

**St. John of Shanghai & San Francisco Brotherhood**  
St. Vladimir Church ~ Ann Arbor, MI

**Sunday Duties**

Each team should arrive Sunday morning no later than 9:00AM

**Before Services**

- Please see Fr. Gregory in altar and *receive a blessing* before beginning work (if possible/practical). He might have a specific request to fulfill before Liturgy starts.
- Shovel Snow and salt walkway if needed
- Let Karl, Konstatin or head brother know if we need salt, candles, oil, etc.
- Take a walk around the church – address any issues that you find (garbage, etc.)
- Fill candles (all candles should point with the wick outward)
- Take down old candle stubs from candle stands and place in recycle bin
- Clean glass on icons
- Sweep floor
- Shake rugs if needed
- Clean and fill oil lamps
- Perform any other duties as needed

**During Services**

- Greet and help parishioners (and especially newcomers) throughout the service
- Take up collection and give money to kiosk personnel
- Move people to the front of the church (don't let them congregate in the back near the kitchen) *as lovingly as possible*
- Make sure good order is observed during the service (ask those who are talking not to talk, help moms with crying babies get to the nursery, etc.).
- Please be kind, especially to those who are ignorant of proper Church Order.  
Most people “misbehave” due to ignorance, not malice.

**After Services**

- Move icons and candle stands out of the way (if needed) if coffee to be served in church. NOT NECESSARY IF COFFEE TO BE SERVED OUTSIDE.
- Put up tables and chairs for coffee hour; help sisters if they need help.

**After Coffee Hour**

- Take down tables, put away chairs
- Sweep/clean floor
- Place icons and candle stands back to their places
- Shake out rugs
- Fill candles