

## 2021-2022 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</p> <p>Receives responses from team members regarding roles for the service</p> <p>Receives readings from preacher and music selections from Music Coordinator</p> <p>Sends draft of bulletin to Chaplaincy staff and Music Coordinator by Monday</p> <p>Works with Chaplaincy staff to design and/or print bulletin for weekly services</p>
<b>Music Coordinator</b>	One team member	<p>Meets with Chaplaincy staff to coordinate music for each semester</p> <p>Communicates with all musicians regarding weekly music selections</p> <p>Communicates music selections to the Worship Coordinator for publication in the bulletin</p> <p>Schedules rehearsal time for musicians as needed</p> <p>Coordinates the recording of music for virtual services</p>
<b>Sacred Aesthetics Coordinator</b>	One team member	<p>Arrives by 7:15 p.m. to prepare the space for worship each week</p> <p>Clears the choir loft, sets up the altar, places and lights the candles, and adjusts the lighting</p> <p>Stays from 8:30-9 p.m. to assist with breakdown following the service</p> <p>Extinguishes candles and puts away all elements used in the service</p> <p>Develops PowerPoint slideshow for virtual services each week</p> <p>Runs the slideshow during the virtual services</p>
<b>Musicians</b>	Two-three team members	<p>Arrive by 7:15 p.m. to prepare for service and practice with other musicians</p> <p>Rehearse on own schedule in preparation for weekly services</p> <p>Play and/or record prelude, candle lighting and postlude for services (instrumentalists only)</p> <p>Play and/or record accompaniment for opening songs and closing hymns (instrumentalists only)</p> <p>Sing and/or record vocals for opening songs, candle lighting and closing hymns (vocalists)</p> <p>*Must demonstrate musical ability during interview process</p>
<p><b>Note: The Worship Coordinator assigns the following roles to all KLT members each week.</b></p> <p><b>Applicants to the Kairos Leadership Team should be willing to serve in these roles on a weekly basis.</b></p>		
<b>Greeters</b>	Two team members per week (excludes musicians)	<p style="text-align: right;">Arrive by 7:45 p.m.</p> <p>Greet people as they arrive and distribute bulletins for the weekly service</p> <p>Identify visitors, welcome them, and ask to complete a visitor card</p> <p>Following the service, stand at the back door to talk with people as they leave and ask for names of visitors</p>
<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

## COMMUNITY ENGAGEMENT TEAM

<b>Outreach Coordinator</b>	One team member	Contacts visitors and invites them to future services Promotes Kairos services to the broader UR community
<b>Publicity Coordinator</b>	One team member	Spearheads efforts to promote Kairos services and community engagement Sends description of theme and question to the Kairos community Records attendance and updates Kairos membership list each week
<b>Fellowship Coordinator</b>	One team member	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 (Zoom plans, reservations, transportation, and registration) for fellowship events Assists with set up and clean up and serve as host for all fellowship events
<b>Formation Coordinator</b>	One team member	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 Connects with other campus ministries and the Multifaith Student Council to collaborate in planning opportunities
<b>Service Coordinator</b>	One team member	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
<b>Team Builder</b>	1 team member	Coordinates opportunities for the KLT to gather for community Creates a schedule of prayer partners to distribute each semester Facilitates team members' attendance and support at other team members' co-curricular activities Facilitates correspondence with alumni and Kairos members abroad