



CONTENTS

- 7 Introduction
- 11 Foundations of Worship Leadership
- 18 Pattern for Worship ☪

PART 1: WORSHIP LEADER ROLES

ASSISTING MINISTERS

- 23 Overview
- 34 Summary of Duties ☪
- 35 Preparing for Worship ☪
- 36 Sample Training Outline 1: *Spirituality and History* ☪
- 38 Sample Training Outline 2: *Practical Shape of the Role* ☪
- 40 Sample Newsletter Article ☪
- 41 Sample Letter of Invitation ☪

READERS

- 43 Overview
- 54 Summary of Duties ☪
- 55 Tips for Readers ☪
- 56 Ten Adverbial Encouragements for Readers ☪
- 57 Frequently Asked Questions ☪
- 58 Preparing for Worship: *Twenty Minutes a Day toward a More Excellent Reading* ☪
- 59 Training Readers: An Overview ☪
- 61 Sample Training Outline 1: *Focus on Discovery* ☪
- 63 Sample Training Outline 2: *Focus on Delivery* ☪
- 65 Sample Training Outline 3: *Focus on Entry, Exit, and Energy* ☪
- 67 Sample Newsletter Article ☪
- 68 Sample Letters of Invitation ☪

INTERCESSORS

- 69 Overview
- 80 Summary of Duties ☪
- 81 Tips for Intercessors: Preparing the Prayers ☪
- 84 Tips for Intercessors: Leading the Prayers ☪
- 86 Preparing for Worship ☪

- 87 Sample Training Outline 1: *Focus on Preparing the Prayers* ☛
- 90 Sample Training Outline 2: *Focus on Leading the Prayers* ☛
- 92 Sample Newsletter Article ☛
- 93 Sample Letter of Invitation ☛

ACOLYTES

- 95 Overview
- 102 Summary of Duties ☛
- 104 Acolyte Quick Reference ☛
- 104 Acolyte Word List ☛
- 105 Preparing for Worship ☛
- 106 Sample Training Outline ☛
- 109 Sample Letter of Invitation ☛

USHERS AND GREETERS

- 111 Overview
- 114 Ushers: Summary of Duties ☛
- 115 Tips for Ushers ☛
- 116 Greeters: Summary of Duties ☛
- 117 Tips for Greeters ☛
- 118 Preparing for Worship ☛
- 119 Sample Training Outline ☛
- 123 Sample Newsletter Article ☛
- 124 Sample Letter of Invitation ☛

COMMUNION MINISTERS WITHIN THE ASSEMBLY

- 125 Overview
- 132 Summary of Duties ☛
- 133 Tips for Communion Ministers ☛
- 134 Preparing for Worship ☛
- 135 Sample Training Outline ☛
- 137 Sample Newsletter Articles ☛
- 138 Sample Letter of Invitation ☛

COMMUNION MINISTERS SENT FROM THE ASSEMBLY

- 139 Overview
- 143 Sending of Holy Communion: *The Service with Notes and Commentary* ☛
- 155 Sample Training Outline ☛
- 157 Sample Newsletter Article ☛
- 158 Sample Letter of Invitation ☛

ALTAR GUILD

- 159 Care and Maintenance for Your Sacristy Items

TECH MINISTERS

- 169 Overview
- 175 Preparing for Worship ●

MUSICIANS AND CANTORS

- 177 Overview
- 189 Musician/Cantor in Review ●
- 190 Ten Tips for Introducing New Music ●
- 192 Sample Choir Rehearsal Plan ●
- 193 Choir: Sample Newsletter Article or Letter of Invitation ●

CHILDREN'S SERMON MINISTERS

- 195 Overview

WORSHIP SPACE

- 201 Overview
- 208 Thinking Together about Our Worship Space ●

PART 2: HELPFUL TOPICS ●

- 213 Being a Lay Worship Leader
- 215 Why Be a Worship Leader?
- 217 How to Totally Get It
- 220 Recognition of Ministries in the Congregation
- 223 Recognition of Worship Ministries in the Congregation
- 233 Presiding Basics
- 236 What Actors Can Teach Us about Worship Leadership
- 241 Choreography in the Worship Space: *Practicing Movements*
- 246 Processions 101
- 250 Rehearsing Once-a-Year Liturgies
- 255 Hospitality in All Things
- 257 Expecting and Welcoming Visitors
- 260 On Time and Prepared: *How to Keep the Pastor from Freaking Out on Sunday Morning*
- 262 What Should I Wear?
- 264 You and Your Alb
- 265 Microphones: Possibilities and Pitfalls
- 268 Making and Using a Leaders Book
- 273 Communion Bread Recipes

- 275 Glossary ●
- 282 Resources ●