

North East – Brierley | Hemsworth | Monk Bretton | Ryhill | Staincross

South – Hoyland & Birdwell | Darfield Wesley | Great Houghton | Pilley | Wombwell

North West - Buckley | Dodworth | Emmanuel | Higham | Kexborough

Volunteering Outline - Role Description

Volunteer Role Title: **Worship Steward**

Location: Barnsley Methodist Circuit (Emmanuel)

Responsible to & supported by: Ministers, Lay Workers, & Church & Chapel representatives

What is a Worship Steward?

The atmosphere in our churches is often generated by the Welcome Steward, & their team of stewards, through their welcome of the congregation & visiting Ministers, Local Preachers & volunteers leading the service through own arrangement services.

Welcoming Ministers, Local Preachers or own arrangement volunteer leaders is the main job of the Worship Steward. The Worship Steward is the first person they have had contact with before the service & who they know, and look for, on a Sunday as they enter the chapel.

Skills Required

- Good communication skills
- Organised
- Work as a team with other Worship Stewards & Sanctuary Stewards
- IT skills – use of the Services app (as this is used to schedule all volunteers on a Sunday from the Preaching Plan) & email to all involved in the service
- Friendly and helpful
- Listen & understand what is required

Time / Commitment Required

- Contacting the preacher before the service (all Order of Services are required, at the latest, on the Thursday before the service on a Sunday)
- Getting the Order of Service & sending it out to other volunteers eg: Tech, Organist
- Arranging readers or anyone for a drama (if required)
- Arrive approx. 30 minutes before the service to ensure everything is set up (or help set up)
- Remain after the service to ensure everything is tidied up in the sanctuary

The role of a Worship Steward

- Work as a team & as a team leader (with the Stewards)
- Follow the main duties & instructions below

Main duties & instructions for a Worship Steward

Before the service

- Contact the preacher at least 5 days before the service, to request an Order of Service and offer assistance by arranging readers and any other support needed
- Send the Order of Service to the Tech desk operator and pianist/organist, as soon as it is received from the preacher
- Arrange readers if needed, in addition to other assistance requested by the preacher – e.g., candles, handouts, pens etc.
- Let the preacher know that the **service starts at 10am** and normally lasts around 1 hour to 1 hour and 15 minutes
- Check that all doors and fire exits are clear and act as fire marshal to direct people to the gathering point in the event of a fire alarm. The gathering point is stated on signs next to each exit door and is the grassed area where Salisbury Street meets Huddersfield Road

Notes to send to preachers are stated further down this document

On the Day of the Service

- Arrive at the church at least 30 minutes before the service start time to open up and prepare for the service
- Inform welcome Stewards of any special requirements requested by the preacher, e.g., handouts, pens etc.
- Appoint at least two people to take the offering - the offering bags are kept in the cupboard in the vestry
- Display hymn numbers on the boards – the boards are kept in the vestry and the numbers in the cupboard in the vestry
- Turn on the cross light (switch on the wall behind at the bottom) and arrange the lectern, communion table and chairs, as needed
- For a Baptism service, position the font near the piano and fill with warm water, and reserve the front two or three rows of seats
- Make sure tables and chairs are set up in the upper hall for fellowship, tea and coffee after the service
- Welcome the preacher, provide them with a drink of water and pray for the service with the preacher 5 minutes before the service is due to begin
- Read any notices or announcements at the start of the service and welcome the congregation to the service

After the Service

- Thank the preacher & get / give any feedback
- Tidy the sanctuary at the end of the service. Take down hymn numbers and return the water glass to the kitchen. Tidy away any candles, pens, handouts, children's activity equipment etc.

Notes for Worship Stewards to Send to Preachers

- The **service starts at 10.00am** and normally lasts around 1 hour to 1 hour 15 minutes.
- Children are usually present, and a children's address is normally encouraged - if the preacher feels uncomfortable leading this, a layperson with experience of speaking to children could lead this part
- Opening hymns / songs should consider that children may be present
- The children normally leave during the second hymn - this is usually after 10-15 minutes of opening worship (unless it is an All Age Worship service)
- Normally preachers use a wireless microphone (clip on or ear-hook head set types are available)

- An organist / pianist normally lead the music - hymn choices should be with the Worship Steward by Thursday 6pm. Other instrumentalists can be asked to play.
- Services are projected on the big screen, so items for projection need to be with the Worship Steward to pass on to others by 6pm Thursday
- Any special items of liturgy, prayers, visuals, video clips that the preacher wants to use should be made clear and sent on ahead
- The church can provide and encourages use of Bible readers - if you want a specific Bible translation, please say
- The church can also provide people to lead prayers – the preacher should provide any prayers they want to be used
- The stewards will take up the offering - it can be taken at any time during the service. Please offer a dedication prayer after the offering is presented
- The Lord's Prayer can be used but does not have to be - if a more modern version is preferred, please say
- Singing the Faith hymn-books are used, but the use of music from other sources is also encouraged. If a song isn't in the hymn book, it can be streamed from the internet
- We are a multi age and cross-cultural congregation, so we encourage the worship to have a blend of traditional and more contemporary sources
- Drama can be arranged - please specify what is needed
- For special services, the church may provide items to be handed out before, during or after the service eg: daffodils for Mother's Day or palm crosses for Palm Sunday
- Percussion instruments and large bright coloured flags can be made available for children if needed in the early part of the worship
- Preachers are encouraged to stand at the door and say farewell to people as they leave, and then join in the fellowship time over a coffee and tea in the upper hall.

What requirements are needed to fulfil the role of being a Worship Steward?

- As a minimum - Completion of the Foundation module: Creating Safer Space: Safeguarding Children, Young People and Vulnerable Adults Course which takes approx. 2-3 hours (every 4 years) & passing on any observed or communicated concerns or worries relating to any person attending the chapel to the Safeguarding officer and / or minister.
- A satisfactory Enhanced Disclosure from the Disclosure Barring Service (DBS) (every 5 years) – volunteers will be asked to provide all relevant documents for these checks. There is no cost to the volunteer for this check.
- Recommended but not compulsory - completion of the EDI (Equality, Diversity & Inclusion) Training Course.
- Recommended but not compulsory - completion of the Unconscious Bias training.

This role outline was approved by Barnsley Circuit Meeting on 17th September 2026 and will be reviewed annually.

Please refer to the Circuit website for contact details of all chapel Leadership Teams, Church Council members, Circuit Meeting representatives & Circuit Leadership Team members.