

In-Person Outdoor Worship Volunteer Roles and Task Sign-Up

St. John's Lutheran Church, Lexington, SC

2020

Definitions: The **Entrance Zone** is defined as the area between the parking lot and the seating area. All worshippers will pass through this area to set up seating. Tables with bulletins, communion vessels, offering plates, informational material, etc. will be set up in the Entrance Zone.

1. Worshipers will fill in at the front of the lawn area beginning near the altar and filling in toward the rear. This will prevent those who enter afterward to pass seated worshippers.
2. We will practice social distancing by departing in order. Those seated in the rear will leave and the remaining worshippers will exit in single file moving from the rear to the front.

Needed Donations: Donate gloves, hand sanitizer, face masks and CDC recommended cleaning products. Bring donated gloves, disinfecting sanitizers and face masks to the church to be stored.
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BEFORE WORSHIP

1. **Before each Sunday service, surfaces that have been handled will be wiped down with CDC recommended cleaning products. (Including but not limited to these items):**

offering plates
guest directory
pens
used additional chairs
tables
speakers
equalizer

microphone
mic stands
photo light umbrella stand
power cords
processional cross
banner staff
keyboard

4-6 Volunteers

2. **Arrange extra lawn chairs in entrance zone.**

- Wear latex gloves.
- Place extra chairs at entrance zone before each service.

2 volunteers

3. **Place extra face masks and sanitizing liquid on table at the entrance zone 30 minutes before worship.**

- Volunteers will wear latex gloves before handling masks and sanitizing liquid.

- Place face masks on table at the entrance zone.
- Place hand sanitizer liquid on the same table as the face masks.
- Place instruction sign on the table.

1 volunteer

4. Red real estate flags will be placed on the ground by the tables at the entrance zone between the parking lot and the seating area every six feet 30 minutes before worship.

- Place yellow construction tape on the ground every six feet by the entrance tables.

1 volunteer

5. Arrange bulletins and other printed material on a separate table at the entrance zone 30 minutes before worship.

- Wear latex gloves.
- Place extra bulletins on the table at the entrance zone.
- Place other printed material as instructed by the Pastor.

1 volunteer

6. Offering plates will be placed in a central location at the entrance 30 minutes prior to worship.

- Wear latex gloves.
- Wipe offering plates before handling.
- Place offering plates on the same table as the bulletins.
- Place offering sign by the plates.

1 volunteer

7. Volunteer producing Facebook Live session. Make all preparations 30 before worship.

- Arrange for training with the Pastor before October 4.
- Plug power cord.
- Set up tripod.

- Set up iPhone camera.
- Set up photographic umbrella light.
- Stream the service and sermon.
- Save and share the Facebook Live broadcast immediately after each service.

1 volunteer

8. Set up Holy Communion kits on a separate table at the entrance zone before each service 30 minutes before worship.

- Wear latex gloves before handling kits.
- Place Holy Communion kits on a separate table with 6 inches between each kit.
- Wipe each kit with sanitizing wipes.

2 volunteers

9. Volunteers will set up the sound system prior to each service no later than 30 minutes before worship.

- Put on latex gloves before setting up or storing items.
- Set up keyboard.
- Set up speakers on exterior ramp.
- Set up equalizer.
- Plug power cords and speaker cords.

3 volunteers

10. The altar and worship items will be set up on the church steps as the Pastor instructs no later than 30 minutes prior to worship.

- Wear latex gloves before handling objects.
- Set up altar.
- Arrange altar cloth.
- Set up candles.
- Set up processional cross.
- Set up lectern.
- Wipe down all surfaces after handling.

2 volunteers

AFTER WORSHIP

1. Store extra lawn chairs in entrance zone.

- Store extra lawn chairs following each service.
- Wipe extra chairs with sanitizing wipes.

2 Volunteers

2. Store extra face masks, sanitizing liquid, and sanitizing wipes after each service.

- Volunteers will wear latex gloves before handling masks and sanitizing liquid.
- Store table sign, face masks, sanitizing liquid, and sanitizing wipes following worship.

1 Volunteers

3. Removed red yard flags.

- Wear latex gloves.

1 Volunteer

4. Remove and store printed material.

- Store printed material following worship.

1 Volunteers

5. Store offering plates following worship.

- After the treasurer has removed the offering, store offering plates after each service.
- Wipe offering plates with disinfecting wipes.

1 Volunteer

6. Volunteer staff to produce each Facebook Live session.

- Take down iPhone.
- Take down tripod.
- Take down photographic umbrella light.

1 Volunteer

7. Store unused Holy Communion kits after each service.

- Wearing gloves, wipe all unused kits with sanitizing wipes
- Store unused Holy Communion kits after each service.

2 Volunteers

8. Volunteers will take down sound system and musical instruments.

- Wear latex gloves before setting up or storing items.
- Take down keyboard.
- Store speakers.
- Store equalizer.
- Store all cords with equipment.
- Wipe down all handles surfaces and clean hands.

3 volunteers

9. The altar and worship items will be taken down after worship.

- Wear latex gloves before handling objects.
- Store altar.
- Store altar cloth.

- Store processional cross.
- Store lectern.
- Wipe down all surfaces after handling.

2 volunteers

10. After each Sunday service, surfaces that have been handled will be wiped down with CDC recommended cleaning products. (Including but not limited to these items):

offering plates
used additional chairs
tables
speakers
equalizer
microphone

mic stands
photo light umbrella stand
power cords
processional cross
banner staff
keyboard

4-6 Volunteers

Additional Volunteer Opportunity

Volunteer Coordinator

- Contact volunteers/volunteer teams each week with reminders.
- Recruits volunteers.
- Maintains and updates a volunteer rotation schedule.
- Contacts the Pastor on a weekly basis with an update of the volunteer status.

1 Volunteer serving 2 months with an option to review at the end of 2 months.
