



Writer

Why/Goal of the position: Writing Team assists the pastors in writing worship elements.

Roles on Team:

- Writer Coordinator
- Volunteer Writers
- Pastors

Reporting Relationships:

- Writer Coordinator: Reports to the pastors. Coordinator is a member of theme team.
- Volunteer Writers: Report to the Writer Coordinator. Some members might

Duties/Responsibilities:

Writer Coordinator

- Schedules writers for worship series and Sundays. Gives the writers the deadline on when their materials must be turned in to Pastors.
- Provides the writers with the theme sheet and resources for writing.
- When applicable, listens carefully to congregational feedback.

Volunteer Writers

- In collaboration with Pastors and Coordinator, write the call to worship, invitation to offering, prayers/transitions, breakthrough prayers, prayer of dedication, and theme opening.
- When applicable, incorporate explanation of take-aways.
- Make written material “user-friendly” for the non-believer/seeker, connecting with all present.

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

- E-mail address and contact information for pastors and coordinator
- Access to theological materials and worship resources.
- Coordinator: access to Planning Center Online

What training is involved for the role:

- Sensitivity to the way word is perceived.
- Familiarity with worship resources.
- Coordinator: Planning Center Training
- Content Guidelines below.

Content Guidelines for the Writing Team

1. What's a given? 10 Days prior to worship gathering, materials need to be submitted to both Pastors. klamon@beingthehope.org and Dwetterstrom@beingthehope.org
2. Pastors have editing rights, and likely make some edits. This is a norm/value of all the worship teams.
3. Write with our target mission field in mind. Families with young children. Those who might not be connected to a church. Those checking us out. The seeker. What words do they need to hear and read?
4. Use words that carry cultural relevancy. Super church-y words tend not to sink in with people without explanation.
5. Stay close to the theme sheet. It's the glue that holds us all together. While you might have a great idea that's close to the theme, it's important you stick right to the them. When people are asked to make intellectual jumps, things don't make sense.
6. Use inclusive language. We don't use "he" for God. We don't use "man" for humans. Jesus is a "he." The Spirit can be a "she" or "it."
7. Use a variety of names for God.
8. Avoid complex sentences.
9. Anything that is call-and-response should be no more than 7 sentences/phrases.