

4pm Sunday Serving Role Descriptions

Expectations of all persons serving at church

All persons serving at church must:

- Be regular members of our Carlton 4pm congregation;
- Complete the Safe Ministry Essentials (Level 1) training online;
- Respond to Elvanto roster requests to confirm you are able to complete your role, or otherwise respond to organise a swap or alternate;
- Where possible, maintain availability/unavailability in Elvanto to enable efficient rostering.

Where necessary, training will be provided, and the staff team are always happy to answer any questions.

Bible Reading

Role description	Read the bible passage(s) to the congregation during the service.
Details	Read the passage ahead of time to prepare. Arrive at church by 3.45pm for a pre-service briefing.
Frequency	Flexible
Notes	The New International Version (2011) is used in services.

Prayer

Role description	Depending on the service plan, pray on behalf of the congregation during the service and lead the congregation in the Lord's Prayer.
Details	Prayerfully prepare ahead of time, including timing your prayer to ensure the length is appropriate to the timeslot in the service. Arrive at church by 3.45pm for a pre-service briefing.
Frequency	Flexible

Prayer after the service

Role description	Be available to pray for people individually at the end of the service.
Details	Sit at the front of the church for 5-10 minutes after the end of the service available for individual prayer.
Frequency	Flexible
Notes	It's important to uphold trust by keeping any matters shared during one-to-one prayer confidential. If a matter is disclosed where it is necessary or wise to disclose this to a staff member, ask permission to do so unless it's a mandatory reporting situation or a crime. Always follow the safe ministry standards with respect to confidentiality and disclosure. If you think it would be helpful for a staff member to follow up someone you've prayed for, you can also indicate that to the staff person without disclosing what has been said to you.

Service Leading

Role description	Lead the Sunday service by introducing the service, guiding people through the transitions between service elements, leading the confession and assurance, and closing the service with a sending out.
Details	Prayerfully prepare ahead of time. Arrive at church by 3.45pm for a pre-service briefing.
Frequency	Flexible
Notes	A staff member will be in contact with you in the prior week to discuss the order of service.

Music

Role description	Facilitate congregational worship through music by playing in the band in the service.
Details	Arrive at church by 2.15pm for rehearsal.
Frequency	Our music volunteers are organised into music teams. Our teams are usually rostered for 2 consecutive weeks out of every 8 weeks.
Notes	Bella Bradbeer is our Carlton Campus Music Minister. If you are interested in joining one of our 4pm bands, we will put you in touch with Bella for a fuller chat about what is involved and the process for joining a band.

Sound

Role description	Set-up sound system and microphones, manage the sound mix during the service.
Details	Arrive at church by 2.00pm for set up and band rehearsal.
Frequency	Flexible (once a month optimal)
Notes	Training will be provided.

Slides

Role description	Review the slides against the service outline prior to the service. Control the slides during the service.
Details	Arrive at church by 3.30pm to review the slides and attend the pre-service briefing.
Frequency	Flexible

Communion set-up

Role description	Prepare the supplies for communion and pack away after the service.
Details	Arrive at church by 3.15pm to prepare and attend pre-service briefing.
Frequency	Flexible (communion is shared once per month)

Communion serving

Role description	Serve communion bread or wine/grape juice during the communion service.
Details	Arrive at church by 3.45pm for a pre-service briefing.
Frequency	Flexible (communion is shared once per month)

Welcome (Nametags and service sheets)

Role description	Set-up welcome table and self-serve tea & water. Greet people as they arrive, write nametags and/or hand out news sheets. Typically, two people are serving in this role each Sunday, one person writing nametags at the welcome desk, and one person handing out news sheets at the door.
Details	Arrive at church by 3.30pm to pray with the welcome team, set-up and be ready as people begin arriving. Remain in the foyer during the first 15min of the service to welcome late arrivals.
Notes	For self-serve tea & water, bring out a tray of glasses and a tray of mugs from the kitchen. Tea bags, sugar and teaspoons are kept in the yellow cupboard in the servery. Also set out a dishwasher tray on one of the square metal trays on a black table in the café for used mugs.

Welcome (Connections)

Role description	Informally welcome people, looking out for newcomers or people standing alone and helping them to make connections by introducing them to others. Seek to facilitate these connections before the service, during the welcome time and after the service.
Details	Arrive at church by 3.30pm to pray with the welcome team and be ready as people begin arriving. Continue performing this role after the service during afternoon tea.
Frequency	Flexible

Afternoon tea

Role description	Warmly greet people as you serve tea and coffee after the service. Ensure the dishwasher is turned on before the service (as the machine takes a while to warm up). At the end of afternoon tea, collect used mugs, run through the dishwasher and tidy-up.
Details	Step out of the service a few minutes early to set-up and be ready to serve afternoon tea as people leave. Serve tea/coffee until 5.45pm and then pack-up
Notes	Make one plunger pot of coffee, following instructions on the coffee grinds container in the yellow cupboard. Tea, coffee, teaspoons, and sugar are all kept in the yellow cupboard in the servery. We don't usually have any food with afternoon tea but if you would like to bring some baking or fruit you are most welcome to.

	Water glasses and mugs are usually set out before the service for self-serve but if this has not been completed, please set out glasses and a water jug on the bench after the service also.
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Dinner after church (coordinating)

Role description	Prepare dinner for the congregation to share together after the service on Sunday. Discuss with the staff team the estimated number of people, purchase ingredients and prepare the meal. Submit a reimbursement form for the cost of ingredients.
Details	Purchase ingredients and prepare meal to be served at 6pm.
Frequency	Flexible
Notes	Staff will roster you on with another volunteer to assist with cooking (see role description below). Please get in touch with your cooking assistant

Dinner after church (assist in preparing)

Role description	Arrive at church early to assist in cooking dinner for the congregation to share together after the service. The person coordinating dinner that week will work with you on how to help, including when to arrive at church.
Details	Discuss with the dinner coordinator to organise timing.
Frequency	Flexible

Dinner after church (washing up)

Role description	Wash-up dishes (using the dishwasher as appropriate) and wipe down tables and kitchen bench tops after dinner on a Sunday.
Details	Check after the service that the dishwasher has been turned on.
Frequency	Flexible