

POSITION DESCRIPTION

Name of Position and Team/Task Force

Assisting Minister

Responsibilities

1. Assist in the leadership of assigned parts of the worship service
2. Lead the congregation as they worship
3. Prepare for being an Assisting Minister during the week prior to the service
4. Assist the Presiding Minister in his/her role
5. Be responsible for all liturgical parts of the service assigned. At a minimum:
 - a. Assigned chanting/reading parts
 - b. Communion Liturgies
 - i. Assist the evening prior in setting the table for the meal (altar)
 - ii. Distribution
 - c. Baptism Liturgies
 - i. Hold microphone in front of baptismal parts(s) so that their responses are heard.
 - ii. "Let your light so shine" statement
6. Assist in any other ways necessary during the service

Qualifications

1. Faithful participation in the worship life of the congregation
2. Commitment to lay involvement in the leadership of worship
3. Ability to be an effective worship leader and to be comfortable in front of a large group of people

When Ministry is Performed

1. Preparation time during the week prior to the service (approx. 15-30 minutes)
2. Attend worship service when you are lecturing (approx. 1.25 hours per service)

Training Provided

1. Attend Assist Minister Training held annually
2. Time prior to service

Responsible To

Jan Scoval, Chairperson of Worship Music and Arts Committee

Support Provided

Office secretary and Pastors Jan and Ryan

Last Reviewed

November 2006