

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

*Each team should arrive Sunday morning no later than 9:15 a.m.*

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 or Konstatin 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.
- ❑ **When the ektenia “Having called to remembrance all the saints...” (the ektenia after “It is truly meet...” and the trezvon) pass out “Our Father” sheets so all can sing together. Retrieve these while the clergy partake of Holy Communion (after the curtain is drawn).**

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 for coffee hour

After Coffee Hour

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