

Worship Coordinator (COL) – Quick Guide

Before the Service:

1. Arrive and Prepare

- Arrive at least 15 minutes before the service begins.
- Review the bulletin and volunteer check-in list.
- Arrange for replacement volunteers if needed.

2. Welcome and Assist

- Welcome visitors and direct them to nursery and restroom locations.
- Assist acolytes with robes as needed.
- Ensure the narthex sound is turned on in the vestibule.

3. Worship Setup

- Assist with ABC responsibilities if needed.
 - Confirm that communion will be served at the front altar only.
 - Pray with the pastor(s).
 - Light the acolyte staffs prior to the service.
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During the Service:

1. Provide Support

- Remain in the narthex throughout the service.
- Be available to assist ushers, pastors, guests, and staff with any needs that arise.

2. Monitor Operations

- Address questions, concerns, or unexpected situations during worship.
 - Help ensure the service runs smoothly and guests feel welcomed.
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After the Service:

1. Secure Offerings

- Place offering plate collections in the office drawer.

2. Clean Up

- Clean up the front altar area following the service.
- Verify that all worship-related tasks have been completed.

Any Final Thoughts or Reminders

1. Be Available and Flexible

- Assist wherever needed to support worship, volunteers, pastors, and guests.
- Help create a welcoming and organized worship experience for everyone.

2. Thank you

- Thank you for serving as a Worship Coordinator and helping ensure that worship services run smoothly and faithfully.