

# Sunday Morning Worship Ministry

7:45 am **Worship Leader arrives**

- Adjust thermostats as needed / turn on lights
- Unload gear from the trailer to the clubhouse for set up
- Set up production gear

8:15 am **Band arrives**

- Set up equipment and rehearsal

8:30 am **Worship Ministry Team arrives**

***(See Diagram and individual descriptions for detailed instructions)***

- Set up Outdoor and Indoor worship space prior to 9:00am Prayer and store following worship:
  - tablecloths, candles, Cross, Communion Elements on Altar
  - large tablecloth & materials on Welcome Table
  - tablecloth on technology table
  - tablecloth, refreshments, and serving items on table
  - rug, podium/pulpit, small table and cloth for flowers, large 2-piece wooden Cross
  - projector and color lights on, video screen down, audio connected to laptop
  - 2 rolling shelving unit carts -right side of entry doors
  - coat rack– left side of entry doors
  - 3 garbage cans - 1 near bathrooms, 1 near Refreshments, 1 near coat rack
  - vinyl bag sign (over facility entrance sign) / 2 flags / 4 sandwich board signs
  - magnetic door sign / door Crosses
  - 75 - 100 Chairs – half on each side in a semi-circle or rows
  - 2 rolling racks with extra stacked chairs near north / south walls
- Trailer closed – no need to lock, but do not leave open

9:00 am **Pre-Worship Prayer (all serving participate)**

9:05 am **Ready for Early Thirty - Welcome Partners, Friends, and especially Guests**

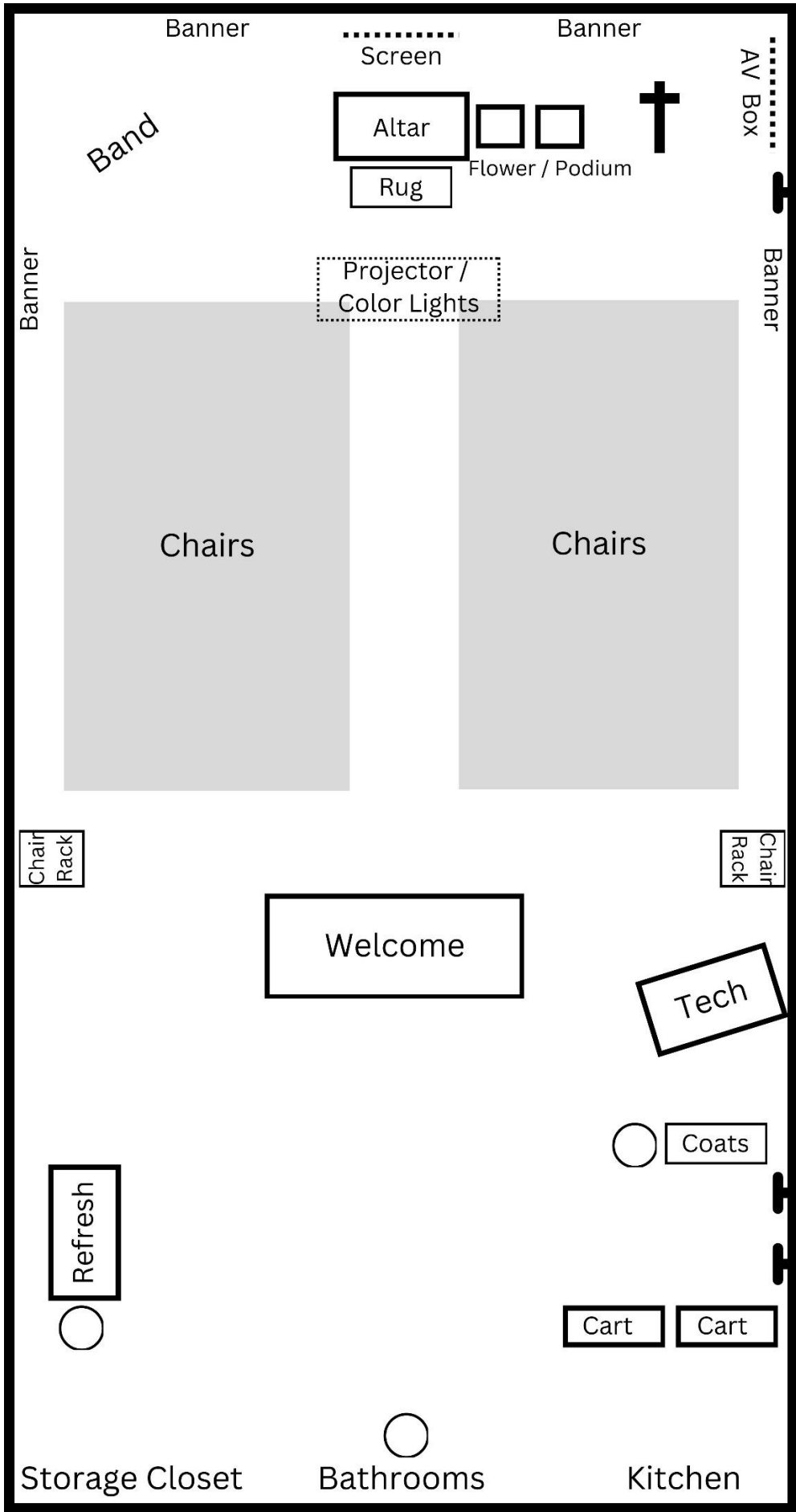
- Wear your nametag
- Outdoor Greeter by entry door – Stay until 9:35
- Trail Greeter (weather permitting) – Watch for those on driveway and path – Stay until 9:35
- All Others - Indoors by entry door, Welcome Table, Refreshment Table

9:25 am **Band begins to indicate transition to worship**

9:30 am **Communion Assistants / Prayers of the People / Slide Operator / Ushers / (Livestream)**

10:45 am **Tear down / Put everything back in its place / storage - All**

11:00 am **Take garbage to the dumpster / lock trailer (worship leader) / lock building**



Banner

Banner

Band

Screen

Altar

Flower / Podium



Rug

AV Box

Trailer

Dumpster

Banner

Projector / Color Lights

Banner

Chairs

Chairs

Chair Rack

Chair Rack

Welcome

Tech

Refresh

Coats

Cart Cart

Storage Closet

Bathrooms

Kitchen

Parking Lot

# Sunday Morning Worship Ministry

We worship God with our whole lives.

**Worship is central to our community life together. We strive to share the Gospel of Jesus in authentic and meaningful ways as we help worshipers honor, glorify and express their love to God.** *And so, dear brothers and sisters, I plead with you to give your bodies to God because of all he has done for you. Let them be a living and holy sacrifice—the kind he will find acceptable. This is truly the way to worship him.* **Romans 12:1**

Excerpt from FAITH Mission and Vision

## Altar Attendant

- cover the Altar with designated tablecloths (in marked tub on rolling cart), place small color Cross banners on Altar and podium/pulpit, place small cloth on flower table
- place Cross (rolling cart) in the middle, 2 oil candles (rolling cart) – 1 on each side of Cross
- plate Communion Elements – red wine, white grape juice, wafers (marked tub on rolling cart), place on Altar, cover with white cloth napkins
- hang banners (rolling cart) on right and left of Altar and on north and south walls
- place flower arrangement (if provided) on small table to right of altar
  
- return all items to labeled spots – be sure that Communion Elements are tightly secured inside tub

## Communion Assistants (2)

- move toward front as direction is given to congregation following the Words of Institution
- give Communion to Presiding Pastor or worship leader / receive Communion
- Communion Assistant on the band side - offer Communion to band prior to the congregation
- move toward the right / left of the center aisle
- offer Communion to each person who comes forward and a simple blessing to each child
- Elements may need to be taken to someone who cannot come forward
- Return plated Elements to Altar and cover with white cloth napkin

## Outdoor Greeters (2) 1 outside main doors / 1 at trail

- Move / Set Up:
  - flags (Trailer) – secure flags into ground tubes near trail
  - vinyl bag sign (Trailer) – over the facility entrance sign near right side of front gate
  - 4 sandwich board signs (Trailer) – 2 “Worship Time” between street and trail, 2 “Welcome” near sidewalk between parking lot and building
  - Large 2 piece wooden Cross (Trailer) - far right side of Altar
- **close trailer door – no need to lock, but do not leave open during worship**
  - door crosses (top of rolling cart) – 1 inside and 1 outside entry door
  - magnetic door sign – (inside closet door) - outside entry door
- greet and assist
- (weather permitting) stay until 9:35
  
- return all listed items to closet / trailer
- **close trailer door – worship leader will lock after all items returned**
- assist with other tear down as needed

## **Prayers of the People** (detailed notes and prayer template are available)

- check with worship leader for microphone and sound check prior to 9:20
- following the sermon, *during* the preacher's concluding prayer, move to front near the podium
- offer prayer on behalf of the congregation, finish with The Lord's Prayer

## **Refreshments**

- provide simple snacks
- cover refreshment table with blue cloth (rolling cart)
- display - snacks, provided coffee, and serving items (gray storage cabinet in closet)
- provide welcoming presence before and after worship
  
- after worship, **return to refreshment area - continue to greet**
- When *most* people have left the area, return:
  - serving items to labeled spots in storage cabinet
  - blue tablecloth to rolling cart – someone may collect it to wash

## **Slide Operator**

- cover technology table with blue cloth (rolling cart)
- plug in laptop and enter password listed on bottom right side of keyboard
- see instructions on laptop home screen to turn on color (yellow) lights and projector, lower the screen, connect audio, and run ProPresenter software for slides before and during worship

## **Ushers (2)**

- Move / Set Up:
  - rectangle tables (closet rack) for Altar (in front of screen with space to walk behind), technology (back right near outlet), refreshments (back left)
  - coat rack (closet) to left side of entry doors
  - 3 garbage cans (kitchenette) 1 near bathrooms, 1 near refreshments, 1 near coat rack, push remaining cans further into kitchenette so they remain unused
  - rug (closet) - in front of Altar
  - small table for flowers (closet) –right side of Altar when facing video screen
  - podium/pulpit (closet) – to right side of flower table when facing video screen
  - 75-100 chairs in 2 sections leaving an aisle in the middle and on each side
- leave extra stacked chairs on rolling racks - 1 near Refreshment Table, 1 in front of Technology Table
- greet and assist with seating
- count worshipers including band – write number on clipboard on technology table or text (309) 825-5567
- Communion - dismiss worshipers row by row - starting in the front
  
- stack chairs and roll racks toward closet (they will be the last items stored)
- return all tables and listed items to closet
- take garbage to the dumpster (east end of parking lot)
- assist with other tear down as needed

## **Welcome Table Attendant**

- Move / Set up:
  - 2 rolling shelving unit carts (closet) – to right side of entry doors – open sides toward kitchenette
  - large wooden table - to the middle of the room (parallel to or more forward than Technology Table) leaving space behind the last row of chairs
- unfold large blue table cover over the wood table. The wording will hang down the “flat side” of the table. Align table cover stitching with tabletop corners.
- find and display (labeled spots on the rolling cart):
  - printed material (in the open gray crate)
  - pens/markers (small clear box)
  - offering box and 3-5 cash offering envelopes
  - nametag tray / filled acrylic notice holders / clipboards with sign ups / a stack of sermon series books for visitors / invitation card holder / missionary update display
  - leave space in back middle of table for live stream camera stand
- greet, share information, answer questions, assist with signups, collect contact information from visitors who'd like to connect, etc...
  
- After worship, **return to Welcome Table - continue to greet and assist**
- When *most* people have left the area, return:
  - listed items and folded table cover to **labeled spots** on rolling cart
  - only printed material to the open gray crate
  - carts to left side of closet (in front or to the left of gray storage cabinet) open sides toward left to protect items during storage
- assist with other tear down as needed