



CHURCH SERVICE ROLE DESCRIPTIONS

Simple guides to help you and your team stay focused on the 'why' and 'how'.



"Work becomes worship when you dedicate it to God and perform it with an awareness of his presence."

Rick Warren

When it comes to ministry, it's helpful for everyone to be on the same page and understand the purpose of what they're doing. Role descriptions are helpful in this way to set guidelines and expectations, both for the person serving and the overall ministry leader. It means your team is working toward the same things and each person understands their role in getting there - a body of many parts, with the same purpose.

These descriptions are guides only - you know your setting best! Adapt these or write your own to best suit your setting.

Descriptions included in this pack:

- > Music Team roles
- > Choir roles
- > Service Element roles
- > Production Team roles
- > Brass Band Roles



WORSHIP TEAM: LEADER

Musical, administrative and pastoral oversight

The Worship Team leader is a key position that provides musical, administrative and pastoral oversight to the worship team. This is a big picture role that fulfils the vision/strategy of church leadership through the ministry of the worship team. This is achieved through excellent organisation, intentional relationship building and a strong understanding and passion for the use of music in the church.

KEY TASKS:

- Roster
- Communication
- Song strategy in conjunction with leadership
- Point person to leadership
- Work with Service Coordinator
- Meet with Worship Leaders on a regular, defined basis
- Pastoral care/relationship building with team members
- Develop a culture of constructive feedback

EXPECTATIONS:

- Complete roster in timely manner
- Communicate service details with team members
- Identify and implement songs that suit culture/style of corps in conjunction with leadership/vision
- Update leadership on any team issues/concerns
- Maintain your own spiritual well being
- Offer team members training/opportunities
- Recognise and value team members

Let the message of Christ dwell among you richly as you teach and admonish one another with all wisdom through psalms, hymns, and songs from the Spirit...

Colossians 3:16



WORSHIP TEAM: WORSHIP LEADER

Leading from the overflow, on and off the platform

Worship Leaders serve as key facilitators to any worship service that utilises singing and music. Worship Leaders lead out of an overflow of their relationship with God, which is evidenced both on and off the Service platform. They serve with a sense of transparency, never to amplify their own voice but to strengthen the church, its leadership and its congregation through unification in worship.

KEY TASKS:

- Lead congregational singing and facilitate a time of worship
- Facilitate music team practice (or delegate to competent musician or Music Director)
- Choose songs for Sunday service
- Work with Preacher and/or Service Coordinator to prepare for service, including times of response
- Prepare music for Worship Team Members, if required
- Attend service briefing

EXPECTATIONS:

- Choose songs that suit your church setting, vision and congregation
- Be open to feedback and direction from Worship Team Leader (and Music Director if applicable)
- Familiarise yourself with music, and practice beforehand
- Do not use the Service platform to preach
- Ensure preparation is completed, and practice starts on time
- Maintain your own spiritual well being

Give praise to the Lord,
proclaim his name;
make known among the nations what he has done.
Sing to him,
sing praise to him;
tell of all his wonderful acts.

1 Chronicles
16:8-9



WORSHIP TEAM: MEMBER

Committed and dedicated musical servants

Worship team members are committed and dedicated musical servants. They serve with the understanding that their role is part of a larger responsibility to the vision and strategy of the church and its leadership. Alongside an attitude of diligence and excellence in the application of their musical gifts, worship team members should reflect a culture and lifestyle of worship, both on and off the platform.

KEY TASKS:

- Serve in church services as scheduled
- Attend scheduled practices
- Attend service briefing

EXPECTATIONS:

- Be prepared with music/charts (unless provided by Worship Team Leader)
- Ensure your instrument/voice is well maintained and ready to be used
- Be familiar and well rehearsed with parts/songs
- Work with, and not against the sound team
- Be early or on time wherever service/attendance is required
- Maintain your own spiritual well being
- Be open and receptive to direction and feedback from Worship Team Leader/Worship Leader

Give praise to
the Lord,
proclaim his
name;
make known
among the
nations what
he has done.

Psalm 105:1



WORSHIP TEAM: MUSIC DIRECTOR

Practical musical oversight and direction

The Music Director role brings direction and clarity to the musical elements present during rehearsals and during worship. Music Directors are communicators, acting as a pathway between the direction the Worship Leader wishes to take and the musical implementation of that direction with the full Worship Team.

RESPONSIBILITIES:

- Facilitate effective and smooth rehearsals/soundchecks
- Work with Worship Leader to communicate needs to the Worship Team
- Direct elements of a song (style, structure, key, tempo, transitions etc) in partnership with Worship Leader
- Attend service briefing

EXPECTATIONS:

- Be early or on time to rehearsals/soundchecks
- Communicate in advance with Worship Leaders to understand and implement their direction
- Be committed to excellence in the musical skills needed to direct a song (key, tempo, transitions etc)
- Update leadership on any team issues/concerns
- Maintain your own spiritual well being
- Offer team members training/opportunities
- Recognise/value team members

Give praise to the Lord,
proclaim his name;
make known among the nations what he has done.

Psalm 105:1



CHOIR: LEADER

Musical, administrative and pastoral oversight

The Choir Leader provides musical, administrative and pastoral oversight to the choir. This role fulfils the vision/strategy of church leadership through the ministry of the choir. This is achieved through excellent organisation, intentional relationship building and a strong understanding and passion for the use of music and singing in the church.

KEY TASKS:

- Roster
- Communication
- Song strategy in conjunction with leadership/Worship Team Leader
- Work with Service Coordinator
- Pastoral care/relationship building with team members
- Develop a culture of constructive feedback
- Attend service briefing

EXPECTATIONS:

- Complete roster in timely manner
- Communicate service details with choir members
- Update leadership on any team issues/concerns
- Maintain your own spiritual well being
- Offer team members training/opportunities
- Recognise/value team members

Let the message of Christ dwell among you richly as you teach and admonish one another with all wisdom through psalms, hymns, and songs from the Spirit...

Colossians 3:16



CHOIR: MEMBER

Committed and dedicated musical servants

Choir members are committed and dedicated musical servants. They serve with the understanding that their role is part of a larger responsibility to the vision and strategy of the church and its leadership. Alongside an attitude of diligence and excellence in the application of their musical gifts, choir members should reflect a culture and lifestyle of worship, both on and off the platform.

KEY TASKS:

- Serve in church services as scheduled
- Attend scheduled practices
- Attend service briefing

EXPECTATIONS:

- Be prepared with music/charts (unless provided by Choir Leader)
- Ensure your voice is well maintained and ready to be used
- Be familiar and well rehearsed with parts/songs
- Be early or on time wherever service/attendance is required
- Maintain your own spiritual well being
- Be open and receptive to direction and feedback from Choir Director/Leadership

Shout for joy
to the Lord, all
the earth.
Worship the
Lord with
gladness;
come before
him with joyful
songs.

Psalm 100:1-2



SERVICE COORDINATOR

Steering the ship

The Service Coordinator is a key position that ensures that service elements come together in a timely and organised manner. This includes planning and preparation before a service to make sure all elements are organised and all parties involved communicated with. These elements include but are not limited to the service runsheet, key people and roles, resources and equipment, media and announcements. This is a big picture role providing oversight to the overall flow of a service.

KEY TASKS:

- Draw together all elements of a service, and the necessary people needed
- Work with Preacher, Worship Leader and/or Service Coordinator to prepare for service and craft service runsheet
- Prepare any necessary elements for service segments (i.e. game props, interview questions)
- Lead the pre-service briefing

EXPECTATIONS:

- Maintain the service runsheet and runtimes
- All parties involved with the service are communicated with and all expectations for involvement are set
- Be open to feedback and direction from other Service Coordinators and Leadership
- Communicate to a high degree
- Maintain your own spiritual well being

This service that you perform is not only supplying the needs of the Lord's people but is also overflowing in many expressions of thanks to God.

2 Corinthians
9:12



SERVICE HOST

Part host, part vision-seller, all important

The Service Host is a key position that ensures that service elements other than music and preaching are communicated and presented with excellence. This includes announcements, welcome, offering etc. The Service Host is a significant front facing role which engages directly with the congregation. They have a prime chance and responsibility to sell the vision of the church through their enthusiasm, knowledge and excitement for every piece of information communicated or person spoken to on the platform.

KEY TASKS:

- Facilitate and host elements of service outside of music and preaching (i.e. announcements, welcome, offering)
- Work with Preacher, Worship Leader and/or Service Coordinator to prepare for service
- Prepare any necessary elements for hosted segments (i.e. game props, interview questions)
- Attend service briefing

EXPECTATIONS:

- Familiarise yourself with service runsheet and runtimes
- Know what needs to be communicated and prepare what you're going to say before the service
- Be open to feedback and direction from Service Coordinator and Leadership
- Consider what visual elements are needed for segments
- Communicate
- Maintain your own spiritual well being

And let us
consider how
we may spur
one another
on toward love
and good
deeds...

Hebrews 10:24



PREACHER

Giving voice to the Word

Preachers have the heavy and privileged task of interpreting, teaching and presenting the Bible in ways that are relevant and meaningful to the congregation and context in which they speak. Preachers have an important and visible platform, and are often a vessel to move people into reflection, response and action. As such, preachers must strive to ensure their message is well researched, theologically consistent with the values of the church and above all inspired and led by the Holy Spirit.

KEY TASKS:

- Preach a Bible/faith based message when and as required
- Lead (or give direction to Worship Leader) during times of response
- Attend service briefing

EXPECTATIONS:

- Ensure all message points are well researched and theologically sound
- Provide all relevant visual media to the Production Team ahead of time
- Speak to the time allotted by the Service Coordinator, or work with them to set an appropriate length of time based on content
- Communicate hospitality needs before the service (lectern/stand, water, microphone type) to relevant parties (Service Coordinator, Production Team etc)
- Ensure messages are consistent and in line with the church culture and context, making an effort to understand it's people, history and situation
- Take an active role in either leading, or giving direction to Worship Leader during times of prayer and response
- Maintain your own spiritual well being
- Be open and receptive to direction and feedback from Senior Leadership

Preach the word; be prepared in season and out of season; correct, rebuke and encourage—with great patience and careful instruction.

2 Timothy 4:2



HOSPITALITY TEAM: MEMBER

Creating an inviting and welcoming atmosphere

Hospitality Team Members are a vital part of any service. As a front facing visible role, hospitality is vital for the connection of people within a service, both regular congregation members and visitors, particularly through food and drink.

KEY TASKS:

- Facilitate and host elements of service that include food and drink
- Serve at events where hospitality is required
- Be a friendly, warm and inviting presence

EXPECTATIONS:

- Familiarise yourself with service runsheet and runtimes, knowing when food and service is required
- Adhere to a high standard of preparation, cleanliness and food safety
- Be open to feedback and direction from Service Coordinator and Leadership
- Consider what hospitality requirements are needed for specific services
- Maintain your own spiritual well being

Offer hospitality to one another without grumbling. Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.

1 Peter 4:9-10



WELCOME TEAM: MEMBER

Front line, first port

Welcome team members are a critical and key position. Many times, the very first contact visitors and guests have with a church and its culture is through the Welcome Team. Those serving on this team must have a heart for people, an initiative and instinct to welcome them and make them feel at home, from the carpark in, to the door way out.

KEY TASKS:

- Greet people at the door, carpark or lobby
- Help newcomers to find seats
- Take service attendance

EXPECTATIONS:

- Reflect and represent the heart and culture of the church
- Use warm, inviting language, doing the best to remember names and faces
- Help newcomers physically find seats or identify similar aged/demographic members of the congregation to seat them with
- Take service numbers at a predetermined time
- Be early or on time wherever service/attendance is required
- Maintain your own spiritual well being
- Be open and receptive to direction and feedback from Leadership

Accept one another, then, just as Christ accepted you, in order to bring praise to God.

Romans 15:7



PRAYER TEAM: MEMBER

Faith in action

Prayer team members serve an important and vital role in the consistent and fervent application of prayer over people and places. They serve in a way that shows initiative, anticipating and interceding with prayer in whatever situation or scenario it is required.

KEY TASKS:

- Be available at all opportunities to pray with people
- Pray with seekers, as appropriate, during times of response
- Model, promote and champion a vibrant prayer life
- Create and maintain prayer lists, rosters etc.

EXPECTATIONS:

- Pray with people of appropriate age/gender and situation
- Be familiar with next step pathways and resources that the church has available for people making decisions to follow Jesus
- Take interest in people, be empathetic to their situations and respect their confidentiality
- Maintain your own spiritual well being and have an active personal prayer life
- Be open and receptive to direction and feedback from Senior Leadership

And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the Lord's people.

Ephesians 6:18



PRODUCTION TEAM: LEADER

Technical, administrative and pastoral oversight

The Production Team leader is a key position that provides technical, administrative and pastoral oversight to the production team. This is a big picture role that fulfils the vision/strategy of church leadership through the ministry of the production team. This is achieved through excellent organisation, intentional relationship building and a strong understanding and passion for the use of live sound, visuals and media in the church.

KEY TASKS:

- Roster
- Communication
- Church production strategy in conjunction with leadership
- Point person to leadership
- Work with Service Coordinator
- Pastoral care / relationship building
- Provide feedback

EXPECTATIONS:

- Complete roster in timely manner
- Communicate service details with team members
- Identify and implement service production elements that suit culture/style of corps in conjunction with leadership/vision
- Update leadership on any team issues or concerns
- Maintain your own spiritual well being
- Offer team members training/opportunities
- Recognise and value team members

This service that you perform is not only supplying the needs of the Lord's people but is also overflowing in many expressions of thanks to God.

2 Corinthians
9:12



PRODUCTION TEAM: VISUALS

Show and tell

Members of the production team working with media serve with the understanding that their role is part of a larger responsibility to the vision and strategy of the church and its leadership. Working with diligence, patience and skill in this unseen yet highly important role ensures that all media elements are presented with excellence. This includes projected song lyrics, announcements, sermon notes, video and visual media.

KEY TASKS:

- Have all song lyrics prepared and projected for congregational singing
- Ensure all visual information is presented in the relevant service section
- Troubleshoot and fix media related issues
- Attend service briefing

EXPECTATIONS:

- Have all songs prepared and work with Worship Leader to establish the order of song lyrics, working to incorporate any changes observed in rehearsal
- Work with the Service Coordinator and Host to ensure all media needed for announcements are loaded and ready to project at the appropriate time
- Working with the preacher, ensure all sermon notes and supporting material is loaded and ready to present at the appropriate time
- Adhere to all call times/rehearsal times, being early if possible
- Maintain your own spiritual well being
- Be open and receptive to direction and feedback from the Production Team Leader, Service Coordinator and Senior Leadership

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.

1 Peter 4:10



PRODUCTION TEAM: SOUND

The sound of the House

Members of the production team working with sound serve with the understanding that their role is part of a larger responsibility to the vision and strategy of the church and its leadership. Working with diligence, patience and skill in this unseen yet highly important role ensures that all elements of live sound are presented with excellence. This includes live music, speaking and pre recorded media.

KEY TASKS:

- Actively mix front-of-house sound for live music and speaking
- Set up, sound and line check all elements of stage
- Troubleshoot and fix sound related issues
- Work with the Worship Team
- Attend service briefing

EXPECTATIONS:

- Have an understanding of the basic fundamentals of live sound (EQ, compression, gain structure etc) and apply appropriately
- Mix front-of-house to the culture and context of your service based on feedback from trusted leadership (including Senior Leadership, Service Coordinators and Music Leaders) and not the congregation
- Take an active mixing approach, not a "set-and-forget" approach
- Be familiar with stage requirements and patching for the Worship Team week to week
- Adhere to all call times/rehearsal times, being early if possible
- Maintain your own spiritual well being
- Be open and receptive to direction and feedback from the Production Team Leader, Service Coordinator and Senior Leadership

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.

1 Peter 4:10



BRASS BAND: LEADER

Musical, administrative and pastoral oversight

The Brass Band leader is a key position that provides musical, administrative and pastoral oversight to the Brass Band. This is a big picture role that fulfils the vision/strategy of church leadership through the ministry of the worship team. This is achieved through excellent organisation, intentional relationship building and a strong understanding and passion for the use of music in the church.

KEY TASKS:

- Roster
- Communication
- Song strategy in conjunction with leadership
- Point person to leadership
- Work with Service Coordinator
- Pastoral care/relationship building with team members
- Develop a culture of constructive feedback
- Attend briefing

EXPECTATIONS:

- Complete roster in timely manner
- Communicate service details with band members
- Identify and implement songs that suit culture/style of corps in conjunction with leadership/vision
- Update leadership on any team issues/concerns
- Maintain your own spiritual well being
- Offer team members training/opportunities
- Recognise and value band members

Let the message of Christ dwell among you richly as you teach and admonish one another with all wisdom through psalms, hymns, and songs from the Spirit...

Colossians 3:16



BRASS BAND: MEMBER

Committed and dedicated musical servants

Brass band members are committed and dedicated musical servants. They serve with the understanding that their role is part of a larger responsibility to the vision and strategy of the church and its leadership. Alongside an attitude of diligence and excellence in the application of their musical gifts, brass band members should reflect a culture and lifestyle of worship, both on and off the platform.

KEY TASKS:

- Serve in church services as scheduled
- Attend scheduled practices
- Attend service briefing

EXPECTATIONS:

- Be prepared with music/charts (unless provided by Brass Band Leader)
- Ensure your instrument is well maintained and ready to be used
- Be familiar and well rehearsed with parts/songs
- Be early or on time wherever service/attendance is required
- Maintain your own spiritual well being
- Be open and receptive to direction and feedback from Brass Band leader

Praise the
Lord, all
people on
earth,
praise his glory
and might.

1 Chronicles
16:28