

# APPLICATION FOR EMMANUEL COLLEGE WORSHIP COORDINATOR(S) 2019-20

To: all those interested in assuming the duties of student Worship Coordinators in 2019-20.  
Deadline: April 30, 2019

***This page is to be submitted by email or hardcopy to Dr. Becca Whitla, [b.whitla@mail.utoronto.ca](mailto:b.whitla@mail.utoronto.ca)***

Name (*print*) \_\_\_\_\_

Student number \_\_\_\_\_

email address \_\_\_\_\_

***Please answer the following questions:***

- ❖ I have completed "Worship I" or an equivalent introductory worship course: yes \_\_\_\_\_ no \_\_\_\_\_
- ❖ I have completed \_\_\_\_\_ (number of) credits in my \_\_\_\_\_ (name of program).
- ❖ I have an extension on one or more courses from the 2018-19 academic year: yes \_\_\_\_\_ no \_\_\_\_\_
- ❖ I am on academic probation: yes \_\_\_\_\_ no \_\_\_\_\_
- ❖ I have reviewed the "General Job Description(s)" on the next page and believe I have the *skills* to devote to this coordinating role: yes \_\_\_\_\_ probably \_\_\_\_\_ no \_\_\_\_\_
- ❖ I have reviewed the "General Job Description(s)" and have the *time* to devote to this coordinating role (approx. 4 hours/per week beyond the worship services themselves, for 24 weeks):  
yes \_\_\_\_\_ probably \_\_\_\_\_ no \_\_\_\_\_
- ❖ I will be able to attend either a Tuesday or Thursday service of Midday Prayer each week, and Wednesday afternoon worship services, most of the time: yes \_\_\_\_\_ probably \_\_\_\_\_ no \_\_\_\_\_
- ❖ Generally speaking, I would be most interested in the work of (check one or more):
  - Coordinator of Midday Prayer: \_\_\_\_\_
  - Coordinator of Word & Table (Wednesday worship): \_\_\_\_\_
  - Coordinator of Communications: \_\_\_\_\_
  - Coordinator of Vestry (liturgical supplies & Chapel space): \_\_\_\_\_
  - I'm flexible/negotiable with respect to my role: yes \_\_\_\_\_ no \_\_\_\_\_ somewhat \_\_\_\_\_
- ❖ I have talked about this proposal with (a) former student Worship Coordinator(s) (Name of that person: \_\_\_\_\_).

***Comments:*** e.g., reasons for your interest in this work (i.e., abilities, interests, experience, etc.); anything regarding the role or work you would like undertake:

Signed \_\_\_\_\_

Date: \_\_\_\_\_

## **General Job Description(s) of Worship Co-ordinator(s)**

### ***Purpose:***

Worship is an integral part of our community life at Emmanuel College. The Worship Team is made up of several student Worship Co-ordinators who work with the Director of Chapel and the Faculty Advisors to ensure that the Emmanuel community has a rich, diverse and participatory worship life. Worship Coordinators have a particularly valuable opportunity to develop their own skills in worship planning and liturgical leadership, and to facilitate and support all students in contributing their gifts and developing their skills – all within the context of our faithful worship and service to God.

### ***The Worship Team:***

<b>Director of Chapel:</b>	Dr. Becca Whitla
<b>Student Responsibilities:</b>	Coordinator of Midday Prayer (Tuesdays and Thursdays, 1:30 pm) Coordinator of Word & Table (Wednesdays 1:30 pm) Coordinator of Vestry (liturgical supplies & Chapel space) Coordinator of Communications
<b>Faculty Advisors:</b>	Dr. William S. Kervin, Associate Professor of Public Worship Dr. Swee Hong Lim, Deer Park Associate Professor of Sacred Music

Some of the tasks to be divided among the Worship Coordinators, as appropriate:

- ❖ arranging and communicating with preachers and presiders for Wednesday afternoon services of Word and Table (Communion) and/or other forms of worship on Wednesdays;
- ❖ planning the Wednesday services with the Director of Chapel and Director of Music; inviting others to participate as appropriate and/or needed;
- ❖ preparing print and/or projection material to support worship as necessary;
- ❖ inviting student, faculty, and staff volunteers to assist in the various forms of worship leadership;
- ❖ facilitating community announcements and guest introductions at the beginning of worship on Wednesdays, as appropriate;
- ❖ encouraging and supporting all students in their preparation and leadership of services of Midday Prayer on Tuesdays and Thursdays, in collaboration with the Director of Chapel and Faculty Advisors;
- ❖ leading services of Midday Prayer, in the event no other students are available;
- ❖ maintaining and developing communication media;
- ❖ keeping archival records of all worship services;
- ❖ keeping track of student and community participation, to ensure as broad a base of participation as possible, especially keeping in mind diversity of gender and ethno-cultural background;
- ❖ communicating expressions of thanks and appreciation to worship leaders, as appropriate;
- ❖ purchasing communion elements and/or other liturgical supplies on behalf of the College for all worship services;
- ❖ maintaining and submitting financial records related to the expenses of worship;
- ❖ ensuring the chapel and related supplies are properly prepared and maintained for worship;
- ❖ preparing the Chapel for worship; maintaining a tidy, liturgically appropriate and aesthetically pleasing space, conducive to worship, prayer and contemplation;
- ❖ planning, organizing, leading or participating in other community worship services, as needs arise, such as those for Orientation week, "Day with Emmanuel," TST Ecumenical services, etc.;
- ❖ attending Worship Team meetings;
- ❖ being available and timely in communication with all members of the Worship Team;
- ❖ modeling supportive and collegial liturgical hospitality in all aspects of planning, celebration, facilitation and learning.