



*Smooth Sunday Task Manual*  
*Starr King Unitarian Universalist Fellowship*

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## *Smooth Sunday Steering Committee*

### Tasks

- Maintain Simple Church Smooth Sunday Groups.
- Schedule teams on Simple Church Calendar.
- Assign new members to a team.
- Update Smooth Sunday Task Manual as needed.

## *Team Leader*

### Getting Prepared

Contact Team Members a week in advance to notify them of upcoming Sunday Committee and assign tasks. (use Simple Church Mass email to contact - <https://skuuf.simplechurcherm.com/>)

Contact Fellowship Administrator by Wednesday to acknowledge flowers for OOS.

Tasks to Assign – 9-11 total people needed

- Sanctuary Setup – 1 to 2
- Flowers – 1
- Greeters – 3
- Fellowship Hall Table and Snack Setup – 2
- Brewing Coffee, tea– 1
- Fellowship Hall and Kitchen Cleanup -2
- Snacks – ask everyone

### Before Service

Check Foyer. Remove old flowers, dirty mugs, old bulletin board announcements. Place lost items in lost and found basket.

### After Service

- Ask team members about supplies needed. Note replacement items needed on clipboard outside administrator's office. E.g. coffee, tea, napkins, sugar, creamers, food bags, nametags, candles, etc.
- Notify steering committee of any issues.

## *Communicating with Team Members*

### How to view who's in your group.

1. Log into Simple Church
2. You should see all the groups you are in listed on your profile screen. Just click on the Smooth group name to view the members.

### How to mass email your group members.

1. Select everyone in the group by clicking the check box next to First Name in the heading bar.
2. Click the tool icon and scroll down and click on Send Email.
3. Enter a subject.
4. Uncheck the box next to “Send personally addressed messages” if you want the recipient list visible to everyone.
5. Enter content body and press Send.

### How to ask people to sign up for Sunday tasks.

1. Log into SignUp Genius with your email address and password.
2. Click on the Sign Ups on the left menu.
3. Click on your Smooth Sunday Team Sign up sheet.
4. To Edit dates or slots (aka tasks)
  1. Click on **Edit Content**
  2. Click on **Dates and Times**
  3. Click on **Slots** and change or add tasks.
5. Click on Invite, then on **Send to My Entire Group**
6. Construct your message
7. Click on **Send My Invites**.

### To add another Sunday

1. Click on the Sign Ups on the left menu.
2. Click on the three dots to the right, then on duplicate.
3. Click on **Dates and Times** and enter the new date.
4. Click on Invite, then on **Send to My Entire Group**
5. Construct your message
6. Click on **Send My Invites**.

## *Sanctuary Setup for Sunday Worship*

### Getting Prepared

Number of People needed - 2

Estimated time needed for setup – 30-45 minutes.

Suggested arrival time - 8:30 a.m. A Saturday setup may be preferred.

Note that the choir rehearses from 8:30-9:15.

Meet briefly with the minister (or worship associate, if a lay led service) sometime before service starts for any special instructions. Open the panels of the sliding wall closest to entrance to sanctuary (to facilitate movement from sanctuary to Fellowship Hall).

### Chair Setup

Some basic rules:

1. No chairs along the wall to left of entry
2. Chairs in rows near this area should not extend onto carpet (fire code to allow access to exit).
3. Chairs can be placed along the opposite wall (the wall with windows), leave about 3 feet between these chairs and the chairs in rows (also fire code).
4. Do not place chairs in the 2 spaces of the middle section closest to the door to reserve for someone in a wheel chair.
5. Chairs in the two rows in back of sanctuary should not extend past the two panels of the sliding wall nearest the entry.
6. Wall - make sure wall between the sanctuary and fellowship hall is closed.

### Hymnals

1. Make sure that every second seat can access the gray and teal hymnals under seat ahead.
2. Place one each of gray and teal hymnals on every second chair in front row and on chairs along window.
3. Hymnals for first row in back of sanctuary can either be put on every other chair or under seat in last row of main section (probably easier to use if left on seat).

### Candles

1. Make sure chalice has fuel and wick
2. Fill to half-full if needed. Liquid wax and small funnel is located in storage closet closest to the front of sanctuary. (Make sure to use bottle labeled “liquid wax.”). Make sure that wick in chalice extends about 1/8” out of holder. If needed, replacement wicks are in the storage closet. A pair of tweezers is attached to the large bottle of liquid wax in storage closet if you want to use this.
3. Check taper candles. Replace if more than half-burned. Additional candles are in the same storage closet as liquid wax. Melt a little wax to secure in place or use candle sticky wax if available. Store used candles in plastic bin in storage cabinet.
4. Check silent candles on small round table. Replace if needed.
5. Test and fix brass candle lighters (one on chalice table and the other on small table by side of pulpit) to make certain that they aren't stuck or running out of wick. Additional wicks are in the storage closet. If stuck, try holding metal over electric burner of stove in kitchen to melt wax inside and push taper out.
6. At 9:20 - Light 2 candles: the freestanding candle to the left of the chalice and the center candle on the silent candle table beside the pulpit, where candles may be lit during the offering.
7. Turn on all lights in the sanctuary, including chancel area, back, and side.

### Microphones

1. Turn on and test remote mics. Replace batteries if needed (in wall cabinet).

### After the service has ended

1. Extinguish all lit candles – this is usually done by Worship Associate, but you should double check.
2. Notify Team Lead if supplies are running low (i.e. candles, tapers, fuel etc.),

Sanctuary Setup Photos





## *Fellowship Hall Setup*

### Getting Prepared

Number of People needed - 2

Suggested arrival time - 8:50 a.m.

Estimated time – 30 minutes

### Table Setup

1. Set up 2 long tables end-to-end along wall next to kitchen.
2. Put 2 tables somewhere in the middle of the room. Cover all with table cloths that are in the corner of the kitchen near the coffee machine.
3. Set up 4 card tables near the divider by the Sanctuary. Cover with cloths and set 3 chairs at each one.
4. Set rolling cart by kitchen door for dirty cups.
5. Put out Donation basket and sign on back of table where coffee pots are.

### Mugs, Carafes, Drinks

1. Put out clean mugs in 3 areas where the Coffee, Decaf, and Hot Water carafes will go.
2. Put out either mugs or cups on the table next to the windows, along with some napkins.
3. Put sugar and substitute sugar cups by each area, along with several spoons on small plates for stirring. These can be found on wall next to door in kitchen are shelves where the teas basket, sugar bowls, and milk/cream pitchers are. Take tray that is set up with sugar bowls, spoons, and metal ID tents to Fellowship Hall along with small plates to put dirty/used spoons on.
4. Jars for water are on the top shelf above the sink. There is a dark blue plastic upside down bowl that sits on the table and the water jar goes on it. Fill one with water and some ice cubes and put in refrigerator until time for coffee. This keeps it cold. Put out a jar of juice if available.

### Snacks

1. On center tables, set out snacks, keeping those that could dry out covered until later.
2. Put out napkins and either paper plates or small snack plates in a few spots.

### Before Service is Over

About 10 min. before service is over, go to kitchen,

1. Put out carafes, cream and milk pitchers, water jug,
2. Uncover foods (if they have a hard cover, put it underneath the container.
3. Flip ON switch for Hot Water (nearest door) and turn power on dishwasher.

Updated 12/12/17 by Barbara Spike

Fellowship Hall Setup Photos



## *Coffee and Beverages*

### Getting Prepared

Number of People needed - 1

Suggested arrival time - 9:10 a.m.

Estimated time – 15 minutes

### Brewing Coffee

1. Press #1 which starts the water heating. It will take about 10 minutes for the water to get to the correct temperature for brewing.
2. The screen by #2 may prompt you to press that to fill one of the tanks or else wait while it fills.
3. Put the filters into the funnels and add one level cup of coffee per pot.
4. Make one pot of decaf (ORANGE TOPS) and one pot of caffeinated to start. Open the tops of the pots, take out the pumping insert and put the pots under the funnels.
5. Press #2 to start the brewing.
6. Press # 3 and the coffee will start to drip into the pots. When the coffee is finished dripping, put the insert into the pot and close the cover securely and make another with fresh coffee into a filter. The coffee will stay hot for a few hours so fill all the pots. (2 Decaf, 3 Regular, 1 hot water)

### Hot Water for Tea

1. THE ORANGE MARKED POT AND ITS PUMPING INSERT ARE ONLY TO BE USED FOR HOT WATER FOR TEA.
2. Place the orange marked hot water/tea pot on the blue outlined circle on the metal tray under the faucet on the machine. Open the lid and take out the insert.
3. Activate the faucet for the hot water and fill the pot. Put the insert in and securely close the pot.
4. When putting the pots on the table, put the matching pots behind the other so you can monitor when a pot is empty and more needs to be made.

### Cold Drinks

1. Set up cold drinks and water on the water table.

### Supplies

Notify Team Lead if supplies are running low: coffee, tea, sugar, creamer, napkins, food storage bags.

Updated 12/12/17 by Mary Crowell

## *Fellowship Hall and Kitchen Cleanup*

### Getting Prepared

Number of People needed - 2

Suggested arrival time - 11:00 a.m.

Estimated time – 20 minutes

### SINK Faucet operation:

Set temperature controls by hot and cold knobs. Use knob under the faucet to turn on/off/ volume of water. Also can use sprayer when this is done. Don't use Hot/Cold knobs to turn water on and off. Only turn on at start and off at end of clean up.

### Cleaning the Coffee Pots

1. Turn off the #1 switch when you are done. The pots and funnels should be washed by hand, never immerse in water, and then rinsed and dried or air dried and placed next to the coffee machine.
2. The metal trays can be wiped down with mild soap and water.
3. Throw the coffee grounds and filters into the garbage.

### Mugs and Snacks

1. Check Sanctuary and Foyer for rogue dirty mugs.
2. Load mugs into dishwasher and start.
3. Either take home or store leftover snacks. Leftover freshly baked cookies (if found) can be frozen for use at another time.

### Plates

Put pegged dishwasher rack in sink closest to dishwasher and put plates in this. When full, spray down the plates to remove any food particles. Then load into dishwasher.

### Sugar Bowls and Tents

1. Put sugar bowls, metal ID tents, and coffee mugs with clean spoons back on tray.
2. Fill sugar/sweetener bowls for next shift.
3. Place tray back on shelf in kitchen.

### Tables and Cloths

1. Fold up and replace tables to closet.
2. Take home dirty table cloths to wash as needed.

Make sure dishwasher power switch on bottom panel is OFF, Hot Water switch on wall is OFF, Coffee Pot is OFF.

## ***Greeters and Orders of Service***

### Getting Prepared

Number of People needed – 3 Greeters, 1 to pass out Orders of Service

Estimated time – 1 hour, 15 minutes

Suggested arrival time - Be at the bottom door and front entrance door and sanctuary door by 9:05.

Upstairs have a supply of sticky nametags and both a marker for those and a pen for the guest book. Extra nametags can be found in the membership closet next to the downstairs kitchen cabinets.

### 2 Greeters Upstairs

Each person should wear a yellow greeter tag.

First Greeter stays near Guest book and nametags.

Offer visitors nametags.

Encourage visitors to sign the guest book.

Tell newcomers about the Welcome Table and Visitors Packets at the Welcome Table.

Second Greeter hands out Sunday Bulletin by sanctuary door and chats with visitors.

### 1 Greeter Downstairs

Each person should wear a yellow greeter tag.

Greet everyone.

Especially focus on new people and explain where the stairs are.

Tell them there are greeters upstairs.

If there are children, introduce everyone to the RE (or person in charge).

### During Service

Two Greeters pass the offering baskets.

Take count of adults after RE children leave including Rev. Linda and musicians.

### After Service

Enter count in Simple Church under attendance.

Enter count in Red Membership book in Mailbox (right of Administrative Office).

Meet with new visitors if possible. Try to answer questions.

Introduce them to other people.

Notify team lead if nametags are running low.

Notify Membership committee if any visitors need followup.

Updated 12/12/17 by Connie Maatta

## *Flowers for Sunday services*

### Getting Prepared

Suggested arrival time - 9:20 a.m.

Number of People needed - 1

### Flower Placement

Place flowers in the chancel on table to the right of the candle table.

### Flower Donations

If a member or friend of the congregation wants to donate flowers for a particular Sunday, they should contact the leader of the Smooth Sundays team for that Sunday (schedule of Smooth Sundays teams is posted on SimpleChurch) to agree to bring flowers and state the reason for bringing flowers that day (if applicable).

If no one has donated flowers for the scheduled Sunday, the Smooth Sundays team should choose a team member to bring flowers. The cost of the flowers should be apportioned among the team as the team thinks best.

### Flower Removal

The Smooth Sunday team should remove the flowers and retrieve the vase at the end of the service.

Updated 12/12/17 by Joe Kelaghan