

# WORSHIP

## Responsible Deacon: Larry Norton

Insure that all worship services are planned and conducted in a “decent and orderly” manner that will exalt the name of the Lord and build up the saints, that those who lead and serve are prepared and organized; and that the physical facilities meet the worship service needs of the congregation.

1. Routinely review the worksheets to insure that those men who are willing and qualified to participate in leading or serving the congregation are used on a routine basis. The names of men who have not been previously approved should be submitted to the elders for approval.
2. Select and notify in advance those men who are to lead or serve the congregation for each worship service; to insure that those selected are present and substitutions made when required.
3. Make certain that those who lead or serve the congregation are knowledgeable of what is expected of them and the order of the service.
4. Work closely with the Building and Grounds deacon to insure that the physical needs of the congregation are met during worship services.
5. Insure that the congregation is aware in advance of any special or non-routine worship service.
6. Make certain that worship supplies are always available such as Lord’s Supper and visitor cards.
7. Responsible for ushers and greeters.
8. Insure that the building and grounds are secure and safe (Financial, building and parking lot)
9. Make sure that an accurate count is made at each worship service of attendance.
10. Select and notify in advance those members who are to be responsible for the preparation of the communion.
11. Regularly schedule “workshops” for leadership training for the various participants in the worship services.
12. Keep aware of the preacher’s schedule for six (6) months in advance and make arrangements for substitutes when required. This also applies to the song leader. All substitutes should be approved by the elders.
13. Work with the Outreach deacon to make recommendations to the elders of possible preachers for gospel meetings.
14. Approve any expenses for payment by financial deacon.
15. Prepare budget for elders for your area of work.