**Sunday Morning Volunteer Reminder List**

Hello! This is just a friendly tool to help keep us all on the same page as we work together to “Prepare for Company” and “Put Guests at Ease” on Sunday mornings. When we are ready, it helps everything run more smoothly. Thanks so much for serving in this way! It really does make a difference! ☺

**Greeters**

* Take a few minutes to peak at the bulletin, look around the lobby and/or at the website so that you are able to answer questions about things currently happening at Cornerstone.
* Grab name tag from the office
* Be at the door by 9:40am
* Introduce yourself to those you do not know
* Leave someone at the door until 10:10am
* Try to sit with someone new

**Ushers**

* Take a few minutes to peak at the bulletin, look around the lobby and/or at the website so that you are able to answer questions about things currently happening at Cornerstone.
* Grab name tag from the office
* Be in sanctuary by 9:40am
* Invite two others to usher with you and spread out in the sanctuary
* Pass out bulletins
* Close doors at 10am
* Help find seats for people, especially those who come in late
* Try to sit with someone new
* Collect Offering (wait until about 1 minute into the song before walking up together – this gives people time to get their offering ready)
* Drop the offering in the safe immediately after and with at least one other person
* Take head count and put attendance log on Rachel’s desk
* First Sunday of the Month – Benevolence Offering (make sure someone is in the back to collect)

**Security**

As many of you know, we are taking extra precautions to ensure that everyone in the building is kept safe. Without someone in the lobby, anyone could come in and make their way down the hall to the children’s classrooms…or enter the sanctuary with ill intentions. This is a difficult but necessary reality for us to deal with. Thanks so much for your help.

* Grab name tag from office
* At 10am when the doors close remain in the lobby
* Stay in the lobby throughout the worship service to keep an eye on the doors and periodically scan the parking lot
* For now, you can use the hearing impaired headphones to listen to the service. We are currently working on setting up a screen with sound in the corner of the lobby.

**Opener – Arrive at 7:30am**

* Unlock front doors and classroom doors
* Turn on lights in classrooms, lobby, hallway and sanctuary
* Make coffee and put out along with condiments, cups, napkins, etc.
* Do a general walk through, pick-up trash, straighten chairs, etc.
* Stay until at least two others show up