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## WORSHIP ROLES AND TEAMS

### **Worship Assistant**

**Why/Goal of the position:** Manage the details of worship preparation on Sunday mornings.

#### **Reporting Relationships:**

Worship Assistants report to Pastors, connecting with them in person, by phone, or via email in the week prior to Sunday worship to receive a list of worship details.

#### **Duties/Responsibilities:**

1. Arrive by 8:00 AM for the 9:00 AM service/10:00 AM for the 10:30 AM service.
2. Connect with any speakers for the morning; review/rehearse directions for moving to lectern and/or using the microphone.
3. Turn on the projection system, including the computer and projectors. Ensure that the sound technician and projectionist are in place and have what they need to do their jobs.
4. Ensure that the takeaways are in place and ready to go.
5. Light candles on the worship table or turn on any special lighting.
6. For communion on the first Sunday of the month, set up 8 glasses of grape juice and 4 bowls of bread and deliver them to the worship table. Also deliver hand sanitizer to the worship table.
7. Check in with musicians to assure they have what they need and verify how transitions will be handled.
8. Put bulletins on the usher shelf.
9. Set up name tag table and on it place name tag boxes and markers.
10. Check materials on the welcome desk to make sure items are replenished.
11. Check in with pastors for any last minute changes or concerns.

#### **What materials they need access to (materials, passwords, keys, etc.):**

1. Keys to office suite.
2. Code for office security system.
3. Copier code.
4. Key to sound closet and worship closet (same key).
5. Access to church directory.
6. Access to phone and email.

**What training is involved for the role:**

Training will be provided by Pastors initially. After one or two people have been trained, these individuals will become the team leaders who recruit and train a team of worship assistants.

**Team members will be trained in:**

1. Communion elements
2. Sound system
3. Projection system
4. Copy machine
5. Security system
6. Worship closet
7. Electrical closet
8. Worship table