

Laptop Ministry Worker

The heart involved: A desire to serve and to help create an atmosphere conducive to worship.

Scheduling details:

- Ministry Scheduler will poll for availability for each two-month cycle and will generate schedule.
- Each laptop ministry worker will typically serve two weeks each month.
- Contact the Worship Leader if you are unable to serve when scheduled.

The practical tasks involved:

- On Sunday morning arrive by 9:30 a.m.
- Set up laptop and projector.
- If needed, copy song slides and sermon slides files to laptop.
- Open song slides and sermon slides files.
- Run through song slides to gain familiarity.
- Hook-up cable from soundboard to computer for recording.
- Participate in pre-service rehearsal.
- Join us at 10:10 a.m. for pre-service prayer in the Prayer Room.
- Change slides during the praise/worship time.
- Record the sermon.
- Monitor the slides during the sermon; help out if the Pastor's wireless slide changer is not working properly.
- If needed, change slides during closing song.
- After the service, pack up laptop and related equipment.
- Note: If church laptop, please do not power down; place into sleep mode.

Contacts: See bulletin for Worship Leader and Ministry Scheduler.