



Worship Liaison Guidelines

Service Leaders: coordination and guidance

- Solicit volunteers for each Sunday of your month that has not filled up on the spread sheet
 - Potluck Sundays may be best for an experienced or courageous volunteer.
 - If you plan to use an inexperienced leader, try to meet with them well before the service to review the Service Leader Guidelines.
- Remind service leaders to send their music requests to the pianists—Karen and Cheryl— two weeks before their service, so that the pianists have time to practice (one week at the minimum).
 - Pianists: Cheryl McKenty is 442-1390. dcmcken@bresnan.net; Karen Maclean is 442-1499, 7echoes@bresnan.net
 - The month before your service, Becky will send you a “music reminder” with the schedule of pianists for your month.
- Forward the most current version of the Worship Guidelines for services leaders and the OOS to your service leaders. Remind your leaders that all of the greeter/host/pianist/next service info is on the spreadsheet.

BSUU Role: communication and support

- Coordinate weekly announcements:
 - On each of the Mondays preceding your month’s Sundays, send out a request for announcements to bigskyuu@googlegroups.
 - Collate announcements, copying and pasting from the previous weeks, and send them out on Thursday night.
- Announcements should include service leader and service title for the subsequent Sunday
- Plan to attend services every Sunday of your month to provide moral support and help with the facility. If you are unable to attend, ask another worship committee member to be “back up liaison.”
- On Sunday mornings, arrive at the church at 11:15 to assist with service implements (see Service Leader Guidelines).
 - Cordon off the back 4 pews with burgundy and gold cord from the Worship Box.
 - Remove cord once doors close and service starts such that back pews are available for latecomers.
- Following service, close down the sanctuary, using the instructions that remain in the wicker worship box. Be sure to check off all of the listed items, including battery recharging and thermostat readjustment. A board member will also be available for a final check of the sanctuary.

Thank you for your important role in supporting our Fellowship!