

Thank you for being a WORSHIP LEADER at RALPH CONNOR revised Feb 2024

There are three main tasks: PREPARATION, READING in Worship and TIDYING

PREPARATION

Either the Minister or the Office should send you in advance the leader's notes for Sunday. A variety of Bible translations are available at BibleGateway.com. The Common English Bible and New Revised Standard Version-Updated are two solid, inclusive translations.

Before worship, please check with the Minister to make sure that the sound system (Canmore - in the cabinet under the TV, Banff – on the corner of the dais) is on and at an appropriate level. It is better to have the sound system a bit loud rather than a bit quiet, as a fair amount of sound will be absorbed by bodies once the sanctuary fills up!

In Canmore: the on-off rocker switch is on the amplifier at the bottom right of the cupboard. To the left are two dials, which control the volume in the sanctuary and Gordon Hall. (If sound is desired in Gordon Hall, there is a cord just above the on-off switch that needs to be plugged in; both the cord and the jack are marked "Hall"). The sound board is quite straight-forward: any channel that is ON will have a lit button. The slider below that lit button controls the signal delivered by that channel; the red slider to the right controls the overall volume delivered by all the channels together.

In Banff: turn on the power bar first, then the amp. Above the amp is a small sound board; each channel has a small knob that gets turned up by turning it clockwise; at the right hand side there is a master slider that controls the overall volume.

Typically, the Minister is responsible for the setup of the laptop and TV in Canmore, and in Banff an AV assistant will, with the Minister, set up the projector and laptop, but additional assistance may be needed.

READING in the Worship service

Typically the worship leader welcomes people to worship, to coffee/fellowship time, and invites visitors to stand and introduce themselves and tell us where they are from. The Worship Leader then leads (with the Minister) the receiving of the Christ Candle and lighting of the Peace Candle, reads the Scripture(s) of the day, and reads the Minute for Ministry. There may be seasonal adjustments/ additions to this in Lent and Advent. There may or may not be a volunteer clipboard to hand around. (*Note: in Banff, the Christ Candle stays on the Dais; in Canmore the Christ Candle is processed up the aisle, often by a child- check with the greeters prior to the service to ensure they know when to have the Christ Candle lit and ready to process down the aisle;*).

On Communion Sundays the order of service is slightly different, and the Worship Leader may be asked to also do the Announcements, Land Acknowledgement and Affirming Statement. If this is the case it should be indicated in the leader's notes.

TIDYING

After Worship, please make sure that the Sound System and TV (Canmore) or Projector (Banff) are OFF. The Greeters will look after most of the sanctuary tidying but if candles are still lit, please extinguish them.

If the volunteer clipboard was passed around, please find it and put it on the pulpit. If there are any tasks still "open" for next Sunday, it would be appreciated if you would announce this at Coffee Time so that some on-the-spot recruiting can happen.