

Worship Leaders at UU St. Petersburg

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Section 1: Basic Role of the Worship Leader

The basic role of Worship Leader is to assist the Minister or Guest Speaker with any aspects of the service that the Minister or Speaker requires. In general, these are the liturgical aspects – for example - lighting the chalice, collecting the offering, announcing hymns. The Minister or Speaker may also want the Worship Leader to handle readings, Joys and Concerns, and other aspects.

When Reverend Jack is NOT in the pulpit, the Worship Leader is the congregation's liaison with the Guest Speaker and has a larger responsibility for the service. Even if the Speaker is a church member, the Worship Leader is responsible for making sure the Speaker has all the support and information they need, and that the Church Administrator has the information she needs for the Order of Service.

Section 2: Tasks for Worship Leaders

When the Minister is the Speaker

1. Make contact with Jack and be sure he has your email address. He will send you a script for the service.
2. When you receive the script, familiarize yourself with the flow of the service and practice the pieces you will read.
3. On the day of the service:
 - a. Arrive by 10 am to check on everything related to the service.
 - b. Review the printed Order of Service. Discuss any changes or adaptations needed with Jack.
 - c. Be sure all service participants are present and ready to play their part.
 - d. Touch base with Jack on any changes, and to see if there is anything you can do to help him further.
 - e. GO OVER THE ATTACHED CHECKLIST. NOTE THAT YOU ARE RESPONSIBLE FOR THE THINGS IN THE WORSHIP LEADER SECTION **AND** YOU SHOULD DOUBLE CHECK THE ITEMS MARKED WITH * IN THE SEXTON'S SECTION.
4. Once the service begins, in addition to handling the parts assigned to you, be aware of needs that may arise – problems with the sound system, missing hymnals, etc. – and respond as you can.

When the Minister is NOT the Speaker

1. When there is a guest speaker, you as Worship Leader have added responsibility for the entire service. Some speakers will be willing and able to handle more than the sermon – others will not.
2. As soon as possible, contact the Speaker and determine each person's responsibilities. If it is an outside guest, unfamiliar with our congregation, you should assume that you will be responsible for everything except the sermon.
- 3. Review the Standard Script for Worship Leaders to be used when the minister is away. That document includes further information about things to do before the service.**
4. Work with the Speaker and the Music Director to choose appropriate music.
5. Work with the Speaker to choose appropriate readings, opening and closing words, and determine who will do what.
6. Work with the Speaker to develop a draft order of service and give it to the Church Administrator no later than noon on the Thursday before the service.
7. Meet with the Speaker at 10 am the morning of the service and go through the order of service.
8. GO OVER THE ATTACHED CHECKLIST. NOTE THAT YOU ARE RESPONSIBLE FOR THE THINGS IN THE WORSHIP LEADER SECTION **AND** YOU SHOULD DOUBLE CHECK THE ITEMS MARKED WITH * IN THE SEXTON'S SECTION.
9. Lead the service, with the Speaker handling the sermon and any other agreed-upon parts.
10. After the service, thank the Speaker and send a follow-up thank you letter.

Section 3: Sunday Morning Checklist for the Sexton and the Worship Leader

Before the Service

#	Task – SEXTON	Done ?	Notes:
1*	Sound system on		
2*	All 4 microphones on; levels checked		
3*	Handheld on stand; ready for songleader		
4*	All lights on, including spotlights		
5	AC/Heat on/adjusted		
6	Welcoming flag outside		
7*	Stones and water in place		
8*	Chalice in place with candles ready		
9	Pews ready: feedback cards, hymnals, pencils, gift envelopes		
#	Task – WORSHIP LEADER	Done ?	Notes:
1	Double-check all the * items on above list		
2	Offering plates on front table		
3	Podiums ready: water, lights on, hymnals		
4	Check the Joys and Sorrows book; include any comments		
5	Person(s) to light/extinguish chalice selected and ready		
6	Announcements ready for minister or WL to make		
7	Pianist/accompanist ready – knows when to begin prelude. Review any changes or issues.		

After the Service

1. **Sexton** – Collect comment cards from pews; give to Worship Committee member

- 2. Worship Leader** -Thank any guest speakers or performers. Make notes to take to next committee meeting or give to a committee member.

Section 4: Selection and Training of Worship Leaders

The Worship Committee and Minister are jointly responsible for identifying and training Worship Leaders. Training should include attention to:

1. Good public speaking
2. Use of the microphones and sound system
3. Conducting the offering collection, joys and concerns, readings, chalice lighting/extinguishing, hymns – each aspect of the service.

Note: When the Minister is not in the pulpit, the Worship Leader should be an experienced member of the Worship Committee. The Committee will maintain a list of trained Worship Leaders, and a shorter list of those to be Worship Leaders when the Minister is away.