

Assisting Minister Meeting

1. In sacristy go over robes, sashes & sinctures
2. Go over prayers of the church and make any additions if needed
3. Check PA System & cordless mics (make sure only channels needed are turned up see chart)
4. Help the acolytes get ready. Double check scripture readings in pulpit
5. After prayer in the sacristy, wait in narthex with acolyte before processional
6. Be aware of scripture reader and be prepared to cover if they are absent
7. Be prepared to deal with PA system problems (static, volume, etc)
8. Follow bulletin closely and anticipate what is coming next in the service
9. After service concludes, greet people at one of the exits
10. People may approach you with various questions, concerns or comments about the worship service, be prepared to do what you can to assist them or relay the info to the appropriate person