



*Living God's Word,
Sharing God's Love*

DETAILED MINISTRY DESCRIPTION

Worship Team Leader

Team Vision

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Title

Worship Team Leader.

Purpose

Plan, coordinate, and supply worship services.

Responsible to

Both the Sr. Pastor and Associate Pastor, Church Council.

Description of duties

- Coordinate music for regular and special church services--includes all choirs, hand bell choir, and organ.
- Provide and train acolytes --prepare acolyte schedule and mail to participating acolytes.
- Provide scripture readers for services.
- Provide Communion Elements--set up, clean up, and reset sanctuary; purchase elements as needed.
- Provide and train ushers for regular and special services.
- Provide Wedding director for weddings to ensure that our church wedding policies are adhered to by the wedding parties ---Wedding director oversees set up of wedding and is responsible for making sure sanctuary (and other church areas used) is reset for Sunday services.
- Plan, coordinate, set up and supply special services --Includes Christmas and Lenten services and all other special services planned by pastors.
- Maintain outdoor signs.
- Purchase flower calendar for sanctuary flower donations.
- Review, update, and request policies pertaining to all worship areas.
- Meet periodically to discuss matters pertaining worship areas (meetings are set by the pastors).
- Maintain and order supplies for worship services.
- Oil candles, acolyte lighters, change banners and paraments weekly for worship service -- clean brass candle holders and alter glass as needed.
- Prepare candidate names for baptism banner - When there is a baptism, the name of the candidate is pinned in black letters on the banner and place in the sanctuary.

- Change paraments and banners for funerals (pastors will ask if they need you to help with this).
- Determine yearly budget and submit request to Finance Committee.
- Replace pew pens and envelopes as needed.

Responsibility areas for Worship Team members:

Team Members coordinate the following 10 areas of responsibility.

Music Ministry – Jerry Gatch, Choir Director

- Coordinate music for regular and special church services--includes all choirs, hand bell choir, and organ.

Acolytes – Kathy DeBerry

- Provide and train acolytes --prepare acolyte schedule and mail to participating acolytes.

Scripture Readers – Jay Martin, 8:30 AM

- Provide scripture readers for services.

Communion Team Leaders – Jim & Nancy Caulder

- Provide Communion Elements--set up, clean up, and reset sanctuary; purchase elements as needed.

Ushers – Tom & Sandra Anderson

- Provide and train ushers for regular and special services.

Wedding Directors – Becky Falls & Ann Kelly

- Provide Wedding director for weddings to ensure that our church wedding policies are adhered to by the wedding parties ---Wedding director oversees set up of wedding and is responsible for making sure sanctuary (and other church areas used) is reset for Sunday services.

Special Services and Baptism names – Julie Huber and Melanie Anderson

- Plan, coordinate, set up and supply special services --Includes Christmas and Lenten services and all other special services planned by pastors.

Maintain outdoor signs – Sam Cimburke

- Change outdoor signs as needed.

Budget Responsibilities

- Develop and request budget for the following areas:
 - Acolyte supplies.
 - Anew Worship.
 - Banners.
 - Chancel/Sanctuary Supplies.
 - Copyright License.
 - Music - Adult, Children, Youth, and Hand Bell choirs.
 - Taizé Service.
 - Robe Maintenance.

Annual Charge Conference Attendance

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

Time requirements

- Weekly set up requires anywhere from 10-45 minutes, depending on the service and time of year.
- Special Services require more time and often require a daily commitment (Christmas and Easter Services and decorations).
- Communion duties --For most of the year these duties are once a month, but during Christmas and Lent, communion is held more often. The preparation for intinction and alter communion will differ.
- Wedding Director --this job requires a great time commitment on wedding weekends as the director has to be at the rehearsal and the wedding.
- Team meetings are usually held twice a year and last about an hour.

Term

The team works on the church calendar year, but there is no set “term” for its members.

Training and resources

- Cokesbury Guidelines: *Worship* – An electronic copy is available on the LUMC Equipping Ministry webpage.
- Attend any training provided by the Church Council.

Background Check

Required for this position.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this.

Qualifications, Skills, and Gifts

- Works well with people of all ages, coordinated and team oriented.
- On a personal spiritual journey.
- A personal and growing relationship with Christ.
- Process one or more of the following spiritual gifts:
 - Hospitality (R)
 - Encouragement (D)
 - Faith (D)

* R - Required; D - Desirable

Benefits to the Servant

Satisfaction of doing God’s work while enhancing all worship experiences within the congregation.