

St. George the Martyr, Cadboro Bay

Sunday morning “rostered” ministries:

Greeters

Intercessors

Readers

Administrants

Offertory Supervisor

Counters

Healing Prayer Ministers

Liturgical Assistants

Technical Assistants

General

Please arrive 10-15 minutes prior to worship service (30 minutes for Greeters).

If you are unable to come on a scheduled Sunday, you are responsible for finding a replacement and communicating such to the office. If it is a last minute circumstance (illness, traffic, etc.) please email the priest at: incumbent@stgeorgecadborobay.ca or call: 250-940-7343.

Those involved in ministry that day (except for Greeters) will meet for prayer in the Vestry just before the service starts.

Please note:

Additional Sunday morning ministries rostered in other ways, with descriptions not included here are:

Chancel (altar) Guild

Sunday Morning Coffee, 8am and 10am

Choir

Greeters

- Upon arrival, make sure bulletins & inserts (News & Events, etc.) are in the Narthex. If not, alert the clergy. Make sure some bulletins are on the table near the ramp door.
- Do a quick check to make sure the doors are all open and the church is set (that is: the lights are on, bulletins placed by the ramp door, etc.)
- Check to make sure the communion bread and wine are set out. Ask two people to bring up communion offerings to the Liturgical Assistant or Priest at the proper point in the service. You may be one of them, but not necessarily.
- Ring the bell.
- Welcome folks as they arrive. Hand out bulletins. Assist newcomers and orient them to the space and worship. Offer to answer any questions and take special note of activities for children and youth. Also note the green “Welcome!” cards available for newcomers to help them communicate with parish leadership.
- Prayer requests can be made on orange prayer card and placed in the prayer basket in the narthex. They are not recorded week-to-week.
- A hearing loop is available. *Provide any needed assistance to those who need them. **What instructions are needed here?***
- At the beginning of the service please keep an eye on the doors to watch for latecomers who need to be welcomed, and to check on anyone who has come into the Narthex and is staying there.
- Between the Gospel and the Peace conduct a count of those present. Don't forget the Tech Assistants, choir and clergy (who are generally present too!).
- At the distribution of communion, please direct the flow of people. We generally will distribute in the semi-circle – center sections going up first, and end sections next. Please invite people forward immediately after the invitation to communion. If we are using stationary stations, we will try to inform you before the service. (Same basic flow pattern.) Note: at 10:00 am, the choir/singers will come forward to receive before the congregation receives.

- At the conclusion of the worship, tidy the church, pick up bulletins etc.
- Record the congregational count, along with the zoom count from Tech Assistant, in the parish vestry book
- At 8:00 am only:
 - Before the service, light the candles on the altar. Light the wick in the long wand with the igniter, and use that to light the candles. If you need, help, please ask the clergy or another greeter who is not on duty that Sunday.
 - Also after the service, take the offering into the Vestry, place it in the canvas bag, and place it in the normal location (get direction from the Rector if needed).
- At 10:00 am only:
 - Light the candles on the altar shortly before the start of the service. Light the wick in the long wand with the igniter, and use that to light the candles. If you need, help, please ask the clergy or another greeter who is not on duty that Sunday.
 - Make sure the gifts of bread and wine are sent forward.

Intercessors

- Your prayers should be prepared ahead of time.
 - Remember these are prayers of the people, not personal “hobby-horses”. Of course they can be personalized to some extent, reflecting the different voices we have leading the prayers, but be careful to keep the centre on corporate vs your own personal prayers.
 - Think of open categories and ways that are inviting to folk to connect their own prayer needs/concerns
 - It is appropriate to include important happenings locally, nationally, and/or internationally.
 - BCP (p.75) or BAS (p.190) are helpful guides for appropriate prayers. Prayers include praise and thanksgiving, body of intercessions, concluding prayer. Do not include a blessing or the confession. The latter comes later in the service. For festivals especially, the BAS prayer litanies (p.110-128) might prove helpful.
 - During the gradual hymn (at 10am), or during the creed at 8am, pick up the prayer basket from the narthex. Review any prayer requests for spoken prayer, to include around. At the end of the service, please give prayer requests to Christine, and return the basket to the narthex.
- For 8:00am, the prayers will include (at least some of) the intercessions found on pp. 75-76.
- Prayers listed for the Anglican cycle, for our own diocese, for parish organizations and individuals will all be on a sheet in the binder on the lectern, behind the gospel reading. In addition, for those of you on e-mail, this sheet will be mailed to you during the week. Please review the names, and practice their pronunciation if needed (remember, if your pronunciation is inaccurate nobody will know, and God will know your good intentions).
- Speak clearly and directly into the microphone (you needn’t be too close but make sure you speak to the microphone and project your voice). Tell the congregation what the bidding will be (e.g. ‘Lord in your mercy’) and their response (‘Hear our prayer’). Allow time for the congregation to add their own prayers, silently or aloud. Avoid becoming too lengthy, and be sensitive to the appropriateness of what is included in the prayers. Be prayerful in preparation and as you lead prayers.

Readers

- Please review your readings before the service. If you are unsure about any pronunciation, ask before the service (a member of clergy can likely be helpful).
- Readings will be at the Lectern. (check them on arrival to make sure you have the correct one prepared)
- Read clearly and directly into the microphone. Adjust the microphone so that it is directly in front of, and slightly below, your mouth. You needn't be too close to the mic, but make sure you speak towards it and project your voice.
- It is helpful to read more slowly than you would normally speak. Speak clearly, slowly and firmly so that everyone hears the word proclaimed.
- Our practice is to end a reading with, "Hear what the Spirit is saying to the Church" or sometimes, "The Word of the Lord." At the end of a reading, pause for a moment and then say, with some emphasis, "Hear what the Spirit is saying to the Church!" You're calling for a response from the community, who will say, "Thanks be to God!"

Administrants

If you feel sick on the Sunday morning you're scheduled, please stay home. If possible, let someone know you aren't able to attend.

Before the service:

- Wash hands thoroughly with warm water and soap. Be sure to rub all surfaces, back of hands, palms, between fingers, tips and under nails. Wash for at least 15 seconds or the time it takes to sing 'Happy Birthday' once.
- Attend prayer in the Vestry just before the service (for all participants).

During the service:

- After the words "The gifts of God for the people of God," come forward to the altar.
- Clean hands with antibacterial cleanser and mask up (if you aren't already wearing one).
- Say words of distribution to each person, whether or not they move to drink from the chalice. Some people may wish to lightly touch the base of the chalice or otherwise acknowledge it, without consuming. ("The blood of Christ... the cup of salvation... given for you... poured out in love for you...")
- We do not practice intinction (dipping bread / wafer into the wine).
- In general, do not use personal names unless you know everyone's name (including visitors).
- Use the purificator to wipe the rim of the chalice and rotate it after each person.

After the service:

- Check in with the Chancel Guild (or clergy) to help consume leftover consecrated bread and wine.
- Sanitize your hands once more before leaving.

Offertory Supervisor

- After 10am service:
 - Gather offering envelopes from plate in Narthex and get the 8am offering envelopes from the drawer in the Vestry
 - Gather the "offering box" and calculator from the Parish Administrator's office, checking to see if there are extra envelopes / monies therein for deposit.
 - Separate offering into categories: regular, special, open and open receipt-able
 - Remove all cash and cheques from the Offerings Report (and Sunday bank deposit) that are for:
 - Fees (example: Garden Plot Rentals, program fees, such as the Evolving Faith program);
 - Sales (examples: Puzzle Sale, Hanging Basket Sale, Purdy's Chocolate fundraiser, Plant Sale, books for education programs, calendars)
 - Altar Flowers (these go through the Chancel Guild, which has its own bank account)
 - Any other monies that are NOT eligible for a Charitable Tax Receipt (example: Purse for Leslie Flynn).
 - These are all to be passed along to the Administrator, along with a note of explanation if possible/necessary, so that they can include them in the monthly Office Deposit, and those monies do not get mixed in with the Envelope Offerings and Open Offerings.
 - If someone uses one cheque and asks that the total be split between their "Offering/donation" and any of these examples of non-tax eligible items, again, just put it aside for the Administrator.
 - With support from the Counter, count the totals in each category; ensure that the information recorded on each individual envelope is correct (total, whether cheque or cash), ensure that cheques are not post-dated, using calculator to print a summary total of all cheques and cross-check.
 - Enter data onto Parish form in each category and sub-category (# of bills in each denomination, for example).
 - Combine deposit into 2 categories (cheques and cash) for bank deposit.
 - Fill out bank deposit form.
 - If totals from bank deposit form and parish form agree, sign parish form and get Counter to sign. If amounts do not agree, recount and find mistake.
 - Once totals agree, place cash, cheques and bank deposit form into bank deposit bag. Seal the bag by pulling off deposit slip. Fill out deposit slip with date and total.

- Arrange envelopes in numerical order and combine into a "package" using elastics in the "offering box". Package to include envelopes, Parish form, printed cheque summary and bank deposit slip.
- Place "offering box" back into Parish Office.
- Get bank key from "offering box"
- Take the deposit to the bank and either deposit via teller if bank open or via exterior secure box (using bank key)
- Return the bank key to the "offering box."

Counters

- The primary role is to support the Supervisor as directed.
- While this is up to Supervisor, support usually consists of opening regular envelopes and separating enclosed offering into cheques and cash (by denomination); ensuring that information entered on individual envelopes is correct, ensuring that post-dated cheques aren't included, and counting cash in this category. Support also usually involves stamping cheques, and double checking amounts
- Sign Parish form if in agreement with totals

Healing Prayer Ministers

- Please come forward for communion immediately when the invitation is given. Go to the chapel side of the dais, and once you have received move directly to the chapel.
- It is helpful if prayer ministers take a moment to pray with each other before people begin to come to the chapel.
- Remember that this ministry is not a time of counselling, but of prayer. If it appears that someone needs additional ministry, encourage them to speak to a clergy. Their permission should always be obtained before you take any request to a clergy, if they are reluctant to do so for themselves.
- Everything that happens in the chapel during prayer ministry is in strictest confidence

Liturgical Assistants

The Liturgical Assistant shares responsibility with the priest for the good order of worship. This person will normally vest.

Upon arrival at 8am, check the sanctuary is ready:

- Unlock front doors; prop open back door
- Turn on lights
- Turn on sound system
- Set out bulletins, welcome table

Upon arrival at 10am, check the sanctuary is ready:

- Check bulletins are available; a few children's bulletins in their area

Before the service:

- Ensure altar candles are lit, along with the paschal candle, if appropriate
- Check that everything is ready for the service, including altar book and communion items (bread box and wine at the back; paten, chalices, water, corporal, purificators, GF wafers, ciborium with reserved sacrament)
- Check the gospel book to ensure correct reading is marked
- Prepare yourself with a mic
- Review the service and note if there is anything 'out of the ordinary' that may need attention, eg) congregational candles needed
- Review the bulletin and check that readers, intercessor, ministrant(s) are present; be prepared to fill-in or find someone to fill-in as needed.
- Gather those in leadership roles in vestry a few minutes before service.

During the service:

- Read the Gospel from in front of the altar
- During the Offertory hymn (sentence at 8am), move to the altar and sanitize hands.
- At 8am:
 - Assist the priest in setting the table by passing them the required items
 - Remain at the altar for the remainder of the service
 - After the absolution, read the "Comfortable words"
 - Raise the chalice at the conclusion of prayer of consecration
 - After communion, lead "Our Father..."

- At 10 am:
 - Set the table with corporal, chalices, paten; receive bread box and wine cruet; fill chalices with wine and water.
 - Remain at the altar for the remainder of the service.
 - Raise chalice at the conclusion of Eucharistic prayer

- Assist with the distribution of communion, as needed.
- Assist with ablutions following distribution of communion, as needed.
- Recess with the priest after the blessing
- At the narthex door, lead the dismissal from the bulletin

After the service:

- Ensure candles are snuffed out; the offering gets where it needs to go; prayer cards are removed and given to priest.
- At 10 am: Ensure doors are locked; lights out; and the space is generally tidy (bulletins in basket)

Technical Assistants

We use the Church's sound system to provide an audio signal into the Zoom PC located in the choir loft. Questions? Peter 250-686-6312; prowand@gmail.com

Before the service, around 0930:

- Turn on the Dell computer. Login user “**StGeorge AV**” and password “**adv3nt2020**”.
- Turn on the audio system (“Main Power” switch is on top right of audio rack).
- Check that officiant has wireless transmitter #1. Check the AA batteries if you have time.
- Log into Zoom as Host using credentials admin@stgeorgecadborobay.ca and PW: **Anglican2090@Zoom** and select “Meetings” to find the appropriate service to start.
- Note that the service will record automatically to the cloud. No need to manually record.
- Patiently, use the remote control to turn on the main Pan-Tilt-Zoom (PTZ) camera. Select the “power” button (upper right hand of remote) for a few seconds while pointing at the camera from the centre of the choir loft rail; the camera will light up and point at the altar.
- On the PC desktop, there's a Chrome shortcut to “PTZ Camera Control”. Open the shortcut. Open the tab for the [PTZ camera controls](#) (allowing you to use the PC to control the camera). Login with credentials **admin** and pw: **admin**
- Toggle the Zoom “Select a Camera” video inputs to ensure cameras working properly:
 - “Desktop Microsoft LifeCam Cinema” (*webcam, for wide angle shots*)
 - “Blackmagic WDM Capture” (*for the PTZ camera during the service*)
- Toggle through the Zoom “Select a Microphone” audio inputs, checking that they work:
 - “Microphone (MPow-224)” headset mike; talk to participants during service
 - “Microphone (USB Audio Device)” ; connects audio system during the service

Before the service, at 0945:

- Enter Zoom “Audio Settings” dialogue. Ensure radio button “Automatically adjust microphone volume” is checked to be “on”
- Play around with the PTZ camera angles for familiarity (described in next section)

- The Zoom meeting will start. Participants queue in the Waiting Room. Participants will be unmuted, to encourage discussion
- Greeter mutes everyone briefly, and switches “Select a Microphone” to “Microphone (MPow-224)” to verbally greet everyone
- Greeter then unmutes everyone and returns “Select a Microphone” to “Microphone (USB Audio Device)” to capture the musical preview inside the church

At start of service, 1000:

- Change audio setting to automatically “mute new participants on entry”
- Mute everyone, except for yourself
- Make sure the PTZ camera is in use: In Zoom Video “Select a Camera” choose “Blackmagic WDM Capture” source
- Focuses PTZ on the altar: use the “1” button on remote, or (preferably) the PTZ camera controller via the web browser on the computer.
- Put the Zoom video spotlight on Host
- In the Zoon chat window, add the following: *Welcome everyone: our church service has begun. Please use this Zoom chat to get in touch for help, or to reach out to other congregants. At the end of the service, we encourage you to stay on and converse with each other*

During the service:

- Changes cameras as required, to best service remote participants. Use the PTZ camera to pan and zoom across the church during the service. PTZ camera angles can be changed on the PTZ web interface, or on the remote control. Use the following camera **presets**:

1. Wide angle view of altar (12 windows visible)
 2. Normal view of the altar (8 windows visible)
 3. Zoom view on the altar (4 windows visible)
 4. Wide view of the pedestal and speaker
 5. Zoom view on the pedestal and speaker
 6. Wide view on Marlon and the organ keyboard
 7. Zoom view on Marlon and the organ keyboard
 8. Left of the altar
 9. Children’s area to the left of altar
- Audio settings need to be changed depending on whether the audio is spoken word or musical. Toggle “Enable Original Sound” button displayed in the top left corner of the Zoom screen:
 - o *Enable Original Sound should be on when music being played*

- *Disable Original Sound when spoken word is audible*
- Keep eye on Zoom waiting room to see if anyone arrives late; review Participants window, to ensure that participants continue to be muted. Manually mute any noisy participants who don't have a role in the service.
- Count the number of participants (Zoom logins, and total number of participants) near the middle of service and sends the number to the Parish Administrator at admin@stgeorgecadborobay.ca

End of service:

- Change the video source from the PTZ, to the webcam (“Desktop Microsoft LifeCam Cinema”) source, as the webcam provides a good wide-action image of the service ending and on-site participants leaving the church
- Depending on the number of online participants, it may (or may not) make sense to have breakout rooms. Encourage participants to talk after the service, and if it makes sense, create the breakout rooms and enable all participants. Encourages participants to un-mute themselves and socialize in the breakout rooms.
- Note that when Zoom Host logs out, breakout rooms end. Ensure all breakout rooms are empty before ending Zoom session, or at least give participants a few minutes warning before shutting down Zoom session.
- Power down the computer
- Power down audio system (open the audio cabinet right door, and “Main Power” button is on top right of audio rack).