welcome to leave as well.