

## 2019-2020 KAIROS LEADERSHIP TEAM ROLES

<b>WORSHIP PLANNING TEAM</b>		
<b>Worship Coordinator</b>	One team member	<p>Sends email to all team members on Friday with roles for following Tuesday's service                      Receives responses from team members regarding roles for the service by noon on Monday                      Receives readings from preacher and music selections from Music Coordinator by noon on Tuesday                      Sends readings to readers on Tuesday afternoon                      Works with Chaplaincy staff to design bulletin for weekly services on Tuesday afternoon</p>
<b>Music Coordinator</b>	One team member	<p>Meets with Chaplaincy staff to coordinate music for each semester                      Communicates with all musicians regarding weekly music selections                      Communicates music selections to the Worship Coordinator for publication in the bulletin                      Schedules rehearsal time for musicians as needed</p>
<b>Sacred Aesthetics Coordinator</b>	One team member	<p>Arrives by 7:15 p.m. to prepare the space for worship each week                      Clears the choir loft, sets up the altar, places and lights the candles, and adjusts the lighting                      Stays from 8:30-9 p.m. to assist with breakdown following the service                      Extinguishes candles and puts away all elements used in the service</p>
<b>Musicians</b>	Two-three team members	<p>Arrive by 7:15 p.m. to prepare for service and practice with other musicians                      Play and/or sing the opening song, candle lighting song, and closing hymn for weekly services                      Rehearse on own schedule in preparation for weekly services                      Play prelude and postlude for services                      *Must demonstrate musical ability during interview process</p>
<b>COMMUNITY ENGAGEMENT TEAM</b>		
<b>Outreach Coordinator</b>	One team member	<p>Manages Facebook group                      Contacts visitors and invites them to future services                      Promotes Kairos services to the broader UR community                      Coordinates congregational connections with campus ministries                      Facilitates correspondence with alumni and members abroad</p>
<b>Publicity Coordinator</b>	One team member	<p>Spearheads efforts to promote Kairos services and community engagement                      Sends description of theme and question to the Kairos community each Monday                      Records attendance and updates Kairos membership list each week</p>
<b>Fellowship Coordinator</b>	One team member	<p>Coordinates three fellowship events per semester                      Stays from 8:30-9:30 p.m. on weeks when fellowship events are held after the service                      Communicates plans for fellowship events to Kairos community                      Facilitates logistics (reservations, transportation, and registration) for off-campus fellowship events                      Assists with set up and clean up and serve as host for all fellowship events</p>
<b>Formation Coordinator</b>	One team member	<p>Determine dates and themes for formation group gatherings                      Develop weekly discussion points/plans for formation group gatherings                      Assist Chaplaincy staff in planning retreat experiences for Kairos community</p>
<b>Service Coordinator</b>	One team member	<p>Coordinates and hosts service opportunities each semester                      Facilitates logistics (reservations, transportation, and registration) for service opportunities                      Communicates plans for service opportunities to the Kairos community                      Connects with other campus ministries and the Multifaith Student Council to collaborate in planning opportunities</p>

**Note: The following roles are assigned by the Worship Coordinator to all KLT members each week. Applicants to the Kairos Leadership Team should be willing to serve in these roles on a weekly basis.**

<b>Greeters</b>	Two team members per week (excludes musicians)	Arrive by 7:45 p.m. Greet people as they arrive and distribute bulletins for the weekly service Identify visitors, welcome them, and ask to complete a visitor card Following the service, stand at the back door to talk with people as they leave and ask for names of visitors
<b>Readers</b>	Two team members each week	Read one of the selected passages during the service
<b>Presiders</b>	Two team members per week (excludes musicians)	Offer the welcome or lead the prayers of the people
<b>Writers</b>	One writer per week in a 3-4 week rotation – assigned by Worship Coordinator each week	Submit reflections on the weekly theme that are published in the bulletin and sent to the <i>Kairos</i> membership list