

Fall 2015

Worship Associate Tasks & Responsibilities

1. Communicate with speaker. Make sure speaker knows location of church and time of service etc.
2. If payment is required, make arrangements with Tom to prepare a check.
3. Plan elements of the service (readings, hymns, etc). For hymn and other music suggestions, see Kaye.
4. As needed, communicate with pianist or guest musician.
5. Send title and brief description to Kaye for e-newsletter and online calendar.
6. Order of service. If you want to have a printed order of service, you may: (1) use the "skeleton" order of service which is already prepared and copied, (2) revise the OOS template or the insert template (available online at www.oaklandonuu.org/sundayserviceteam) and make copies using the church copy machine, or (3) work with Kaye or the church Administrative Assistant to prepare and copy the order of service.
7. On designated day, arrive early and open up building. (If you do not have key, see Kaye, Tom, or Sherry.)
8. Check the sanctuary and tidy up as needed (e.g., check chalice-lighting supplies, pick up any trash in pews). Set orders of service on greeter table and tidy up as needed.
9. Turn on the sound system and do a sound check with speaker.
10. Touch base with greeter and childcare provider.
11. Line up someone to ring the ball and, if needed, light the chalice.
12. "Run the service," ie, give the opening words, announce hymns, introduce speaker, bring the service to a close, etc.
13. Afterwards: send a thank-you note or email to the speaker and/or guest musicians.
14. Close up building (or make sure someone is designated to do this): turn off lights, lock door.