

Worship Assistant – Job Descriptions

Greeter

Greeters should be ready 20 minutes before the start of service. Greeters should expect to be at the door through the start of service. Greeters may take their seat when the Bible readings start at Sat. 530p, and Sun. 8am service. Greeters at Sun. 1030a worship should expect to take their seats at start of offering time. We have many people filter **after** the beginning of service, and many time visitors—so we want to be ready with a warm welcome for everybody!

Greeters are present to welcome worshippers, hand out bulletins, and answer questions (e.g. *Where's the bathroom?*).

Usher

Ushers should be ready shortly before the start of service to help direct people to a seat in the event of a full service. At offering time, ushers pass the offering plates, and separate prayer requests from offerings in the back of the sanctuary. Offerings are brought forward, and given to the Pastor at Sat. 530p, and Sun. 8am worship. During our Sun. 1030 worship, after bringing the prayer cards forward to the Pastor, 2 ushers bring the offerings to the church office for our counters to process.

Ushers are present to help worshippers find a seat in the event of a full service, and receive the offerings and prayer cards.

Reader

Readers will be sent that week's readings via email early in the week to look over. **There will be a copy of the readings at the lectern to read from.** Readers are always encouraged to read through the readings, aloud, a couple of times. This will ensure that you are confident in the flow of the text, and ready to proclaim God's Word. If a reader has any questions about pronunciations etc., please feel free to contact a pastor. St. Paul has the tradition of standing for the Gospel Reading. The reader will ask the congregation to, "please rise for the Gospel reading."

Readers, read the appointed readings for the day (usually 3). These readings will be sent via email the week the reader reads.

Audio/Visual

Plans are underway for adding an internet livestreaming component to our worship services. St. Paul would like to have an A/V team in place to assist with this, and other facets of the audio and visuals that happen in the worship service. This includes: helping to run worship slides,

adjusting sound volumes as necessary, and helping with any other audio needs. Let us know if you are interested, and we will plug you in as we move forward with more A/V opportunities.

Altar Guild

The altar guild team executes the setup and takedown of Lord's Supper at our various communion worship opportunities. Currently, altar guild teams run on a rotation basis. You will be assigned a month rotation. Altar Guild refreshes, and restocks the prayer/communication cards in the pews, and places the flowers altar flowers out for worship. The Altar Guild team also changes the paraments (colored cloths) on the altar and lectern (when needed) to coincide with the time in the Church Year. Please let us know of your interest to serve on an altar guild team.