



*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. See the next section [“Communicating with Team Members.”](#)

If a member or friend of the Fellowship has offered to bring flowers for the service, contact Fellowship Administrator by Wednesday to acknowledge flowers for OOS. In this case, do not include flowers as one of the tasks for the Smooth Sunday team.

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 your 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. See Appendix – Instructions for SignUpGenius for detailed instructions to create signup sheets.

## *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 all panels of the sliding wall in the back of the sanctuary (if not already open). (NOTE: The pictures of sanctuary and fellowship hall set up below are old and show the sliding wall closed and do not indicate the current practice to leave the wall open during services.)

### 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. Rows in the back of sanctuary near children's play area should include no more than 6 chairs.
6. Alternate chairs with arms and chairs without arms (will also insure that every other chair has a holder for hymnals).

### Hymnals

1. Place one each of gray and teal hymnals under the chairs with holders for hymnals. Do not place hymnals under chairs with nobody sitting behind (e.g. chairs up against wall).
2. Make sure that every second seat can access the gray and teal hymnals under seat ahead. If there are more than 2 seats in row behind for every hymnal rack (e.g. 5 chairs in row behind row with only 2 hymnal racks), place pair of hymnals on one of the chairs.
3. Place one pair hymnals on every second chair in front row and on chairs along window.
4. Place one pair hymnals on every second chair in the first row in the back of sanctuary (and do not place hymnals in the racks in front of this row).

### Candles

1. Make sure chalice has fuel and wick
2. Fill to half-full if needed. Liquid wax and small funnel are located in storage closet closest to the front of sanctuary. (Make sure to use bottle labeled "liquid wax.>"). Wick in chalice should extend 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. The brass candle lighters have a heavy brass reservoir that holds liquid wax and contains a wick. One is placed on chalice table and the other is on the small round table in front of pulpit (for lighting of silent candles). Check to make sure each has fuel by lighting the wick briefly and blowing out. If necessary, unscrew the end of the brass reservoir near the wick and fill with liquid wax and screw back into place. (NOTE: the candle lighters have a screw at base of the reservoir – away from the wick. This screw only attaches the reservoir to the stick and should not be touched.)

6. At 9:20 – Use matches (on shelf under pulpit) to 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 mic. The “on/off” button is labeled “mute” (not intuitively obvious). Hold button in until green light comes on. Replace batteries if needed (in wall cabinet at back of sanctuary). Make sure microphone is on and place on chalice table.

#### 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, fuel etc.),

Updated 11/28/18 by Joe Kelaghan

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 Sanctuary and set 3 chairs at each one. Cover with cloths found in cabinet drawers or in Fellowship Hall closet on shelf.
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. Turn on the machine. Switch (labeled #1) on left side of the unit. It will take 10 minutes for water to reach brewing temperature (200 deg F)
2. Press button #2 to “enable brew to ON”. Do for both stations



3. Place filters in the funnels, add 2 cups for regular coffee and 1 cup for decaf per pot
4. Remove inserts from the pots and place under the funnels.
5. Press #3 to begin brewing



6. Allow brew to finish and drip residual water
7. Remove funnels and dispose of filter and grinds in sink with a disposal (basin to the left in the double sink next to the dishwasher)
8. Put inserts in the pots and close cover, place on table or counters
9. Make 2 pots of regular and 2 pots of decaf coffee.
10. Once brewing complete, turn off the machine (switch #1), wash pots and funnels by hand, rinse and dry. Store on shelf under the coffee machine.

### Hot Water for Tea

1. THE ORANGE MARKED POT AND ITS PUMPING INSERT ARE ONLY TO BE USED FOR HOT WATER FOR TEA.
2. Fill the “Hot water/tea” pot (orange label) by placing an empty funnel in the brew station, set the pot under an empty funnel and run a brew cycle (button #3)
3. 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 4/11/19 by Fred Kelsey

Smooth Sunday Task Manual

## *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. Put clean cloths on shelf in Fellowship Hall closet.

### Dishwasher Instructions

1. Turn water pump to "ON". White switch to right on wall.
2. Turn on dishwasher – switch at the base of the unit to "ON".



3. Run a prep cycle. Close the washer door, no dishes and push the “ON” button on the upper right corner of the door
4. Load a single tray of rinsed dishes, throw in one tablespoon of soap powder, close the door and push the “on” button. Cycle will be completed in 2-3 minutes. Note dishes will be HOT
5. Repeat step 4 until dishwashing is complete.
6. Close dishwasher door, turn dishwasher “OFF” (same switch as step 2), Washer will run a sanitize cycle and pump out the hot water.
7. Once all sink and dish activities are completed, turn the water pump “OFF” (switch on the wall, step 1)

Lock all doors to building and close and lock all windows. If another group is still using the building when you are ready to leave, leave only the minimum number of doors/windows open and coordinate with leader of remaining group to make sure building is locked.

Updated 4/11/19 by Fred Kelsey

## ***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. This greeter should stay near door for about 10 minutes after service begins to seat latecomers.

### 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). Explain to parents that children can stay with them during service if they wish.

### During Service

Two Greeters pass the offering baskets.

### After Service

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 follow-up.

NOTE: greeters no long take or record attendance at service.

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 on table at far right of the chancel.

### Flower Donations

If a member or friend of the congregation wants to donate flowers for a Sunday, they should contact the leader of the Smooth Sunday 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). In this case, the team leader will notify the Fellowship Administrator by Wednesday before the service to provide the name of the person donating the flowers (and the reason for the donation, if stated).

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 11/28/18 by Joe Kelaghan

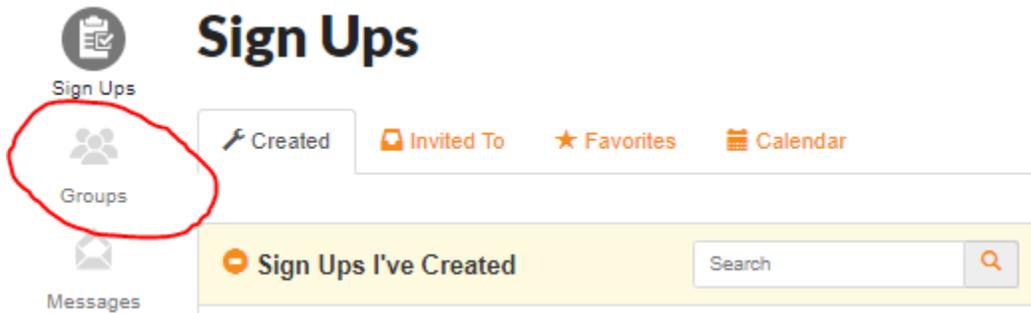
## Appendix – Instructions for SignUpGenius

### Instructions for Creating Events on Signup Genius for Smooth Sundays

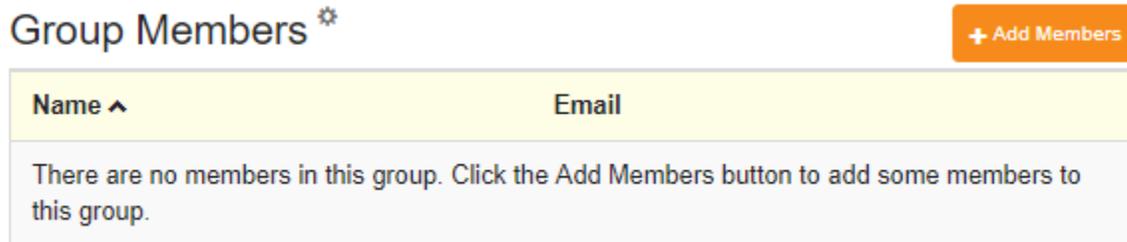
This section explains how to create your Smooth Sunday group, how to create a Signup from scratch and how to duplicate a previous signup for a new date.

#### Creating your group

1. Login to Signup Genius with your username and password. Click Log In on the top right menu bar. <https://www.signupgenius.com/>
2. Click on the Groups icon on the left.



3. To add a new Group, click on “+Add New Group” and enter a group name such as “Smooth Sunday Yellow Team”.
4. To add people, click on “+Add Members”



5. Click on “Manually enter emails” and enter the email addresses of each member in your Sunday Team group. (You can view all your members in Simple Church.)
6. Once complete you will see your group listed under the Group icon on the left menu bar. To edit, add or remove people, click the pencil icon next to the group name.

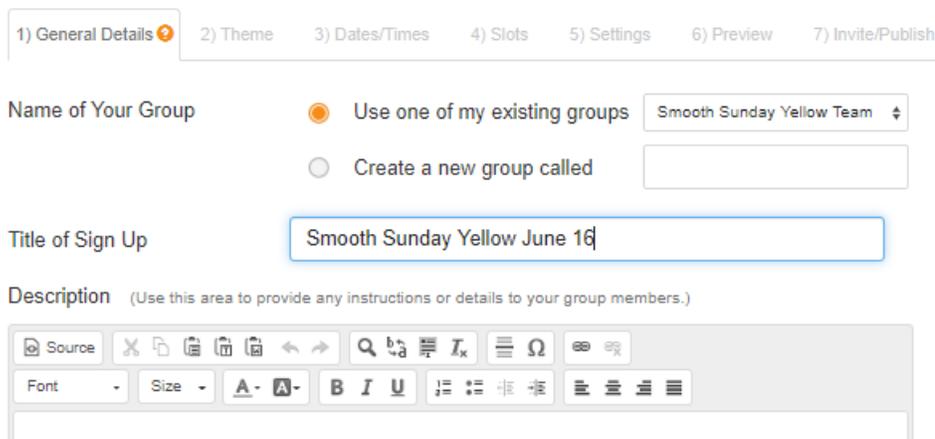
## Creating your Task Sign up

In the next steps you will add a title, date and time, Sunday tasks, and send the invitation.

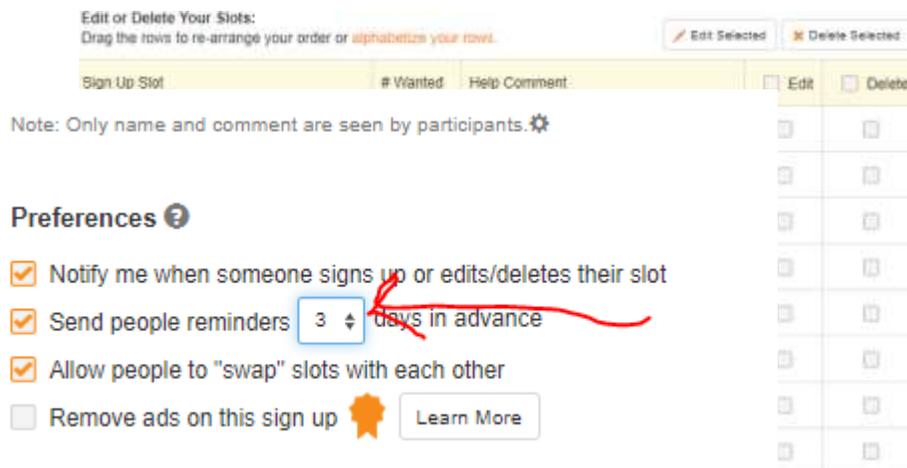
1. Click on the “Create a Sign Up” button on the top right menu bar.



2. Be sure your Team name is in the existing group window. Now enter a title. This will be the subject line of the email invite, so it's a good idea to include the date.



3. Scroll down to click the “Continue” button.
4. Choose a theme. We've been using the popular theme called “Appointment III.” But you can choose any. Some are not free and will prompt you to buy when you click. Click “Continue.”
5. On the Date/Time screen, click “One Time” and enter the date and time of your Sunday. It's a good idea to enter 9-11 a.m. so people know to come early. Click “Continue.”
6. Enter the tasks and how many people are needed for each. Enter additional information in the Help Comment column.



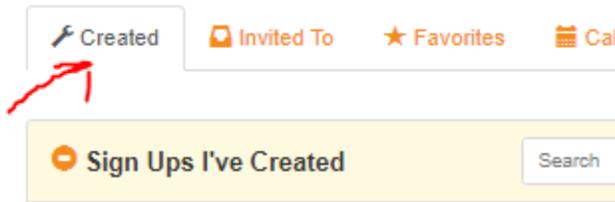
7. Review your settings. You may want to change the number of days your team members will be reminded after they sign up.
8. After you click “Continue” you will see a preview of your sign up. If it looks ok to you, click PROCEED TO INVITE AND PUBLISH.

9. Enter the email message you would like to send your team members. Click on TAKE MY SIGNUP LIVE AND SEND EMAILS.
10. **TA DA!!** You're done.

How to duplicate your sign up for your next date.

Once you've created one signup, you can simple duplicate it the next time you host a Sunday.

1. Find your signup by clicking on the "Created" tab.



2. Click the three dots next to your sign up, then click Duplicate.



3. Enter the NEW TITLE. Be sure to include the date. This will be the subject line of your email message. Click on "Create Copy." As soon as the "pending" message disappears, click on "Back to Sign Ups Page." You will see your copy with a green box that says "NOT PUBLISHED." Notice that the date still specifies the date of the event you copied.

### Duplicate a Sign Up

Sign Up to Copy:

|         |                              |
|---------|------------------------------|
| GROUP:  | Smooth Sunday Yellow Team    |
| TITLE:  | Smooth Sunday Yellow June 16 |
| STATUS: | Live                         |

New Sign Up:

NEW TITLE:

NEW GROUP:

NEW STATUS:

4. To change to your new date, click the pencil next to the event. Click the Date/Times tabs and enter your new date. Click "Update."

5. You might want to check your slot in case you'd like to make changes. To edit, click the check box next to the item, then click Edit Selected.

Limit of 20 slots per group  
Drag the rows to re-arrange your order or [alphabetize your rows](#). 

| Sign Up Slot          | # Wanted | Help Comment                           | <input type="checkbox"/> Edit       | <input type="checkbox"/> Delete |
|-----------------------|----------|--|-------------------------------------|---------------------------------|
| Flowers               | 1        |  | <input type="checkbox"/>            | <input type="checkbox"/>        |
| Setup Sanctuary       | 1        | Arrive by 9.                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>        |
| Setup Fellowship Hall | 2        | Arrive by 9. May be setup Saturday PM. | <input type="checkbox"/>            | <input type="checkbox"/>        |

6. Click Update, check your Settings and click Update again.
7. You can now Proceed to Invite and Publish and send your email.