

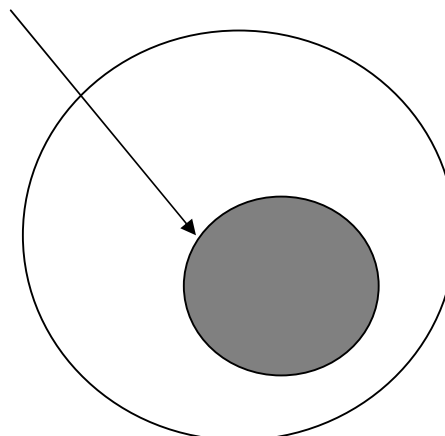
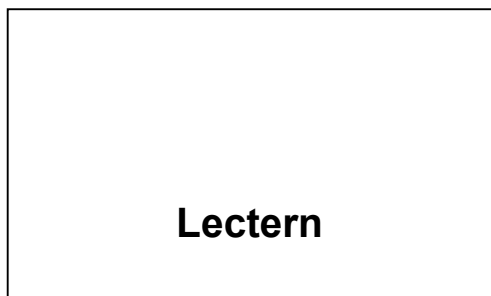
Sunday Volunteer Functions

(Note: Jacinto arrives at 9:00 and opens the building, including the garage.)

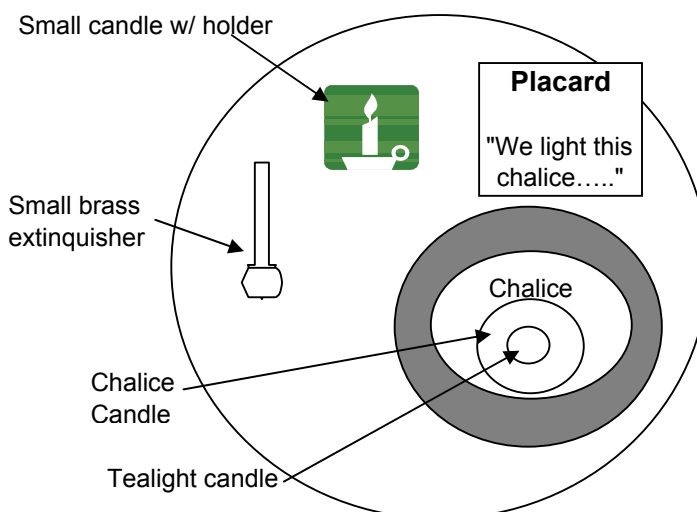
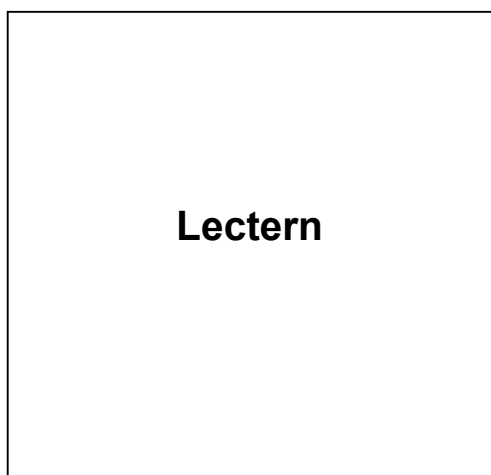
1. Arrive no later than 9:30
2. The coffee supplies are stored in four clearly marked bins in the garage. Carry the bins into the kitchen area and start making coffee.
3. To make the coffee, use the two white coffee makers in the supply bins, NOT the coffee maker on the counter (belongs to Ahavas). Start by placing a coffee filter in the basket of one of the coffee makers, fill the large scoop (which should be located inside one of the coffee cans) with one scoop of regular coffee and fill the coffee pot with water up to the 12 cup marker. Pour the water into the reservoir opening near the filter basket and turn the coffee maker on.
 - a. You will need to make multiple pots of regular coffee but only one pot of decaf. NOTE: Make sure the coffee makers are situated on different counters so that no two items are plugged into same outlet (to avoid blown fuse). Heat water for tea in white pot (set on cart, and plugged into third outlet).
4. While the coffee is being made, you will need to find the sign in the garage and carry the sign to the street.
 - a. The sign is in two pieces - the actual blue plastic sign itself and a white plastic base with curved feet
 - b. Carry both sign pieces to the street. If the grounds are soft, you may want to walk the sign around the parking lot - otherwise, it is much closer to take it straight across the lawn.
 - ◆ Note: If the ground is snow-covered, you can insert the base into the back leg of the sign and easily pull the sign over the snow to the street.
 - c. The sign should be placed on the east side of the driveway
 - d. If you haven't already done so, insert the white base into the back leg of the sign.
 - e. Look for two small cinder blocks that will be leaning against the light post. Place one cinder block on each of the curved feet of the base to stabilize the sign.
5. Empty first pot of regular coffee into one of the tall thermos pumps. Then make another pot of regular coffee.
6. Bring carts from storage room in front of the church (behind the choir area): Name Tags cart, Newcomers Storage Bin (cart), Pamphlet Cart, and Information Kiosk. You may need to roll the organ out to the choir area to get to these.
 - a. Jacinto will have the Newcomers Table set up in the lobby. Place the Name Tags cart in front of the Newcomers Table and the Information Kiosk, Pamphlet Cart, and the Newcomers Bin (cart) behind the Newcomers Table.
7. Set up the coffee table - Bring the tall thermoses of regular coffee, the white thermos for decaf coffee, hot water, cups, sugar, creamer, stir sticks, tea bags basket, and napkins.
 - a. Make sure that you have garbage cans situated at the end of the table. They will likely be located in the large Assembly Hall behind the coffee table. If you can't find them or the doors to the Assembly Hall are locked, Jacinto will be able to assist you.
8. Set up Chalice table -
 - a. The Chalice supplies are in the closet room in front of the sanctuary (on the left side)
 - b. A supply box that includes the Chalice, the table, candles, banner, and lighter will be on the floor of the closet room.
 - b. The white table cloth that covers the chalice table will be clipped to a hanger. The cloth will be hanging from the hanger bars on the left side of the storage closet.
 - c. Unroll the All Souls banner and hang it on the pulpit (on the right side of the altar area). The banner has three holes that line up with the three hooks on the pulpit).

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- d. Assemble the table by screwing the three table legs into the table top. Place the chalice table approximately 18 inches to the left of the lectern (as you are facing the pews)
- e. Place the table cloth over the table. It should be centered on the table so that it hides the table legs evenly around the table.
- f. Next, you will need to place the following on the Chalice table.
 - 1) The base for the chalice has an inscription on it that reads "In Memory of Vernon Shepard". That base should be situated here on the table.



- 2) Center the Chalice on top of the base and then place the large candle in Chalice.
- 3) The Chalice candle is NOT intended to be lit. Inside the Chalice supply box are a number of small tealights (small candles about a half-inch tall). Place one of those tealight candles inside the Chalice candle.
- 4) Test to make sure the lighter will work. Shake it a few times and then squeeze the trigger. If it lights, light the tealight candle (it may take a few moments for the candle to light). Once the tealight candle is lit, let it burn for a second or two and then blow out the candle (this will make it much easier to light a second time during the service).
- 5) The following items also need to be placed on the Chalice table (see the diagram below to see where they should be placed):
 - a small brass extinguisher
 - a small candle with a brass candle holder
 - a placard with the words for lighting the candle ("We light this chalice.....")



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- 6) Place the lighter on the shelf inside the lectern (you will need it when the small candle must be lit prior to the start of the service)
- g. Return the chalice supplies box to the storage closet.
9. Choose an arrangement or two of silk flowers from floor of storage closet (next to chalice bin). Place in front of lectern & chalice table.
10. Ensure that they hymnals are distributed throughout the pews. Oftentimes the choir will pitch in and help with this if they have finished rehearsing.
11. Make sure you are wearing your nametag. At this point, one person needs to take on the ushering duties while the other person monitors coffee and prepares to help with the Chalice.

Coffee and Chalice

1. Check on the coffee and the coffee table. Keep brewing regular coffee and filling thermoses.
2. Five minutes before the service is to start, light the small candle (the candle with the holder).
3. Check with Brent to see if he needs you to assist with the Chalice lighting. If so, take your seat with Brent. He will instruct you as to when you need to walk up with him and take your cue from him to light the chalice and then read from the placard.
4. When you are finished, leave to your right and join the other volunteer in the back of the sanctuary to assist with ushering.

Ushering

Note: David Soet usually will assist with ushering. If David is available, only one of you will need to assist with the ushering and you won't need to read or follow any of the these ushering directions: Just follow David's lead!

1. Need to get the Black Bag and Offeratory baskets from the closet to the left of the sanctuary.
2. Place the offeratory baskets on the floor behind the last set of pews, one on each side of the middle aisle.
3. There should be a stack of Orders of Service inside the Sanctuary doors, either on a table or chair by the door.
4. At 10:45 - or when the choir is finished rehearsing, whichever occurs latest - station yourself at the door of the Sanctuary. Greet each person as he/she enters and hand each an Order of Service.
5. Close the doors to the Sanctuary once the Prelude begins.
6. Hand Orders of Service to latecomers and allow them to sit when appropriate (designated by *** in the Order of Service).
7. Take a silent head-count of those in attendance. (You will note this number on the sheet you turn in to the Treasurer.)
8. At the close of the Morning Prayer and Silent Meditation, position yourself (one on either side of the congregation) at the back of one row - with the offering basket in hand - ready to take collection when Offertory begins. (Use your own judgement as to the most efficient way to collect - based upon the seating arrangement of those present - just make sure you and your fellow Usher agree and know who is getting which rows.)
9. Once the offering is collected, take the baskets out the doors and into the lobby.
10. One volunteer needs to check on the coffee again, making sure that both thermoses are filled and a backup pot of regular coffee is brewed and ready for the end of the service.
11. The other volunteer needs to count the number of ASCC children and adults in the rest of the building.
12. Then both ushers need to find an empty table and count the offering. To begin counting, first find in the black bag a blank "Offering / Cash Receipts Worksheet", a Deposit Slip book, an "All Souls" stamp (for stamping the back of checks) a white letter-sized envelope, and a large manilla envelope:

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13. Divide the money into checks, cash, and coin (if any).
14. To save time, one person should put the checks in alphabetic order by contributor's last name.
15. The other volunteer should count the cash.
16. Pages 2-4 of the "Offering / Cash Receipts Worksheet" include the columns below:
 - a. Write the amount and check number next to the contributor's name if they gave by check or cash in a labeled envelope.
 - b. If you don't find the contributor's name (pledger) on the pre-printed list, add their name and information on page 4 of the "Offering / Cash Receipts Worksheet" (see Illustration 2 below).
 - c. Be sure to look at the "memo" section of each check contributed - note if there is a special program or place they've designated for their contribution (final columns in Illustration 1 below)
 - d. Let's say, for sake of example, that you have received three payments as follows:
 - 1) A check (numbered 1275) from John Q. Adams for \$100.
 - 2) An envelope from James Arness with \$50 cash for a special collection for the 9th grade trip
 - 3) A check (numbered 4488) from Jane Doe for twenty dollars. Jane is not a member of All Souls.

Below are examples of how these three contributions would be recorded.

Illustration One

Member Names on File	Pledge or Plate			Special Collection			List Special Fund Name
	Amount	Check # or "CASH"	Amount	Check # or "CASH"	Amount	Check # or "CASH"	
A							
Ackroyd, John							
Adams, John Quincy	100	00	1275				
Arness, James				50	00	CASH	9th grade trip
B							

Illustration Two

Guests/Names Not on File		Pledge or Plate			Special Collection			List Special Fund if Applicable
Member Names on File	Amount	Check # or "CASH"	Amount	Check # or "CASH"	Amount	Check # or "CASH"		
NAME	Jane Doe	20	00	4488				
ADDRESS	123 Main St.							
ADDRESS	Ada, MI 49301							
PHONE #	(616)555-5555							

- e. Note that Jane Doe's personal information is captured so that we can send her a statement for her tax records.
- f. The best process to follow is for one person to read off the name of the person, the amount, and then the check number. If a check number has more than 4 digits, only the last four digits need to be recorded here.

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- g. After the check is recorded on the "Offering / Cash Receipts Worksheet", the check number and amount also needs to be recorded on the Deposit Ticket. (see next page for example)
- h. Once the contributions have been totaled, each volunteer should count the cash and total check contributions to make sure the totals are correct.
- i. Page One of the "Offering / Cash Receipts Worksheet" must be completed. See the next page for how this page should be filled out based upon the example above.

All Souls Community Church of West Michigan
OFFERING / CASH RECEIPTS WORKSHEET

TODAYS DATE _____

SUMMARY OF RECEIPTS	
	AMOUNT
Currency	50 00
Coins	
Total Coins and Currency	50 00
Total of All Checks Received	120 00
Total Collection:	170 00

Give Form To VP of Finance

Attendance Today	
Nursery	2
Children	31
Adults	116
TOTAL	149

WORKSHEET TOTALS	
	AMOUNT
Page 1 Total	150 00
Page 2 Total	
Page 3 Total	
Page 4 Total	20 00
Unassigned Amounts (cash&coins)	
Worksheet Totals:	170 00

Worksheet Instructions
(Pledge/Plate/Special Collections)

- 1 Add All Cash, Coins, and Checks
Enter Totals Under "Summary of Receipts"
- 2 Record Contributions for Members and Guests Using Attached Pages
Enter Totals Under "Worksheet of Totals"
- 3 Complete Bank Deposit Slip
Enter Requested Deposit Information
- 4 Confirm All Three Totals Match
Sign & Print Name (Requires Two Names)

DEPOSIT INFORMATION	
Deposit Slip Total:	170 00

Separate Deposit Total		
------------------------	--	--

Enter details on back of this page for fundraising, branches books, sales, etc.

Signatures of counters:

1 Volunteer One (sign name) ← PERSON TO TAKE DEPOSIT TO BANK
Volunteer One (print name)

2 Volunteer Two (sign name)
Volunteer Two (print name)

Accounting Purposes Only
Deposit Date: _____
Deposit Amount: _____

Last Revised 1/13/2009

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- j. Once this page is completed, the entire "Offering / Cash Receipts Worksheet" should be placed in the large manilla envelope and mailed to our bookkeeper:
 Susan Zadel
 6259 Scarborough Drive
 Ada, MI 49301
- k. The checks and money need to be deposited. The checks, along with the deposit slip should be deposited in a National City Bank drop box immediately after the service. The closest location is the National City Bank at the corner of Breton and Burton. See below for an example of how the deposit slip should be filled out based upon the preceding example.
- l. The empty collection baskets as well as the Usher's bag should be returned to the sanctuary closet at the conclusion of the service.

DEPOSIT TICKET 8-21 720

**ALL SOULS COMMUNITY
CHURCH OF WEST MI**
 P.O. BOX 150081
 GRAND RAPIDS, MI 49515

National City.
 National City Bank of the Midwest
 Kalamazoo, Michigan

DATE _____

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

		DOLLARS	CENTS
CURRENCY		50	00
COIN			
CHECKS (LIST EACH WITH SERIAL #)			
1	1275	100	-
2	4488	20	-
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
TOTAL FROM OTHER BOX (OR ATTACHED LIST)			
BOOKING TOTAL HERE		170	00

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.

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Post - Service Responsibilities

1. Hopefully by this point in time you are tired of scouring this checklist and we are tired writing it! Basically, what has been set up needs to be returned, and what has been dirtied needs to be cleaned.
Please Note: If you have noticed that we are running low on coffee supplies or something is missing, please contact Greg Hopkins @ (616-550-2159 or ghopkins52@comcast.net) when you return home after the service.
2. Assuming that the coffee pots are full and additional coffee is standing by, items in the sanctuary can be put away as people are making their way to the lobby.
 - a. Hymnals need to be returned to the hymnal rack
 - b. The Chalice Table and flowers can be packed away. [Please ensure that chalice is placed upright, and that all items go back to the same places where you found them.](#)
Don't forget to get the banner off the pulpit and the lighter from the shelf inside the lectern.
 - c. Coffee pots can be cleaned out while everyone is still milling about in the lobby.
 - d. The carts in the lobby need to be moved back to the sanctuary closet. Again, please replace as best you can to the same places where you found them.
 - e. The coffee supplies need to be taken back to the kitchen and packed up.
 - f. The coffee thermos pumps need to be washed out and cleaned.
 - g. The coffee bins need to be returned to the garage.
 - h. The sign and base need to be returned to the garage. Make sure the cinder blocks are returned to the base of the light post.
 - i. Check out with Jacinto if he is available....and pat yourselves on the back for a job well done.
Thank you!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
 - j. Don't forget to drop the deposit envelope at Michigan National Bank and mail the Accounting Sheets to Susan Zadel.