

Worship Minister Scheduling Instructions - August 2011

For each participant in the worship service there is a schedule whereby each person may select the area they wish to serve and for which worship service. This schedule is posted in the narthex on the church bulletin wall.¹

The current process for worship minister assignment is:

1. Sign your name next to the area you wish to serve and for which worship service (date). There will be at least one month in advance posted for signup.
2. Near the end of the current month if there are any remaining open areas for the upcoming month the Worship & Music committee member will assign those open spots.²
3. At the beginning of the week you are to serve an email will be sent to you as a friendly reminder.
4. Should you be unable to serve for your assigned worship service please find a substitute.³ The list of all those who serve in a worship area is posted on the church bulletin wall. Once you find a substitute please put their name on the schedule in your place. This will allow the email reminder to go to the correct person.

If you know of a particular upcoming date when you will be unavailable please inform the Worship & Music committee scheduler to avoid you having to find a substitute. Otherwise it is assumed that you are available for any given worship service.

The more people we have willing to serve the lighter the load it will be for all of us.

¹ The schedule also includes signup for Snacks which is part of the Nurture & Fellowship ministry.

² The assignment will attempt to use the least recent person for that area.

³ If you cannot find a substitute contact the Worship & Music committee member responsible for scheduling.