



**unity**®

**Spiritual Center**

**Georgetown**

*A spiritual breath  
of fresh air*

**VOLUNTEER HANDBOOK**

**2023**

## Contents

Vision Statement.....	2
Mission Statement .....	2
Volunteer Program Overview .....	2
Breeze .....	3
Ushers/Counters .....	4
Greeters .....	6
Reader .....	7
Sunday Service Set-Up Support .....	8
Technical Support Team .....	9
Hospitality Committee .....	10
Bookstore .....	10
Photographer .....	11
Children’s Ministry Volunteer .....	11
Welcoming Committee .....	12
Service Coordinator .....	12
Benevolence Committee.....	13
Fun & Fellowship Committee.....	13
Angel Team .....	14
Volunteer Agreement .....	15
Appendix .....	16
Contribution Report	
Sample Order of Service	
Bookstore Inventory and Sales Report	
Sample Welcome Email	
Sample Guest Form	
List of Past Organizations	
Event Submission Form	
Volunteer Agreement	

## Vision Statement

Centered in God, we co-create a world of love, peace and abundance.

## Mission Statement

We are a thriving, spiritual community, inspiring and empowering individual and global transformation as exemplified by the life and teachings of Jesus.

## Volunteer Program Overview

Unity Spiritual Center Georgetown appreciates your willingness to volunteer to support our ministry. As a volunteer, you may contribute as much or as little time as you choose. You can serve in whatever way you are most comfortable. We encourage you to give of your known skills and talents, but also to stretch yourself whenever possible. We hope that you will find a way to serve your spiritual community in a way that helps others, but also contributes to your personal and spiritual development.

Typically, the volunteers who support our Sunday Celebration as Ushers/Counters, Greeters, Readers, etc. are put on a rotating schedule. How often you are scheduled to serve depends upon how many people are in the rotation. If you know that you are only available to serve on certain Sundays or are not available during particular seasons, please let us know your limitations. We are happy to work with you!

We do ask that you confirm your participation each week in response to the reminder that will be electronically sent to each volunteer. If you are unable to fulfill your commitment as scheduled, please let the Administrative Assistant know as soon as possible. Forms for submitting "black out" dates (dates when you know you will not be available) are on the welcome table each week. You may also use the BREEZE church management system to update your status.

We ask that each volunteer sign and submit the agreement at the back of this handbook. No one is required to volunteer or serve at USCG. However, if you offer to volunteer and be of service, please know that we count on you to honor your agreement and commitment. If, for any reason, you are unable to serve at any particular time or for any length of time, we simply ask that you let us know.

USCG will begin publishing a Volunteer Newsletter on a regular basis shortly. Stay tuned!

## Breeze

- [Log in](#)
- [User request](#)
- [Forms](#)
- [Events](#)
- [Membership Directory](#)
- [Black Out Dates](#)
- [Retrieving Volunteer Schedule](#)

## Ushers/Counters

Time commitment: 1.5 hours per assigned Sunday.

The goal of your job is to:

- Count and record attendance.
- Collect, count and record the offering.
- Assist with the distribution of materials during the service if necessary.

**Please arrive at least 15 minutes prior to the start of the service.** Upon arrival, locate the counting container; it will be in an area with minimal interruptions. It is important that you are not interrupted while counting. There is a paper sign to put out on the table, if necessary, asking people not to disturb you until you are finished.

You can start to prepare by taking out a blank envelope, counting form, bank stamp, pen, calculator (have it plugged in), and picking up the two usher bags.

After the service starts, **count the number of people in attendance** (total), and note the number of children and visitors included in the count.

As USHERS, at the conclusion of the lesson, move to the BACK OF THE ROOM. Once the offering affirmation is said, start passing the bags down alternating rows, working your way forward. The bags should pass ACROSS THE AISLE, and the usher on the opposite side will hand it up to the next row. When you get to the FRONT of the room, step forward so Rev. Tommy and the congregation can bless and dedicate the offering, then immediately take the offering bags to the designated area for counting. It is essential that both ushers/counters stay together while in possession of the bags. There should be no exchanges of funds and no cash taken out of the offering for any reason.

### **COUNTING PROCESS – Complete the Form**

Enter the number of persons in attendance, sign and date the form.

Empty both bags, turning them inside out to make sure nothing is left inside either of them.

Donation envelopes: Open the envelope(s) and add the contents to the appropriate pile. If the envelope contained a check, you may throw out the envelope. If it contained cash, and the person's name was on the envelope, write the amount on the envelope as well, and save it. Include such envelopes with the monies in the envelope for the Treasurer, so they can document the donation for that person's year-end receipt.

**Checks:** Make sure the information on each check is complete and accurate, e.g., payee, date, and signature; and note if the contribution is for a cause other than the regular Sunday Offering, e.g., fruit and veggies. Checks can also be for other donations. Those contributions need to be noted separately on the form. Stamp each check on the back for deposit. Add up the checks on the adding machine, creating a printed tape. The tape will tell you the number of checks, as well as the total. Enter the number of checks and total amount on the form. Run the calculation a second time (or have the other person do it), to confirm the correct amount.

**Cash Money:** Put the bills in order by denomination and facing the same direction. Count the cash out loud and together. For each denomination enter the number of bills and subtotal amount on the form. Use the adding machine to add up the total amount of cash.

Use the adding machine to total checks and cash together and write the total amount on the form.

### Enter Offering Information into Breeze.

Counters may download the Breeze app on their cell phone. Only one counter needs to send the report in. *If you are unable to log on to Breeze, please see a Sunday Service laptop operator to log in the report from one of the laptops.*

Log into Breeze, go to Forms. Scroll down to **Sunday Contribution** and highlight VIEW FORM.

Enter the Date, Attendance, Check dollar amount, Cash dollar amount and Total dollar amount. Note anything unusual in the comment section (e.g., funds received for other categories).

### Press **Submit**

Place checks, cash, envelopes, if any, and adding machine tape, inside the folded report, put in the large envelope and seal. Put the date on the outside of the envelope and hand it to the Treasurer.

Pack up the counting bin. You are finished!

\*Contribution Report

The image shows a screenshot of a web form titled "Sunday Contribution". The form has a green header bar with the title. Below the header, there are several input fields, each with an asterisk indicating it is required. The fields are: "Date", "Attendance", "Checks", "Cash", "Total Sunday Contributions", "Comment", and "Misc. Income". At the bottom right of the form, there is a green "Submit" button.

## Greeters

Time Commitment: 0.5 hours per assigned Sunday.

The goal of your job is to:

- Keep the welcome table looking neat.
- Be familiar with event fliers, sign up sheets, and literature on the welcome table.
- Make sure everyone feels welcomed.
- Keep traffic moving through the foyer and into the sanctuary.

**Please arrive at least 15-20 minutes prior to the start of the service.** Make sure the welcome table is set up with name tags, pens, containers for collecting recycling items, etc. Familiarize yourself with the information on the table – booklets, event fliers, etc. Keep it looking neat.

As people arrive, greet them, introduce yourself, ask them if they would like a name tag. You can offer to write it out for them or direct them to the pens and labels on the table. Encourage them to look at the other materials on the table.

Let them know we have a Prayer Box for any prayer requests they may have. NOTE: Prayer requests are kept by our prayer ministry and prayed over for 30 days. They are then forwarded to Silent Unity where they are prayed over for another 30 days.

If they are new, make them feel welcome and introduce them to someone else nearby. Invite them into the “sanctuary,” to take a seat “as the service will be starting shortly.”

## Reader

Time Commitment: 1 hour per assigned Sunday.

The goal of your job is to:

- Assist the Minister with the Opening Welcome
- Read the Announcements
- Read the Daily Word and Affirmation

**Please arrive at least 15 minutes prior to the start of the service.**

The Order of Service is emailed out to participants on Friday or Saturday prior to the Sunday service. Please review it BEFORE Sunday morning and make yourself familiar with the script.

At 10:30 a.m., meet the Minister at the podium. Rev. Tommy will ring the bell to call the congregation to order. He will then start the opening Welcome. The Reader assists the Minister with the opening Welcome message by reading alternating paragraphs.

Continue with the script by asking if anyone is visiting or attending for the first time. Ask them to share their name and where they're from and how they heard about us. **Repeat the information out loud, into the mic, for the live stream.** Ask if there are any other new people. When finished with the welcome, go on to the announcements.

Read through the announcements. After the announcements are finished, please remain up front for the first congregational song. You may then have a seat (there are two chairs placed behind the altar), until it is time for you to read the Daily Word.

After the Chaplain and the congregation affirm our Vision and Mission Statements, you read the Daily Word, read the affirmation through once, and then ask the congregation to repeat it with you twice more.

After the affirmation is concluded, you may return to your seat in the congregation.

\*Sample Order of Service



## Sunday Service Set-Up Support

Time Commitment: 0.5 to 1 hour (before/after service) per assigned Sunday.

The goal of your job is to:

- Assist in setting up the “Sanctuary” prior to the service and/or assist in setting it back to rights afterwards

**Please arrive by 9:00 a.m. to help set up tables and chairs.**

1. Pull the chairs to the left and right of the room, away from the tables.
2. Fold up all of the round tables and move aside.
3. Place one long, narrow table in the back of the room for the sound equipment. Make sure it does not block the doorway out the back of the room to the patio. Place two chairs at the table.
4. Place one long, narrow table in the foyer for the welcome table.
5. Center one long, wide table in front of the fireplace for the altar. Place two chairs behind the altar, in front of the fireplace on either side.
6. Center the aisle on the altar, and set up 7 rows of chairs, starting at the edge of the pillar after the second window. Place 5 chairs on the right side of the aisle and 2-3 chairs on the left side of the aisle. (Two chairs in each of the first 4-5 rows, three chairs further back.) Make sure there is room inside the double doors for ingress and egress.
7. Place the rolling podium and a chair in the alcove to the left of the altar for the PowerPoint presenter/laptop.
8. **AFTER THE SERVICE** – replace five round tables with 7 chairs around each, as shown in the room photos on the wall. Put long tables back where they were found.

## Technical Support Team

Time Commitment: 3 hours per assigned Sunday.

The goal of your job is to:

- Help set up Sound and Video equipment
- Conduct Sound and Video checks prior to service
- Set Up laptop for LiveStream (OBS) to YouTube and record video of service
- And/Or Run PowerPoint presentation during the service

**Please arrive at least 1 hour prior to the start of the service.**

A detailed procedure document will be provided at the time of special training for this job.

## Hospitality Committee

Time Commitment: 0.5 to 1 hour (before/after service) per assigned Sunday.

The goal of your job is to:

- Set up and clean up coffee service
- Set up and clean up food items
- Set up and clean up paper goods
- Work with team members to schedule food contributions and volunteers to do set up and clean up

**Please arrive at least 30 minutes prior to the start of the service.**

Hospitality/Fellowship gatherings will be held on the first Sunday of each month, in honor of Birthday Sunday. This may change in any given month if the room is not available. The gathering will take place in the Mesquite Room, behind the kitchen.

If necessary, prepare the Mesquite room by moving chairs to the side and back of the room, leaving the center area clear for mingling. Place food items on the tables closest to the kitchen. Set up a table right inside the room with the coffee service. Set up the coffee pot and get it started brewing. If we're using a Keuring, place pitchers of cold water next to the machine to refill the water.

## Bookstore

Time Commitment: 0.5 to 1 hour (before/after service) per assigned Sunday.

The goal of your job is to:

- Create a pleasing display of books and pamphlets
- Make sales to congregants
- Record sales and turn money into the Treasurer
- Pack up the books and pamphlets after the service

**Please arrive at least 15 minutes prior to the start of the service.**

We do not plan to stock a lot of books. The volunteer will need to be able to accept checks and make change for cash purchases. We may also set up a POS on Breeze at a later date.

\*Bookstore Inventory and Sales Report

## Photographer

Time Commitment: dependent upon nature of event.

The goal of your job is to:

- Create a photographic record of church events
- Provide photographs to the Administrative Assistant for use in Social Media

## Children's Ministry Volunteer

Time Commitment: 1 hour per assigned Sunday.

The goal of your job is to:

- Provide a fun and safe environment for our children to learn about their own spirituality.

**Please arrive at least 15 minutes prior to the start of the service.**

Donna Sue Weaver is currently the Children's Ministry Coordinator and is responsible for the children's curriculum. Mimi Spires assists in this job as well. Two adults are required to be in Sunday School with the children at all times. "Teachers" take the children to another room at the appropriate time in the service. They are notified when the offering collections starts so that they can bring the children back to the service to share what they did during Sunday School.

Volunteers for the Children's Ministry are required to fill out a background check authorization which is submitted to a contractor for processing.

## Welcoming Committee

Time Commitment: 0.5 to 1 hour per week.

The goal of your job is to:

- Make (collate) welcome packets
- Send out welcome emails
- Send out one follow up email

Welcome packets (pre-printed envelopes) contain:

1. A tri-fold brochure about Unity
2. A back issue of the Daily Word
3. A bookmark
4. A guest form is paperclipped to the front of the envelope

\*Sample Email

\*Sample Guest Form

## Service Coordinator

Time Commitment: 1-2 hours (before/after service) per Sunday.

The goal of your job is to:

- Facilitate Sunday and Special services
- Coordinate supplies and volunteers
- Head up Sunday Celebration Ministry

**Please arrive at least 45 minutes prior to the start of the service.**

1. Coordinate and supervise set up of sanctuary
2. Verify technical set up and sound check – give the Service a “green light”

## Benevolence Committee

Time Commitment: 1 to 2 hours per week.

The goal of your job is to:

- Locate and vet charitable organizations outside the church for Unity to support each quarter (4 per year)
- Propose the organization to the Board for approval
- Coordinate the donations to the organization
- Prepare a write up of the organization for the website and newsletter
- Arrange for a guest speaker from the organization to address the congregation at a Sunday service
- Coordinate various charity drives (e.g., Teddy Bears, Food Bank, Toys at Christmas, Winter Jackets, etc.)

\*List of Past Organizations

## Fun & Fellowship Committee

Time Commitment: TBD

The goal of your job is to:

- Meet monthly to brainstorm and suggest events for Board approval
  - In-house concerts
  - Community events
  - Fundraisers
  - Theater trips
  - Potlucks
- Fill out and submit event form
- Calendar and coordinate events
- Recruit volunteers to assist with events if necessary
- Coordinate car-pooling to events

\*Event Submission Form

## Angel Team

Time Commitment: TBD

The goal of your job is to:

- Serve the needs of the congregation whenever possible by
  - Providing non-emergency transportation for medical appointments
  - Car-pooling to service or events
  - Shopping / Running errands for homebound congregants
  - Providing meal preparation
  - Providing companionship

The Angel Team Coordinator keeps a list of Angel Team members and their contact information. When a congregant has a need, they inform the Coordinator who then sends out an email to the team with a request for assistance. Angel Team members respond if they are available and put in direct contact with the person in need.

To sign up as a team member, please provide your contact information and preference (text, call or email), to the Angel Team Coordinator.

## Volunteer Agreement

I, \_\_\_\_\_, agree to be a volunteer with *Unity Spiritual Center Georgetown* and commit to the following:

- To help USCG fulfill its vision and mission statements.
- To perform my volunteer role to the best of my ability.
- To adhere to the organization’s procedures and standards.
- To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangements can be made.

My agreed voluntary time commitment is variable, depending upon the role assigned to me, as noted in the handbook provided. Sunday services may require 0.5 to 3 hours of service on a rotating weekly basis.

Volunteer role(s) I agree to participate in:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Sunday Greeter       | <input type="checkbox"/> Service Coordinator      | <input type="checkbox"/> Benevolence Committee      |
| <input type="checkbox"/> Sunday Reader        | <input type="checkbox"/> Hospitality              | <input type="checkbox"/> Fun & Fellowship Committee |
| <input type="checkbox"/> Usher/Counter        | <input type="checkbox"/> Children’s Sunday School | <input type="checkbox"/> Angel Team                 |
| <input type="checkbox"/> Room Set-Up          | <input type="checkbox"/> Bookstore                |   |
| <input type="checkbox"/> Power Point Operator | <input type="checkbox"/> Photographer             |   |
| <input type="checkbox"/> Technical Support    | <input type="checkbox"/> Welcoming                |   |

This agreement is binding in spirit and honor only, is not intended to be a legally binding contract between us, and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Agreed to by:

\_\_\_\_\_  
 Volunteer Signature

\_\_\_\_\_  
 President, USCG

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Contact Information (provide all information, check preferred method of communication)

	Home phone	
	Cell phone	
	Email	
Please provide me with the Volunteer Newsletter via: <input type="checkbox"/> email <input type="checkbox"/> hardcopy on Sunday		



## Appendix

- Contribution Report
- Sample Order of Service
- Bookstore Inventory and Sales Report
- Sample Welcome emails
- Sample Guest Form
- List of Past Organizations
- Event Submission Form
- Volunteer Agreement