

## **Worship Team Description and Purpose**

### **First Baptist Church, Los Alamos, New Mexico**

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#### ***Purpose:***

In cooperation with the ministerial staff, the Worship Team prepares and organizes Christ-centered worship services. The Team tries to create an atmosphere that encourages people to seek God and respond to Him.

#### ***Membership:***

The Team leader is elected by the congregation and operates under the supervision of the ministerial staff. The Team is staffed through requests for participation and volunteer commitments.

#### ***Organization:***

Individuals or small groups within the Team plan, organize, and carry out specific activities within the team's areas of responsibility. The Team may further organize itself as it sees fit to accomplish its purpose.

#### ***Areas of Responsibility:***

- Planning and presenting music for the worship service
- Providing people for particular parts of the worship services, e.g., scripture reading, collecting offering
- Providing an atmosphere and appearance in the sanctuary that is conducive to worship
- Operating and maintaining the sound system for enhancement of the worship experience
- Providing greeters for the worship service
- Providing assistance to the pastor in the ordinance of baptism

#### ***Duties:***

- The Worship Team leader is a member of the Church Council and will attend the meetings or designate another Team member to attend.
- All Team members will assist the Team leader in preparing a budget request to submit to the Finance Committee.
- The Praise Team leader in coordination with the pastor will select and obtain the music to be used for worship services.
- The Praise Team, composed of the Team leader, musicians, and singers for the upcoming Sunday worship service, will meet one night per week when possible to prepare music for the service. There will also be a preparation time before Sunday School as designated by the Praise Team leader.
- The Praise Team leader or his designate will give the music selections to the Administrative Ministry Assistant immediately after the Team's weeknight preparation meeting so that the Sunday bulletin can be prepared.
- A member(s) of the Worship Team will be responsible for scheduling special music for the worship services. This should include solos, ensembles (vocal and instrumental), Children's Choir, etc.

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- The Worship Team will assist with the planning and organization of special services as requested by the ministerial staff or originated by one of the Ministry Teams. These may include Christmas music services, Christmas Eve, Easter, missions, Deacon ordination, etc.
- Members of the Worship Team or other church members as requested by the Team will prepare the sanctuary for worship by:
  - Providing flowers, plants, and other ornamentation as appropriate
  - Seeing that trash is removed from the pews
  - Returning hymn books and Bibles to their proper places
  - Seeing that offering envelopes are provided
  - Providing for a comfortable environment, e.g., adjust thermostat, use fans
  - Seeing that lighting is appropriate for the planned activities
  - Working with the Buildings and Grounds Support Team to improve the appearance of the sanctuary as needed.
- Members of the Worship Team and other church members as requested by the Team will serve as greeters to:
  - Welcome all who are attending the service. Greeters should wear nametags.
  - See that the foyer is clean, that bulletins, inserts and, other handouts are available, lighting is appropriate.
  - Assist those attending the service with any special needs, such as wheelchair seating, etc.
  - Receive the offering during the service asking additional help as needed.
  - Distribute visitor cards and see that the Pastor receives the ones returned.
  - Be in the foyer to assist as needed when service is over.
  - Be responsible for counting the number of people attending the service.
- Members of the Worship Team and other church members as requested by the Team will:
  - Operate the sound system as required in regular and special services and rehearsals.
  - Maintain the system.
  - Recommend changes in the system.
  - Maintain an inventory of sound equipment.
  - Train those who are new to system operation.
- Members of the Worship Team or other church members as requested by the Team will:
  - See that all necessary equipment and facilities for baptism are ready prior to each baptismal service.
  - Assist candidates and the pastor during the baptism.
  - Cleanup facilities and launder towels, robes, etc. after the baptism.
- The Team will review this Ministry Statement periodically and revise and update it as needed and present changes to the congregation for approval.
- The Team will review relevant church policies periodically and recommend revisions and updates to the congregation for approval.