



Ministry	Praise and Worship Team – GyMEA Miranda Uniting Church
Vision / Purpose	The Praise and Worship Team plays a vital role in leading the church community in vibrant, Christ-centred worship that glorifies God, nurtures the faith of worshippers, and fosters a sense of unity, reverence, and joy in the presence of God. Through scripture, music, and creative expression, the team supports the congregation in responding to God's love and grace.
Operating days and times	Praise and Worship lead on Sunday worship service For GMUC - Sunday morning service times 09:30 – 10:30
Operating Site	Local congregation at GyMEA Miranda Uniting Church, 15 Central Road, Miranda
Team Member Roles	The Praise and Worship team in GMUC consists of team members according to roster prepared by Church Council: Worship Leader, usually either Minister or Lay Preacher; Elder; Congregation member supporting Elder for Holy Communion services; Bible Reader; Two congregation members allocated to Door Stewards, for greeting people to service and supporting the collection of the offering; Musicians, including organist and any other instrumentalists or vocalists; AV Technician and Morning Tea organisers.
Core Responsibilities as a Team	To lead the congregation in deeper worship and connection with God through music, prayer and praise; To use musical gifts and creativity in service to the community, helping facilitate accessible, inclusive, and engaging worship; Collaborate with the Minister and other leaders in planning and delivering meaningful worship experiences in line with UCA theology and liturgy;

SPECIFIC ROLE DESCRIPTIONS OF INDIVIDUAL ROLES WITHIN THE GMUC TEAM

Worship Leader

(The Minister, or congregation Lay Preacher or visiting Preacher):

- Provide overall spiritual leadership for the team and congregation during worship;
- Prepare order of service, including reflection/sermon;
- Select bible readings and provide these to rostered Bible Reader in advance of service;
- Select music and liaise with rostered organist/ musicians in advance re selection of hymns, and music;
- Inform other rostered participants in service of their parts, e.g. Elder, Communion supporters, etc;
- Utilise the gift of each team member;
- Support team members.

Organist/Other Musicians

- Liaise with Minister/Worship Leader in advance re selection of hymns/music;
- Turn on Organ and PA system at the master switch (behind organ stool in loft);
- Play prelude prior to service commencing;
- Provide musical accompaniment that enhances and supports congregational singing;
- During offering, play music as directed, e.g. a short offertory piece or doxology or hymn, as required;
- Close the service with threefold Amen;
- Play postlude after the service, if requested;
- Turn off master switch behind organ stool after switching organ off;

Elder:

- Arrive early so that they can greet any visitors, congregation, prior to the service;
- A few minutes before the service starts, join the Minister/preacher in the vestry and lead a short prayer with them.
- Open the service at appointed time (09:30am usually) by welcoming all, especially any visitors (naming them if possible), thanking the Minister/preacher, and making any announcements, either from the fortnightly bulletin or if asked to do so by other members of the congregation. (Note: Try to keep these brief.) You may include an Acknowledgement of Country as part of the welcome. Conclude announcements with "Now let us worship God."
- Where requested or rostered to do so, the elder will prepare and lead the Prayers of the People, and other parts of the service, by prior arrangement with the Minister or worship leader;
- On Communion Sundays, two elders (or an elder and a rostered supporter) are required to participate and distribute the elements and to take part in the spoken liturgy as required.

Bible Reader:

- Where rostered, the Minister or worship leader will inform the reader in advance of the Bible readings for the day. These are usually taken from the UCA Lectionary and are printed in the fortnightly Bulletin;
- There may be one or more readings and the Minister or worship leader will advise when each passage is to be read during the service.
- The reader may use their own Bible or one from the pews, or a print-out of the reading or read from a digital device (GMUC usually uses the Good News version of the Bible.);
- At the end of the last reading in the service, say something like: "This is the word of the Lord; thanks be to God." Or "May God add to this reading from his Word."

Door Stewards:

- Where rostered, there will be two stewards allocated for each service. They will be allocated a key which is for the church & hall & toilet doors.
- Arrive approximately half an hour before the service – i.e. Approx. 09:00 for a 9:30 am service;
- Open the Church doors, front and back, Hall and toilets;
- Turn lights on, open windows and turn on fans or heaters as required;
- Greet people as they arrive and distribute orders of service, Bulletins and any other printed materials that leaders have requested be distributed;
- Provide name badges to those members of the congregation who have them;
- Wait to be seated until after the start of the service, to ensure late-comers are welcomed;
- At the appointed time, bring offering box and grocery donations to the communion table and stand at the communion table for offertory prayer;
- After the service, close windows, turn off lights, fans/heaters, etc. and PA system (if required);
- Close church doors when everyone has left;
- Close up toilets, hall, etc. after morning tea, or liaise with the morning tea team to do so.

Technical support/ Data projectionist

- Manage the sound and/or visuals during services as requested by the Worship leader or preacher, ensuring clarity and quality;
- Ensure all material to be displayed has been received prior to the service and that it is loaded onto the laptop as required;
- Arrive prior to the service and set up microphones, speakers, and projection equipment as needed;
- Balance sound levels and troubleshoot technical issues;
- If the congregation has been asked to send material or photos, etc. support them by putting them onto PowerPoint presentations as required.
- You may be asked to prepare a full PowerPoint presentation for the service, with a series of slides to be projected onto the screen. Ensure that any text on the slides should be of a size which can easily be read on the screen by the congregation (32 font size at least recommended). Where possible, in PowerPoint Design tab, set the Slide Size to “on-screen 16:10” aspect ratio to ensure screen is filled.
- Where required, you may be asked to provide own laptop computer and this is connected to the cabling for the data projector in the choir loft;
- HDMI connection cables and the remote control for the Data Projector are stored in the bottom cupboard of the PA system next to the data projector;
- If audio is needed from the computer, the PA system must be On. (Master switch is on the wall behind the organ stool.) The PA system has a mixer on the top shelf and the “D-Proj” input is the data projector. The computer must output audio through the HDMI connection.
- Instructions for using the data projector are on a laminated sheet sitting on the projector. Please do not change settings or cables on the projector.
- A remote clicker can be used to operate the PowerPoint from the chancel area and can be used by the Worship leader if required. The clicker can be available, stored in PA cabinet in loft. There is a USB dongle slotted into the remote clicker that must be inserted into the computer to be used. (Please ensure the dongle is returned to its slot after use.)

Morning Tea Team (as per roster):

- Where rostered, there will be two people rostered to provide morning tea after the service in the Church Hall;
- Arrive early before the service to set up the hall with chairs and tables as required. Ensure care is taken as these are awkward and cumbersome – where needed, two people should bring out tables to set them up, and again when put away;
- Fill urn, put on urn to heat, set out cups and saucer/mugs, tea, coffee, milk and sugar and water as required from containers in the kitchen cupboards;
- Put food/ biscuits on plates;
- After the service, set out food and serve members with hot/cold drinks as requested, taking care with hot water in kettles and urns;
- After morning tea, wash, dry and put away dishes and cutlery in kitchen cupboards and drawers;
- Return tables to be up against the wall and stack chairs, ensuring care is taken with able-bodied people to take down tables and lift chairs.
- Sweep floor in hall with brush from cupboard.
- Put out rubbish into red bin as required;
- Ensure Culture of Safety policies are adhered to, including Safe Food Handling policy;
- Before leaving, check that all fans and heaters are off, all windows and doors are closed and locked and that the toilets are also closed and locked.
- Close the driveway gates (or arrange for someone to do so).