

PPC LAY LEADER INSTRUCTIONS

Revised 12/07/23

1. You will be on duty as an Elder/Deacon team for the month. During your lay leader month you will share duties:
 - a. Host Fellowship Hour (or invite someone to host)
 - b. Serve as Liturgist during worship
 - c. Deliver the offering to the office, count & secure it in the safe
2. **Host Fellowship Hour.** This involves making coffee (instructions are in the kitchen) & setting out sugar, crème, cups, stirrers, & napkins; have a caraf of hot water for tea & put tea out; make lemonade in pitcher & put out cups; put table cloth on serving table. Bring cookies to share. After everyone is gone, tidy up.
3. **Serve as Liturgist during worship.** You will be emailed a script for what to say during Community Life/Offering; prayer for illumination & scripture readings. If one of the pastors is away and it's Communion Sunday you will be invited to serve Communion. You may divide these tasks up between the two of you or if one of you is more suited to worship leadership that person may take the lead.
4. **Offering.** After service bring the offering to the church office & count it. Put it in the safe and fill out the counting form which is on top of the safe.

The hope is that you will be on duty and available for the Sundays during your month of service. You will be around to fill in should there be an unforeseen gap in service. You will be a hospitable presence for those who walk through the doors of our church. Arrive leaving enough time to set up fellowship. Retrieve your tech bulletin from the church office. Plan to do a sound check with James in the sanctuary 15 minutes before the service begins. Plan to pray with the pastors and the choir (if the choir is singing that Sunday) at the piano 10 minutes before the service begins. If you know you are not available on a Sunday then either work it out with your fellow Deacon/Elder to cover your absence, or swap Sundays with a Deacon/Elder.

Always feel free to ask questions.
Thank you for your service!