

# Pod Worship Service Set-up Guidelines

Revised August 2024

## Background and Task Description

Each group of individual volunteers signed up for a particular Sunday morning worship service is referred to as a “Pod”. Pods are responsible for opening up the library, setting up for the worship service, greeting attendees, providing light snacks and drinks for Coffee Hour following the service, and then taking down and putting away the Fellowship items into the storage closet off of Porter Hall and locking up the library. New volunteers are trained in the details of the procedures by signing up for a Sunday morning and being mentored by more experienced volunteers. Our aim is to have at least three volunteers per Sunday. Pod participation is an essential element in the Fellowship’s ability to hold its worship services; and the sign-up schedule sheet makes it easy to pick your monthly date of choice. It’s also an enjoyable way to meet other folks and contribute to the life of the Fellowship. The Congregational Life Team manages our PODs. Contact Jill Linzee (of the CLTeam) at [jlinzee@comcast.net](mailto:jlinzee@comcast.net) with questions or about getting involved.

• **The Pod schedule sign-up sheet is on the MUUF Google Drive.** Here is the link:

<https://docs.google.com/spreadsheets/d/1i4omWNELm8AEwzCiB15jGcW5yFRujn1EK-3bfKDIEXw/edit?gid=0#gid=0>

ALSO - Passworded access to the POD Sign-up Schedule via the MUUF website <https://uumidcoast.org/> (under the *Worship* or *Members & Friends* tabs. Use the “Request Access” option under the *Members & Friends* tab to obtain your password, if you don’t already have it.). The goal is to have to have at least three people signed up for each Sunday service. Each Sunday Pod should verify on the schedule sheet that (a) they are “all set” and (b) someone has keys to Skidompha Library. Contact the Fellowship’s Webmaster [webmaster@uumidcoast.org](mailto:webmaster@uumidcoast.org) or President if you have questions.

• Pod members should arrive at the venue around 9:30 AM and unlock the doors (rear entrance, Porter Hall, closet, and kitchen). (\*See below for emergency facility problems.) It takes approximately 30 minutes or more to set up. The remaining time before the start of the service should be devoted to welcoming attendees, especially folks you don’t recognize.

• Each week’s Pod provides and serves light refreshments (e.g. crackers and cheese, fruit, baked goods, fruit juice, sparkling water, coffee, etc.) after the service. The Pod should decide among themselves who will bring what to eat and drink. Pod members are requested to note when we are running low on bulk supplies such as disposable cups, plates, napkins, etc. and either plan to replenish them or at least share that info with the Congregational Life Team.

### **Before the service:**

- Take note of what things look like when we arrived so that we can re-set them.
- Place the two MUUF exterior signs outside, one next to the front stairs of the library, the other in the rear parking lot near the edge of the sidewalk.
- Tape the two interior “Library Closed” signs to the library doors (front and rear entrances).
- Set up the two BlueAir air filtration units – one on either side of Porter Hall – and plug them in. (They turn on automatically when plugged in, i.e. no separate power switch.)
- Set up the screens behind the podium (optional).
- Remove the padded cover of the piano, and move the piano and bench into Porter Hall.
- Position the hymnals cart near the inside of the sanctuary entrance.
- Set up a table (with a table cloth) next to the hymnal cart for the Orders of Service.
- Set up the podium, table (with table cloth) with bowl, water and stones, chalice, collection baskets, banners, etc.

- Set up a table against the wall near the podium and place the TV monitor on it (plugged in). Zoom Hosts will turn it on and set up the camera and laptop.
- Set out name tags, including blanks for visitors and a sign-up sheet for those who would like to request a new or replacement name tag. Also, set out the guest book.\* [*see below*]
- Set out any information boards or other information about the Fellowship or the UU faith in the lobby .
- Set up the refreshments table (with table cloth). Collect the materials for serving refreshments.
- Make or bring coffee if that is being offered (individual pod decision).
- **GREETER - Provide a greeter at the entrance.** Greeters should welcome any new visitors. Guide them to filling out a name tag, ask them to sign our Guest Book, point out the restrooms, show them the worship space as well as hymnals, and hand them print copies of the Weekly Newsletter and Orders of Service. Help them feel at home, perhaps by introducing them to others at Coffee Hour. [Greeter will also bring some of food or beverages for after the service.]
- One of the week's Pod members should keep an eye in the exterior door to make sure strangers don't wander into the library space during our service. About 10 minutes into our service, lock the exterior door.

#### After the service:

- Take everything down, store it away, clean up the remaining refreshments materials, take any refreshments trash home for disposal. Take care to keep the storage closet as tidy and organized as possible.
- If any of the bulk supplies such as napkins, cups, paper plates, coffee, coffee filters are getting low, either plan to restock it yourself or notify the Congregational Life Team (Jill Linzee, [jlinzee@comcast.net](mailto:jlinzee@comcast.net))
- Generally, return the spaces to how we found them.
- Turn off the lights and lock everything up (storage closet, kitchen, Porter Hall, and entrance doors) when the last person is out.

**\*Name Tag Rack** – Please find a place in the lobby to set this up and don't place it inside Porter Hall. Having it inside Porter Hall has caused some issues with folks using that as a greeter station and the bottleneck of people gathering there and talking has been an issue when the choir needs to rehearse in there, or the minister needs a quieter space to talk with the Welcomer about the service. The food pantry table on left in lobby can be used (anything on it can be temporarily placed in kitchen). Or if side table on right in lobby has too many things on it (usually related to art display), a small table can be set up for Name Tag Rack, etc.

#### **\* SKIDOMPHA LIBRARY CONTACTS IN CASE OF AN EMERGENCY FACILITY PROBLEM**

Pod volunteers have relatively rarely encountered problems at the library on Sunday morning that necessitated help from someone familiar with the facility. Examples include no heat in Porter Hall, blaring alarm in the foyer/lobby, and no electricity. (Skidompha does not have a back-up generator.) Should you arrive at Skidompha for POD duty and encounter a facility-related problem for which you need some help resolving, *please call AND text right away the following people in this order:*

|  |                       |
|--|-----------------------|
| <b>Mr. Matthew Graff (Executive Director)</b>        | <b>(515) 383-7330</b> |
| <b>Mr. Rem Briggs (volunteer facility assistant)</b> | <b>(207) 380-3771</b> |

Matthew Graff has been made aware of our occasional need and will try to respond quickly. If he doesn't respond quickly, he has delegated Rem Briggs to be notified in order to help out with resolving the problem.