

WORSHIP TEAM MINISTRY DESCRIPTION — PROPRESENTER ~ DRAFT #2

How important is this ministry?

Worship of God is the most important action within the life of a believer and, collectively, the church. Corporate worship occurs when believers gather together to focus their praise, prayers and hearts upon God. This oftentimes happens through the singing of hymns, Psalms and spiritual songs, which is difficult if you don't know the words. You are the "words" provider! Important? You bet! Through your ministry people will be able to sing praise to God, pray as a congregation, read scripture together, follow sermon outlines, watch poignant film clips, and review important church family announcements. On Sunday morning, your ministry is the main hub of communication for the congregation: for those who are attending online as well as those who gather together.

A New Philosophy of Ministry

In the past, "worship leaders" were seen as those standing/singing at the front of the congregation. They may be physically standing at the front but you are partnering with them to lead the people. You are part of the worship team! While they are required to know the music and sing/play the right notes, you are required to display the right words at the right time. To do this well you need to become a Presentation Ministry expert and we can help train you so you feel equipped and confident for this important ministry!

Ministry Requirements

- One needs to be comfortable on a computer (we use a Mac Mini).
- One needs to attend the provided training sessions on how to use ProPresenter. In these sessions you will learn how to:
 - Edit songs during practice on Thursday nights/Sunday mornings
 - Link services if anything has changed
 - Play music and/or videos from the program
 - Display powerpoint presentations (if needed for special speakers). These can now be imported into ProPresenter.
- Familiarize yourself with the songs we will be singing. Most songs can be found on YouTube or online. Playlists can be made for you if you wish.
- A passion for making our Sunday worship services run as smoothly as they can.
- You would be expected to attend a mid-week practice if the team you're assigned to decides that they are having one.
- You will be required to fill out a short information form which will include your experience, your abilities and a short testimony of how Christ is working in your life.
- A meeting with the Pastor of Worship & Creative Arts will be scheduled to discuss your form and see how you may fit into the worship ministry at CAC or how we can help you develop further before you join this particular ministry.
- Please Note: To assist in the learning of ProPresenter every person involved in this ministry is able to have the program for their own personal computer at home so that they can play around with it and hone skills on it without the congregational environment.

What do I do?

- You will be operating the computer on Sunday mornings that presents the lyrics to the worship songs we will be singing. You will also be playing videos (that are on the computer), displaying the announcements, scripture readings and, at times, display the congregational prayers if there are any. Also, the pastor may have notes or points to display on the screen, these will be set up in the program and instructions given.

- Special speakers may on occasion have powerpoint presentations or videos - these should be linked into the service already, and you will be given notes or instructions as to when they are needed.
- You are responsible for starting announcements and music pre service and staying post service to save the sermon and to run music and announcements to close the service.
- You are responsible to keep the presentation area tidy.

Time Requirements

- We recognize many people serve in different areas and ask that in order to maintain your joy in service and not burn out, you allow yourselves two weeks out of six weeks to be without any ministry commitments.
- You are responsible for attending worship team practice on Thursday evenings (7:30pm) please come for 7PM if possible — and Sunday morning practice (8AM) before the first service, again, please arrive at 7:45AM to boot up the system. Make sure you arrive on time and have the computer set up and review the service fully so you know what is required for slides throughout.
- Extra services. There are times during the year where we have extra services that require sound personnel. These include but are not limited to Good Friday and Christmas Eve.

**** Special Note:**

YOUR ministry is to run the slides for the Sunday morning worship service. Anything that is to be played visually or audibly, should be linked into the ProPresenter program for you to run on Sunday mornings. If a committee or person has not met the deadline by Friday noon for getting their slides in to the person creating the service, slides will not be available and you are NOT responsible for the creation of slides on a Sunday morning. **A lack of planning on other committees or people wanting slides for the service does not constitute an emergency on the part of the ProPresenter person.**

The only other 'last minute' situations that may occur is either when we have special speakers who may have power points or pictures/ information they may want displayed OR someone has died and we need to communicate that loss and information to the church family. Regarding special speakers, we will work diligently beforehand to get these slides ahead of time so it doesn't have to be dealt with on a Sunday morning. You still have the right to refuse, if you don't feel comfortable with doing what's being asked of you. You will be expected to run the program as best as you have been trained to do, and know how to. Your time and effort is valued and we do not want to put undue pressure on anyone participating in the ProPresenter Ministry.

Please pray for God to bring more people to serve in this extremely important ministry. It is a very important ministry and we can never have too many "computer-comfortable" people. Please pray to see if God is calling you to help us in this area of need and service. If you have any questions please feel free to contact either Pastor Joe or Elder Peter Graham.

*Oh sing to the LORD a new song, for he has done marvellous things!
His right hand and his holy arm have worked salvation for him.
Make a joyful noise to the LORD, all the earth;
break forth into joyous song and sing praises!
Sing praises to the LORD with the lyre, with the lyre and the sound of melody!
With trumpets and the sound of the horn make a joyful noise before the King, the LORD!
~ Psalm 98:1, 4-6*