

Sunday Morning Volunteer Instructions

Refreshments are a welcome treat at Coffee Hour! Please bring finger foods like mini-muffins or cookies, veggies and dip, or crackers and cheese. Make sure to note ingredients for those of us with dietary restrictions: nuts, dairy, or gluten content are commonly noted.

Flowers are delivered each week by our florist, Pondview Florists, in Winchester. You may use the regular arrangement, and donate funds in memory or in honor of a person, anniversary, or idea. Please make sure the office receives the \$45 fee, and the wording of your dedication for the Order of Service, by Thursday the week before your Sunday. You may also bring in your own flowers – just be sure to let the office know to cancel the regular delivery!

Being an **Usher** or a **Greeter** is an incredibly easy way to join the team. If you would like to be one of the friendly faces that welcome people to worship, or Family Worship, on Sunday morning, leave your name and email address on your available date. Instructions and a reminder will be emailed to you the week before your Sunday. The office can help you if you have any questions about your responsibilities.

The **Sunday Secretary** staffs the Office on Sunday mornings. They help the Treasurer record the day's Offering, and are available to answer questions or provide assistance. This job requires a minimal amount of training that can be done on Sunday morning. Let the office know that you are new, and they can provide you with a helpful list of FAQs.

Worship Associates make announcements from the pulpit, and help with other elements of the service. If you would like to be a Worship Associate, please speak with Rev. Heather.

The **Pastoral Care Associates**, or PCAs, are a dedicated group whose goal is to assist all members and friends of the congregation during times of sorrow or difficulty. Due to the personal and confidential nature of their work, training is ongoing and frequent. They welcome all interested parties to let them know, and they will begin training new PCAs in the fall. Please contact Rev. Heather if you are interested, heather.janules@winchesteruu.org.

For general questions about volunteering on Sunday, please see a member of the Membership Committee. The Chair for 2015-16 is Gay Mohrbacher, gay_mohrbacher@wgbh.org.

As always, the Office is available for any questions you may have. Please call (781)729-0949 or email office@winchesteruu.org.