

Welcome Worship Team Guidelines

revised 9-25-18

Thank you, as a member of the Welcome Worship Team, for being “the smile of Unity of Fairfax.” We seek to create a hospitable environment for our guests and each other at our worship services. We represent the collective consciousness of our spiritual community by demonstrating our Core Values in fulfillment of our Vision and Mission.

As such, we are important points of information for members and guests. Some of the information we may have the opportunity to share are:

1. Directions to the sanctuary, restrooms, nursery, bookstore, or offices. Know the layout of our physical community and the location of emergency equipment (First Aid Kit, AED, etc.). These should be posted on the bulletin board in the foyer. Ask your team leader if any questions.
2. Sunday school classes for children, youth, and adults. These are posted on the bulletin board in the foyer, and also in the monthly bulletin and the weekly email. Further information may need to be obtained from your team leader.
3. Upcoming events. These are found in the monthly bulletin or on flyers.
4. Our Core Values, Vision, and Mission found in our monthly bulletin.
5. The Five Principles of the Unity movement found in a pamphlet in the welcome packet.

Team Basics

- Team members are assigned to 9:00 or 11:00 service teams for a numbered Sunday of each month. For example, the 2nd Sunday 11:00 service.
- A team leader is designated for each service.
- The team leader assigns work stations as needed and as team members enable.
- Team members are to be as comfortable and as flexible as possible in their assigned roles.
- All team members will receive a roster with everyone’s email and phone number, broken down by Sunday service. This roster will be updated periodically.
- It is the responsibility of each team member to find a replacement for their service slot if they are unable to serve at their designated time. The roster is provided to enable making switches with other team members. Please advise your team leader of any switches. Also, please advise your team leader if you are unable to find a replacement.

Service Times

- Team members are to arrive 30 minutes before each service, i.e. 8:30 or 10:30.
- Team members are asked to stay after the service for a little while to further the welcome and information process to all.

Set Up

- Unity nametags are to be worn by all team members. Nametags are in the 2nd drawer of the foyer credenza. There should be a separate box for each service Sunday time slot. If you do not have a Unity nametag, please advise your team lead.
- Open both wings of the nametag display cabinet across from the credenza in the foyer.
- The Welcome Worship Team chairs are in the back of the sanctuary in front of the sound booth. They are marked as reserved for our team.

- The collection bags and count sheet clipboard are in the right cabinet of the foyer credenza. They are to be placed under the Welcome Worship Team chairs in the sanctuary.
- Blank nametags, markers in a marker basket, and the Return Nametags Here basket are in the left cabinet of the foyer credenza. These should be laid out on the Welcome Table in the foyer.
- Flowers for the Welcome Packets are in the kitchen. They are to be cut a little longer than the Welcome Packet and one inserted in each packet.
- The Welcome Packets are in the top drawer of the cabinet in the atrium (against the pillar to the right as you exit the sanctuary). These should already be assembled, but if more are needed the folder and pamphlets are in the drawer or cabinet below. The Welcome Packets are to be set under the Welcome Worship Team chairs in the sanctuary.
- The Monthly Bulletins or programs are on the opposite cabinet in the atrium. If these run out, contact the Unity Administrative Specialist, so that they can make more in a quick time.

Initial Stations and Duties

- Team members are to take stations in consultation with the team leader. At any time, members may be asked to change duties with another team member.
- At Welcome table in foyer near front door of church. Need at least one team member.
 - Provide warm greeting to everyone.
 - Assist them in finding nametag or making a new one.
 - Offer to help with anything they need.
 - If there is an indication that they are a new guest, ask if they've been here before.
 - If they are new guests, give them a brief orientation of the physical layout, walk them into the atrium, and advise the team member in the atrium.
- In atrium in front of sanctuary and the side door to the sanctuary that leads to the classrooms, with Bulletins. May require two team members in atrium and one at the side door, dependent on need and availability of team members.
 - Greet and offer Bulletins to those entering.
 - Offer to escort into the sanctuary anyone that appears to need assistance.
 - If someone is identified as a guest, escort them into the sanctuary and maybe direct them toward seats.
 - Prop doors open before and after services unless choir or another musical group is rehearsing. Keep ALL doors to the sanctuary closed when rehearsals taking place.

When Service Begins

- Doors are closed when the service begins.
- One team member stays at the welcome table for about the first 10 minutes of the service, or the start of meditation practice, and then may return to the sanctuary.
- One team member stays in the atrium at the doors to the sanctuary until after meditation practice.
 - During the service, open the doors for people to let them in quietly.
 - If meditation in practice, advise of such and ask if they want to wait in atrium or still enter the sanctuary. If they choose to enter help them do so very quietly.
- During the service, the team member in the first seat monitors the atrium doors from inside the sanctuary to offer and provide assistance as needed. Also, to help latecomers enter and find a seat quietly.

- If available team members, one team member also monitors the side door to the sanctuary that leads to the classrooms. Use the same practice as above throughout the service.

During Service Sanctuary Duties

- A count is made of the worship attendance using the count sheet on the clipboard.
- Prior to collection of the offering, the team leader will assign each member the section to cover. Four collection bags will be handed out.
- At least four team members go to the front together when the offering is called.
 - Face the congregation.
 - Recite the offering blessing with a smile.
 - Take the aisle as directed by the team leader.
 - Generally, a bag is passed down a row and passed back on the next row.
 - When there are not many in a row you may go to them individually.
 - Individuals may make a donation, offer a blessing, or pass the collection bag. We are only giving them a friendly opportunity to do what they wish.
 - After collection, the contents of the bags are consolidated into one bag, along with the count sheet.
 - The final collection bag is given to a member of the Board of Trustees. The BOT member may ask to have a team member watch them put the bag in the office safe.
- After the offering music or children's blessing, two team members each take Welcome Packets and stand at each side of the platform, facing the congregation.
 - Guests are asked to raise their hands, so you may identify to whom to give the packets.
 - Thank them for coming and give one packet to a couple or more to multiple adults.
 - Try to remember the guests, so you may welcome them further after the service.
- After the Peace Song is sung, open the sanctuary doors with a door stop.

After Service Duties

- Return set up materials as appropriate.
- Keep eyes open for "lost" individuals and ask if they need any help.
- Try to follow up with any guests, introducing them to Russ if available.
- Enjoy our community gathering in the atrium.

Thank you for your service. As a member of the Welcome Worship Team you are the "face" of our spiritual community. You have fostered a rich environment to enable us to fulfill our Vision and Mission. Well done.