

**St. Paul Lutheran Church Worship Server Guidelines**  
**Responding to God's Grace in a Viral Pandemic**  
**October 11, 2020 edition**

Thank you for your willingness to be a worship server as we gather together in the Lord's house. We appreciate your attention to the necessary adjustments and the established precautions as we keep our church family healthy and safe.

**Greeters/Usher Table Attendants:** Two people are stationed at the usher table to welcome all people and provide assistance.

8:00 Service

- Arrive by 7:40. **Wear gloves and masks.**
- Set up the usher table in the fellowship hall. Under the table top will be communion supplies, offering plate, attendance slips, hand sanitizer, the basket of masks, and gloves for your use.
- Use snack baggies to refill communion bags as needed. Singles are needed the most; they go in the basket. We also package in two's, three's, and four's; these are laid out in rows on the woven tray.
- Set the grocery cart nearby for pantry offering.
- Collect offering in the plate and hand out communion bags with your gloved hands. We prefer people not pick up their own to eliminate cross contamination.
- Offer masks for those who come without one; offer napkins for help with communion cups.
- Once church has started, count ALL in attendance and put the attendance record slip in the office mailbox.
- Check to see if people have left cash or check for the pantry in the basket in the cart and take the offering to the back counter in the office supply room; label it for the food pantry.
- Take the offering out of the plate and put it on the counter in the office supply room. Watch to see if anyone leaves offering after church and move it to the office.

10:00 Service

- Arrive by 9:40. **Wear gloves and masks.**
- Ensure communion supplies are adequate. Extra snack baggies and communion cups are under the table top. Singles go in the basket. We also package in two's, three's, and four's; these are laid out in rows on the woven tray.
- Greet worshipers; collect offering in the plate and hand out communion bags with your gloved hands. We prefer people not pick up their own to eliminate cross contamination.
- Offer masks for those who come without one; offer napkins for help with communion cups.
- Once church has started, count ALL in attendance and put the slip in the office mailbox.
- Take the offering out of the plate and put it on the counter in the office supply room. Leave the offering plate out for anyone who wants to drop off their offering when they exit.
- Check to see if people have left cash or check for the pantry in the basket in the cart and take the offering to the back counter in the office supply room; label it for the food pantry.
- After church, put the communion supplies, offering plate, basket of masks, and gloves on the shelving under the usher table. Wipe down the table with disinfectant spray.

**Ushers/Guides:** Two people are needed, one toward the center of the sanctuary, another near the back of the sanctuary. The ushers/guide role is to help people get seated safely. **Please wear your mask.**

- Arrive 20 minutes prior to service.
- Please check the restrooms to ensure they are supplied and clean.
- Entering the Sanctuary: Our desire is for people to start seating from the front to the back. Some people have their preferred spots, especially from the side aisles. That's OK as long as they don't pass by a lot of people already seated.
  - Guide people to sit in the open pews, using the sections as your guide. Watch to be sure they distance themselves from others not in their households.
  - Ensure there is adequate hand sanitizer on the tables. More can be found in the office supply room.
  - The napkins were placed for people who may have spills opening the communion wine. Throw away any that are rumpled or you suspect may have been used. We are now handing out napkins at the front table and will cease having them in the pews as they get used.
- Exiting the Sanctuary: Help keep people safe as they exit, from back to front as much as possible. Help move people toward the door or ask them to step aside if they stop to visit. This is hard when we're helping our dear friends who want to greet one another.
- After the service, please help wipe down the backs of the pews where people sat, as well as any other most-likely touched services, such as doors. The basket of supplies will be under the usher table.
- Please check the restrooms to be sure they have been left clean by any users.

**Reader:**

- After the service, please wipe off the microphone you used, as well as the touched surfaces at the podium.
- A package of disinfecting wipes and hand sanitizer will be below the pulpit.

**Audio-Visual Technician:**

- After the service, please wipe down all touched services at the control board, computer monitor and keyboard.
- A package of disinfecting wipes and hand sanitizer will be at the board.

**Musicians:**

- After the service, please wipe down all touched services and the plexi-glass shield.
- A package of disinfecting wipes and hand sanitizer will be near the keyboards.

**All:**

Please notify the office of any needed supplies.