

Bethany Christian Church

LEADERS RESPONSIBILITIES

- **Make sure that you have enough people to serve.**
- **Make sure that the offering and communion plates are on the tables at the back of the sanctuary.**
- **Make sure that someone is there to give the offering prayer. (The leader should always be ready to do this in case someone doesn't show up or ask the ministers to do it.)**
- **Get the position cards before the service and put them in numeric order to make sure that you have all 16 cards. (If you are only going to serve with 12 people you should hold out cards numbered 13,14,15 and 16)**
- **Hand out the position cards as you see the servers. You should give the person who has the offering prayer card number 5 and he should take his offering tray with him and sit in the front of the sanctuary.**
- **Make sure that you get the position cards back at the end of the service and leave them in the offering trays at the welcome center.**
- **It is recommended that you contact each of the servers at the start of the month and verify that they will be there each week. You should also try to get all of your substitutions before you get to church on Sunday morning.**