



VOLUNTEER AREAS & RESPONSIBILITIES

Host for The Bridge

This person supports the pastor of The Bridge by managing all volunteer areas unrelated to music. The greeter chair, usher chair, children's team, and facilitators look to this person for support and direction.

Greeters/Door Holders/Hospitality

- Open the doors (outside) to greet people who come to the service
- Smile
- Wear your GSUMC name tag
- Be familiar with where adult Sunday School classes are meeting, the nursery is located, etc. so you can direct anyone who asks you a question

Ushers — all ushers need to be TRAINED per our safety, emergency policies

Pre-Service:

- Take basket with 9:30 offering bag to auditorium.
- Check 2 thermostats in auditorium and 1 in foyer – cooler is generally better – around 72 degrees or less.
- Pick up bulletins and attendance sheet from hospitality desk.
- Review bulletin for baptisms, special announcements, etc.
- Open main doors for early-comers.
- Ensure chairs are lined up appropriately.
- Large plastic container has attendance books, offering plates, lighter, etc.
- Put out the Green attendance books, in no special order.
- Acknowledge Safety Team Member covering Nursery and 5/6 grade class.
- Hand out bulletins & any special items designated.
- Be knowledgeable of Sunday School class locations. (Keep The Tower handy.)
- Cover the door as long as people are still entering.
- Keep someone at the door to be alert to activity in entryway.

During Service: Count attendance about 15 minutes into service and record on sheet.

- Be alert for any member of congregation who may experience problems or need assistance.
- Take offering, organize \$, place offering bank bag (and drop in safe in main sanctuary sound room.)

After Service: Put large basket at rear doors to collect bulletins – recycle bulletins for 11am service.

- Pick up green books, tear pages out, refill as needed, and place books in large plastic container.
- Turn in attendance pages/count to the box on office door.

Children's team —

- Set up and staff the sign-in table for children ages 4 thru 6th grade (Sunday School age)
- One adult and at least two youth volunteers each week safely walk the Sunday School age children from the auditorium to their Sunday School classes in Building A.
- Nursery volunteer (1 every Sunday) to support the paid nursery staff in the South Campus nursery from 9-11 each Sunday, or for the hours the paid staff is there.

Facilitator team

- Prepare each week by going over the sermon summary email & facilitator guide
- Pray for attendees each week
- Meet at 8:45 each Sunday to pray together, go over guide
- There will be one facilitator, one co-facilitator per group
- Co-facilitator supports the facilitator by being familiar with the discussion questions & encouraging discussion by joining in. This person assists in taking prayer requests at the close of small group time.