
Heritage Church of Christ

Serving on Sunday DESCRIPTIONS

Serving is a blessing. The chance to do something beyond ourselves is a gift from God, and one of the ways we grow together as a church family. At Heritage, we believe serving is part of belonging. It's one of the ways we show love to God and one another.

There are countless ways to serve at Heritage, and every ministry carries its own God-given purpose. **But there is one area of service we all share—our Sunday mornings.** Each week takes a village. From preparing spaces, to welcoming guests, to setting the tone for worship, Sunday morning depends on many hands and willing hearts. Because this time is so important, we expect every member to play a part.

Serving on Sunday mornings isn't just another task—it's a meaningful way we care for one another and welcome our community. Below are job descriptions of each area of Sunday service.

GREETERS

Beginning January 11, 2026 there will be a standard weekly "Welcome Team" meeting each Sunday morning beginning at 8:50 AM in front of the Welcome Table. The purpose of this meeting is to ensure all members of the Sunday Welcome Team are prepared and on the same page as we anticipate guest's arrival.

Coordinator

Arrival: 8:45 AM

Welcome Team meeting: 8:50 AM

Wear "How Can I Help?" Lanyard

Remain in foyer until 9:45

The Greeter Coordinator is the point person for our entire greeting team. You'll lead the greeter huddle each Sunday at 8:50 AM at the Welcome Table to make sure everyone is on the same page and ready to serve well. Coordinator is also responsible in ensuring that guest coffee mugs are ready- filled with a guest brochure and a loaf of bread. After the huddle, you'll remain stationed at the Welcome Table as the steady presence for the team—ready to answer questions, redirect as needed, and support our greeters as they welcome guests.

Greeter At-Large

Arrival: 8:45 AM

Welcome Team meeting: 8:50 AM

Wear “How Can I Help?” Lanyard

May go to worship at 9:35 AM

The Greeter At-Large is the flexible support role for our greeter team. You’re there to jump in when a door greeter leaves their post to walk with a guest, to help escort someone to seating, or to step into any gap that appears. When not actively assisting, you’ll stay at the Welcome Table, ready to move where you’re needed. Your presence helps everything run smoothly.

Greeters at Doors

Arrival: 8:45 AM

Welcome Team meeting: 8:50 AM

Wear “How Can I Help?” Lanyard

May go to worship at 9:35 AM

Greeters are the very first impression of Heritage, and your role matters more than you may realize. Your primary job is simple but significant: be the first “welcome” someone receives and personally walk guests—especially first-time guests—to the Welcome Table.

Once you’ve connected with them, share our Sunday morning rhythm:

“We’ll begin worship in this room in just a few minutes. After that we’ll have coffee and donuts followed by Bible classes for every age. Would you like me to show you where the classes meet?”

Remember: it is always more important to walk with a guest and give a quick tour than to stay at your post. If both greeters step away, our Welcome Table attendant will pull in the “Greeter at Large” or find someone to cover. Our goal is to care well for each person who walks in, even if it means shifting roles on the fly.

Here is a standard flow for greeting:

- “Hello” greeting with a smile
- If unfamiliar, introduce self and ask their name(s)
- Escort guest(s) to the Welcome Table
- Introduce guest(s) to the Greeter Coordinator
- ❖ Greeter Coordinator or Greeter at large welcomes guest(s) and offers them the welcome gift (coffee mug)
- ❖ Coordinator or greeter should ask questions to engage with the guest
 - “Are you visiting with someone at Heritage today?”
 - “How old are your children?”

➤ *“Are you familiar with us?”*

- ❖ **Coordinator or greeter should point out the guest QR Code and encourage participation to fill out the Connect Card**
- ❖ **Coordinator or greeter should escort the guest(s) to a seat where they can introduce to Heritage member**

SET-UP

Communion

Arrival: 8:45 AM

The Communion volunteer prepares communion in the workroom each Sunday. Simply follow the setup guide located there, and make sure the trays are placed on the communion table in the big room no later than 9:15 AM. This quiet, behind-the-scenes task helps our church family focus on Jesus without distraction.

Coffee Prep (and clean-up)

Arrival: 8:45 AM

The Coffee Prep volunteer is responsible for one simple but important task: making sure our coffee is ready and waiting. You'll follow the instructions posted in the work room to prepare coffee, then set up the coffee stations on the foyer credenza. This role should begin no later than 8:45 AM so everything is ready before people arrive. A warm cup goes a long way in creating a hospitable morning.

Bible Classes Set-Up

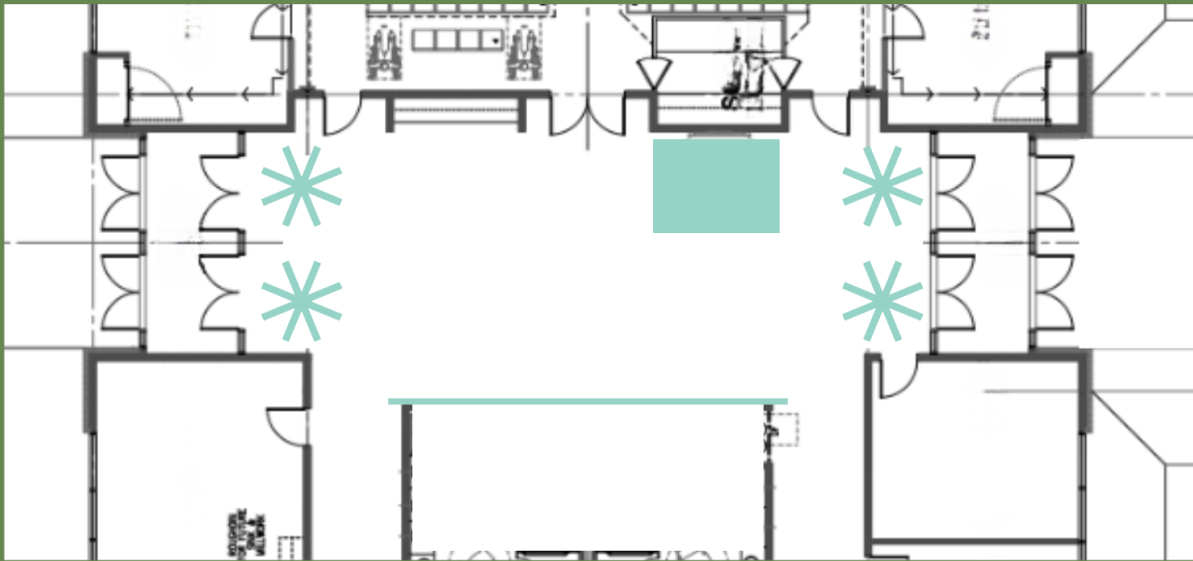
Arrival: 9:30 AM

Set-up begins following worship

The Bible Classes team helps finish setting up classrooms right after worship. The south end rooms require walls and chairs to be moved in order to be ready for use, and this team ensures those spaces are arranged quickly and thoughtfully. Your job is to help get classrooms set, teachers supported, and everything ready in plenty of time for class to begin.



GREETING AT HERITAGE



Two Greeters
stationed at the
East side entrance



Two Greeters
stationed at the
West side entrance



Coorindator and
Greeter At Large
are stationed at the
Welcome Table



GREETING AT HERITAGE

THREE KEYS TO GREETING OTHERS

- **Give a “Heritage Hello”**
 - be friendly and warm to all giving special attention to guests as they enter
- **Don’t point, show**
 - walk with our guests to the Welcome Table and to a seat. Be willing to show them around rather than explain.
- **Follow up**
 - after worship, make it a point to follow up with those you greeted.



COFFEE AT HERITAGE

**these steps are also posted in the workroom*

1. ENSURE POWER IS ON

Green light on far left above power button.

*If no power is showing, then check flip switch on back of brewer.
This switch should NEVER be turned off*

2. READY LIGHT MUST BE ON

Red light will be on indicating that the water is heated and ready. If no light, then do not brew!

3. INSERT COFFEE FILTER PACKET

Choose your coffee and insert ONE pre-filled coffee filter into the filter tray. If you add two, there is a high chance water will overflow.

4. PLACE AIRPOT UNDER BREWER

Place an opened airpot under the brewer- some are labeled to the coffee type. Leave the pump insert in and align the hole to the drip

5. SERVE

After about 1.5 to 2 minutes of brewing, place airpot out for serving. Be sure to close the lid and transport with the silver push tab down.

After each brew, the brewer will need 4+ minutes to reheat new water before brewing again. Just wait for the "Ready" light before repeating steps.



COMMUNION AT HERITAGE

**these steps are also posted in the workroom*

1

Prepare TEN juice trays with cups. Each tray should have minimum of 25 cups. Fill cups halfway with grape juice using the white dispensers.

2

Prepare TEN bread trays. Each tray should have minimum of 30 pieces of bread. Each tray should also have 4 GLUTEN FREE baggies in them.

3

You may use the cart to transport trays to the table in the back of the big room. All trays should be arranged on the table.

4

After classes, collect trays and return to the work room. Unused juice should be poured into sink with cups disposed in the trash can. Please wipe down/rinse juice trays, using a clean soft cloth.

5

Refill juice trays with cups for the following Sunday. Refresh bread trays. Store trays back on the cart.