

POSITION DESCRIPTION

Name of Position and Team/Task Force

Communion Server Caller

Responsibilities

1. Call and schedule communion servers for specific worship service.
2. Pass communion server names onto the church secretary.

Qualifications

1. Communications and phone call skills
2. Excel and spreadsheet knowledge is useful

Amount of Time Required

Two to four hours per month

When Ministry is Performed

Evenings – approximately one hour per week

Length of Commitment

One to two years

Training Provided

No training required – spreadsheet passed from former Caller

Responsible To

Worship and Music Committee

Support Provided

Help from church secretary, if needed

Last Reviewed

November 2006