

Praise & Worship Committee

Committee Responsibilities/Duties

Leading worship: The Worship Leader (WL) is responsible for choosing hymns and arranging the schedule for the worship service. The goal is to give the pastor 30 minutes of preaching time. The monthly WL schedule is determined at the Praise & Worship Committee (Committee) meeting. The WL also leads the worship on his/her scheduled Sunday, and is ultimately responsible for obtaining musicians for that Sunday. The pianist/organist schedule is usually determined at the Committee meetings. The order of worship is due to the church secretary on Wednesday at noon for the next Sunday.

Sound System: The Committee is responsible for training and scheduling people to run the sound system during church-sponsored events. The Committee is also responsible for setup, takedown, and maintenance and care of sound equipment.

Sermon/Sunday School Audio Recordings: The Committee is responsible for recording audio. When a person wants a copy of an audio recording, they fill out the Audio Recording Request form. The Committee makes copies of audio recordings for people that want them.

Special Music: The Committee is responsible for scheduling special music to be performed during worship services.

Audio and Visual: Volunteers are scheduled to run sound during all worship services. We have a facilitator as well, to help the sound person out at worship services. The following is a list of responsibilities that each person has.

Facilitator	
	Put a microphone on Pastor
	Sound needs for Mission Moment
	Sound needs for special music
	Get handheld mics out for prayer time
	Hand out hearing devices
	Is everything put away?
	Line people up to run mics for prayer time
	Take batteries in/out of microphones
	Communion microphones?

Sound Person	
	Record sermon. Press red button once to check levels, press again to start record.
	Is everything unmuted?
	Sound needs for special music
	Preview Power Point presentation
	Communicate with 2 nd service sound person
	Know if/when to raise screen up
	Is everything cleaned and put away?
	Check battery levels, replace as needed

Piano and organ: The Committee is in charge of maintaining pianos and organ on church grounds. This includes contacting Jim Forrest to tune the pianos every fall and spring, and making sure the humidifier on the piano in the sanctuary is full.

To water the piano: The piano needs water when the light on the humidifier is yellow or red. The watering can and humidifier conditioner are kept in the storage area with the music stands. Fill the watering can with water to the fill line, and then dump one capful of conditioner into the water. Place the spout end of the watering can into the hose connected to the piano. The hose is located on the hinge side of the piano, on the bottom of the piano. Tip the watering can to pour all the water into the humidifier. Put watering can and conditioner back where you found them. The light on the humidifier should be green.

Skits: Skits may be performed quarterly during the regular worship service.

A typical Sunday morning worship service will include:

Welcome
Opening Song
Announcements
Missions Moment
Song
Song
Offering/Special Music
Prayer Time
Sermon
Closing Song

Communion is held the first Sunday of the month. Communion is performed after the sermon, and the closing song on a communion Sunday typically is “Blest Be The Tie That Binds.”

It is up to the pastor or _____ to let the worship leader know if there are special events to be included during worship, such as a dedication, baptism, or skit.

Contacts:

Piano tuner: Jim Forrest, 608-241-2888

Peak Systems—sound system:

Organ repair: Steve Smith, 800-852-4645