Service Roles & Instructions



Guidelines for worship roles to serve orderly and honour God. ??????????????????

- Serving as Chair ????
- Serving as Usher ??????
- Serving in Praise Team ????
- Serving in Audio and Visual ????
- AV Training ????

Serving as Chair □□□

A chairperson guides the flow of worship with clarity, reverence, and a welcoming spirit.

Qualifications

1. Must be a born-again, baptized Christian and a member of this church.
2. Must love the Lord, pursue spiritual growth, serve humbly, and be committed to the church.
3. Must have attended worship services at this church for over two years, possess a good knowledge of the Bible, and have a mature understanding of God.
4. Must be faithful, discerning, and have good conduct and testimony.
5. Must be clear in speech and expression, and recognized by pastors and ministry coworkers.

Guidelines

1. Arrive at church 30 minutes early to prepare your heart and emotions.
2. Dress neatly, respectfully, and appropriately; casual attire is not suitable. Women’s skirts should be below the knee, and revealing clothing should be avoided.
3. Pray with the choir and pastors before the worship service begins.
4. Familiarize yourself thoroughly with the Scripture reading beforehand to avoid errors or stumbling.
5. Check the microphone, PowerPoint, and sound system to ensure they are working properly.
6. Keep the offering prayer brief and focused.
7. Review announcement items ahead of time and report them clearly and concisely.
8. Clearly welcome new visitors to the church; do not skip or rush through it.

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Serving as Usher □□□□□

An usher warmly welcomes attendees, maintains order, and supports a smooth worship experience.

Qualifications

1. Must be a born-again, baptized Christian and a member of this church.
2. Must have attended worship services at this church for over a year, be committed to the church, and regularly participate in Sunday services and small group meetings.
3. Must not engage in behaviours that clearly violate biblical principles, such as cohabitation before marriage, extramarital affairs, etc. Must uphold a holy marriage and agree with and follow the Bible's teaching on marriage of one man and one woman.
4. If a person displays a poor testimony and repeatedly fails to correct it after counsel, the church reserves the right to suspend their service.

Guidelines

1. Arrive at church 20 minutes early to prepare your heart and emotions.
2. Dress neatly, appropriately, and respectfully; casual attire is not suitable. Women's skirts should be below the knee, and revealing clothing should be avoided.
3. Welcome and greet every brother, sister, and guest with a smile.
4. Check the sanctuary for cleanliness and remove any unnecessary items.
5. Neatly arrange the free literature on the long table at the entrance, maintain the church's tidiness, and avoid giving new visitors a bad impression.
6. Prepare visitor information forms and pens. When new friends arrive, warmly and proactively care for them, guide them to their seats, and assign a brother or sister to accompany them. Ask if they are willing to leave their contact information and name. If they agree, have them fill out the form and give it to the service leader.
7. If visitors have children, kindly invite them to participate in the Children's Sunday Worship.
8. Encourage and direct parents with infants to sit in the upstairs nursery room.
9. Pay special attention to elderly brothers and sisters, assisting them to their seats as needed.
10. When seating attendees, encourage everyone to sit closer to the front and center.
11. After worship begins, gently close the rear doors and sit at the back to receive any latecomers.
12. If friends arrive late during the service, quietly guide them to appropriate seats without disrupting the service. If the pastor is praying, ask them to wait until the prayer ends before entering the sanctuary.
13. Handle unexpected situations during the service, such as bringing noisy children outside to their parents.
14. Coordinate the orderly distribution of communion elements.
15. If you are unable to serve as scheduled, please find a replacement yourself and get approval from the service leader on duty.

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Serving in Praise Team □□□

A praise team member leads the congregation in worship with humility, preparation, and a heart focused on God.

Member Qualifications

1. Must be a born-again, baptized Christian and a member of this church.
2. Must have attended worship at this church for over a year, be committed to the church, and regularly participate in Sunday services and small group meetings.
3. Must have a burden and gifting for music ministry and be willing to commit to serving in the worship team.
4. Must not engage in behaviors that clearly violate biblical principles, such as cohabitation before marriage or extramarital affairs. Must uphold holy marriage and agree with the biblical teaching of one man and one woman in marriage.
5. If a member displays poor testimony and repeatedly fails to correct it after counsel, the church reserves the right to suspend their service.

Guidelines

1. Arrive at church 20 minutes early to prepare your heart and emotions.
2. Avoid the mindset of "it's too easy for me, so I don't need to practice."
3. Dress neatly, appropriately, and respectfully; casual attire is not suitable. Women’s skirts should be below the knee, and revealing clothing should be avoided.
4. Invite the congregation to stand at the beginning of worship.
5. After the singing begins, encourage the congregation to remain standing, but allow seating when appropriate to accommodate the elderly or those with mobility challenges.
6. Leading worship is not about showcasing personal talents but about guiding the congregation to worship God together, following the principle of "seeing no one but Jesus."
7. Pray and seek the Spirit's guidance to select songs that align with the message of the speaker.
8. Worship leaders must practice diligently and coordinate with the pianist before leading. Without proper coordination, participation is not allowed.
9. Be punctual, keep commitments, and respect one another.

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Serving in Audio and Visual □□□

An AV team member ensures smooth and clear audio-visual support for worship with excellence and attentiveness.

Watch the AV training video for an eight-section walkthrough of equipment setup, sound checks, slides, cameras and livestreaming.

Qualifications

1. Must be a born-again, baptized Christian and a member of this church.
2. Must have attended worship services at this church for over a year, be committed to the church, and regularly participate in Sunday services and small group meetings.
3. Must have a burden and gifting for music ministry and be willing to commit to the worship team service.
4. Must not engage in behaviors that clearly violate biblical principles, such as cohabitation before marriage or extramarital affairs. Must uphold holy marriage and agree with the biblical teaching of one man and one woman in marriage.
5. If a member displays poor testimony and repeatedly fails to correct it after counsel, the church reserves the right to suspend their service.

Guidelines

- Arrive at church 30 minutes early to check the computer, equipment, and the day's PowerPoint/Google slides.
- Ensure smooth transitions during the service by controlling microphone volumes, projector output, and Google slide transitions.
- Check microphones with the praise team and remind them to maintain appropriate distance from the mics.

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AV Training □□□

Learn the church AV setup and service-time workflow through this eight-section training video. Watch it here, or choose a chapter to review a particular step.

Choose English, Chinese, or both in the captions menu. Use the player's full-screen button to keep captions visible.

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https://next.saskcac.ca/training/av/?embed=1lang=zh-CN

Section guide

1. **Power on and open the AV station.** Prepare the sound system, speakers, projector, displays, and AV cabinet.
2. **Prepare the computers, tablet and slides.** Start the production computer, mixer tablet, and presentation computer, then open the service slides.
3. **Check microphones and rehearsal levels.** Identify the active channels, check levels with the praise team, and mute microphones before moving them.
4. **Set vMix scenes and camera framing.** Distinguish preview from live output and adjust the framing before taking a scene live.
5. **Prepare YouTube, recording and countdown.** Prepare the stream details, prelude scene and service countdown, and coordinate background music with the live piano.
6. **Set up the nursery relay and troubleshoot audio.** Check the nursery display and sound, then trace the mixer feed to vMix if audio is missing.
7. **Run the prelude, start streaming and verify viewing.** Prepare the opening slides, music and countdown; start the stream and verify the viewer experience in an incognito window.
8. **Operate the live service and fine-tune framing.** Follow the service flow, prepare slides in preview before transitioning, and adjust camera framing as needed.

Before serving

This recording supports hands-on training; equipment settings and procedures may change. Confirm current arrangements with the AV team. Device sign-in information has been removed from the public video and captions; obtain access details privately from the team.

Read the AV serving role and guidelines.

Offline copies

Download video MP4 · English captions · Chinese captions

For offline viewing, download the video and the caption file you want to use.

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