During COVID-era worship, St. Anne’s needs volunteers to serve as on-line greeters (remotely) and audio-visual monitors (in the Nave) during Sunday worship services. Below is an outline of what will be expected of folks who volunteer for these positions. If interested, please sign up using the Sign Up genius link provided.

On-line Greeter:

**St. Anne’s Greeter Guidelines**

**Updated Jan.5, 2021**

1. Log on to the Zoom link no later than 9:50AM.
2. Unmute yourself and have your video on so that attendees may see you as you speak.
3. When you are connected to Zoom, try to greet people as they come on. If you don’t know someone, note the screen name they have. Try to keep a list of the screen name/names of people you don’t know.
4. Shortly before 10, write something like this in the chat box “to everyone”:  *If you are new to St. Anne's, we welcome you!  St. Anne’s website provides information about our worship and community. Weekly announcements and service links are under " what's happening".   If you have a specific question during our service this AM, please use the chat box and address me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  I will reply as soon as I am able.*
5. Repost the welcome statement  2 more times during the service and again during the coffee hour if visitors stay.
6. Newcomers/visitors may be shy;  others like to say they are new to St. Anne's.  So, if you feel so inclined, you can say something during the pre & post service chat time:  “ *”If you are new, feel free to introduce yourself to our community.*
7. During Peace time, if the visitor/newcomer has introduced themselves, try to offer them a peace greeting.
8. Immediately after the service, if those who have introduced themselves are still present, try to engage them in that social time and thank them for joining us in worship.
9. If visitors share their contact information with you, please send that information via email to Mark and Ginny for follow-up.

Audio-Visual Monitors: This new position helps our on-line worship go more smoothly, enabling the rector and deacon to focus on leading worship. (This volunteer will be in the nave during the service and can receive the Host in person at Eucharist.)

**St. Anne’s Audio-Visual Monitor Guidelines**

**Jan.5, 2021**

1. Bring your tablet or laptop (cell phones are not always adequate for this job) and earphones.
2. Arrive at the rear entrance AT LEAST 25 minutes before the service begins and complete the contact tracing sheet on the table by the choir room entrance. Hand sanitizer is available there.
3. Set up at the table on the left side of the nave; there is an outlet there if your device needs electricity. Select and connect to the church’s “staff” or “alt. staff” network using the password taped to the tabletop. Wear your earphones throughout the service. (Note: earphones work better than ear buds because they better mask the half-second delay in sound which, over the course of the service, becomes distracting and wearisome.)
4. Participate in the pre-service sound check as requested.
5. The rector will add you as a co-host in Zoom. When the service begins, should any parishioners forget to mute themselves, please mute them or request that they mute themselves. Repeat this function after any points in the service parishioners have unmuted (i.e., Prayers of the People, the Peace, and reading the mission statement before Eucharist).
6. Please refrain from participating verbally in the service; there is a half-second delay over Zoom. Thus you will be a half-second behind others in the nave, causing a distraction for all present.
7. On the table are placards and a marker for you to communicate any malfunctions you hear via Zoom to the altar party. (“MIC NOT WORKING” and “YOU ARE MUTED” signs are at the table; the additional placards are for communicating other issues as they arise.
8. You are invited to participate in communion.
9. After the service, please sanitize the table and marker and depart by the back door.