

Worship Leader Role and Expectations (During Church Vacancy Period)

- A **Worship Planner** outlines and plans the worship service for each Sunday.
- **Worship Leaders** are scheduled on a rotating basis and will be called upon by the planner, as needed, to lead various components of the worship service such as Welcome, Call to Worship, God's Greeting, Prayer of Confession, Assurance of Pardon, Prayer of Illumination, Bible text/ reading, Sermon intro, Benediction etc. These could be done by one or several people as the Planner sees fit. Someone is scheduled to lead the Congregational Prayer. Typically, the Worship Planner has chosen or composed the other prayers and litanies.
- Traditionally, the liturgist may say the greeting and blessing, but is asked not to raise their hands while doing this.
- The **Elder of Service** is responsible for doing the welcome when there is a guest pastor. In the event that the elder of service is uncomfortable doing the welcome and introducing the guest pastor, he/she should contact the Worship Leader scheduled for that particular Sunday preferably at least one week in advance, to replace him/her. The Worship Planner should be notified of the change. See Welcome & Announcements Template below.
- **Emergency Sermon Reading:** In the event that a guest pastor is detained and is not present to lead the service, the Worship Leader should be prepared to step in, as needed. We are in the process of ensuring that there is at least one video sermon available on standby downloaded on the sanctuary computer. If technology fails, the Worship Leader is to have a reading sermon ready for that purpose chosen from the denominationally approved list of sermons: <https://www.crcna.org/resources/church-resources/reading-sermons>
- The full **script of the liturgy** is printed out and available in the blue room, for reference, if needed. The Order of Worship is in the bulletin but there are often elements of the service that are not printed in the bulletin.
- The **GCRC Worship Ministry Schedule** can be found on the church's website in the Members section. This schedule lists details regarding upcoming services, for example, who is planning, preaching, doing the children's message or congregational prayer. Names of Worship Leaders are also listed. On the GCRC website, click Members (PW: trafalgar), then Schedules, then Worship Ministry Schedule. This is a LIVE document that is kept current, so please set up the email notifications if you wish to stay up to date (Click Tools, then Notification Rules). Here is a link to the 2022 GCRC Worship Schedule document: <https://docs.google.com/spreadsheets/d/1bstOiwglcdTRmjiQgn-mo33Ia0Fy1vPOlgCPr3G7x78/edit?usp=sharing>.
- If you are unable to serve on your scheduled date, please make arrangements to switch with another worship leader, please remember to let Pat know, so we can keep the Worship Ministry Schedule as accurate as possible.
- **Current Worship Leaders** are: Bob DeVries, Irene Simpson, Mike Glockner, Wilma Grin, Augie Aswan, Louisa Lamberink, Paul Zomer, Jody Bezemer, Neil VanAndel, Will Nightingale and Irene Westerveld

Welcome & Announcements Template:

(Words in italics are suggestions only. Feel free to use different words to express the intent of each part of the Welcome and Announcements).

Good morning,

1. Introduction: My name is _____ and I serve as _____.

2. Welcome: *On behalf of Council, I would like to welcome everyone to our worship service this morning AND Greetings to those who are watching and worshipping with us online.*

3. Welcome guests: *We would like to extend a special welcome to all our visitors. May you enjoy and be blessed by your time with us.*

We invite you to join us for fellowship and refreshments after the service either in the fellowship hall or outside.

4. Welcome to guest Pastor: *We would also like to welcome Pastor _____ to our pulpit this morning. Pastor _____ is from _____ and serves (has served) as _____.*

5. Announcement of Opening Hymn or Call to Worship: We will **now sing** our Opening Hymn _____ or We will now continue our service with the Call to Worship. (See service outline for either hymn or call to worship to start service).