

PERKINS CHAPEL ASSISTANTS--DUTIES

The Perkins Chapel Assistantship program was initiated through a Lilly Endowment Grant and established by a gift from Jane and Elbert Marshall to provide a \$3,500 stipend to two students each year as an extension of classroom learning in worship leadership. The Perkins Chapel Assistants must meet criteria related to course work and grade point average, and must give evidence of promise and interest in improving their ability to plan, lead, and assess worship. Successful completion of the Introduction to Christian Worship course (formerly Word and Worship) (WO 6313) is a prerequisite for application.

Terms of Appointment: Perkins Chapel Assistantships are normally for one academic year (nine months). Chapel Assistants will be chosen each year by the worship faculty.

Responsibilities: Perkins Chapel Assistants will work under the direction of Dr. Mark Stamm, Associate Professor of Christian Worship and Director of Community Worship at Perkins School of Theology. Perkins Chapel Assistants will attend all Worship Committee meetings and Perkins Chapel services as requested by Dr. Stamm and as necessary for the fulfillment of their duties. Responsibilities will include, as directed by Dr. Stamm, operation of the Perkins Chapel sound, lights, and recording systems; oversight of the vestry and sacristy; preparation of the Chapel for Perkins Community services, and other tasks and responsibilities as assigned.

Work with Seminary Singers: The Perkins Chapel Assistants will be expected to work with the student Directors of the Seminary Singers in planning and assessing Perkins Chapel services.

Checklist

Before the Service:

- Make copies of the bulletin or order of worship, as necessary.
- Be available at least 30 minutes prior to service.
- Check the microphone at the lectern (look for the red light and test for sound)
- Check the batteries in the lavalieres and test for sound. Give to those who need them for the service. Make sure they are turned on, but muted until needed.
- Operate the recording system. (Hit the record button when the service begins.)
- Turn on the lights.
- Top off the candle wax in the candles. Light the candles before each service as requested by the liaison and presider.
- Assist with setting the table for the Eucharist.
- Provide the elements for the Eucharist. This includes the juice or wine, and bread.

- Place the pew bible on the lectern and open to the appropriate scripture.
- Assist the liturgist assigned to the various services.
- As requested, help the worship leaders find appropriately sized albs. Provide them with stoles as necessary and as appropriate.
- Interpret the proper use of stoles by presbyters and deacons and provide such stoles as needed. Gently but firmly remind all leaders that it is the policy of Perkins Chapel that only ordained persons may wear stoles in this space.
- Make sure the chairs in the choir are arranged in an organized manner.
- Check the pews for any garbage and rearrange the various hymnbooks (including *The Faith We Sing*), distributing them evenly as necessary.

After each service

- Give the recorded DVD to Dr. Stamm.
- Collect the lavalieres and make sure they are turned to the off position.
- Clean the table and Eucharist elements. Reverently dispose of the remaining elements according to the classic rubrics of the church. Primarily that means that you should provide for the drinking and consuming of them. Small amounts may be returned to the earth: contents of the cup poured in the flower and shrubbery beds, and crumbs placed there as well.
- Blow out the candles, and clean up any trash left in the pews.
- Discard the remaining bulletins.
- Make sure the cabinets are all locked.
- Turn out the lights.

Other Responsibilities

- Post the Chapel services each week on bulletin boards throughout the school, to *The Perkins News* and to the Chapel Facebook page.
- Attend all worship committee meetings and be available for occasional meetings of the assistants, as called by Dr. Stamm
- Be available for the Worship Committee members to answer questions and assist with their needs.
- Take linens to the dry cleaners when needed.
- Clean purificators and corporals.
- Assist with morning worship, setting up the Eucharistic elements when needed.
- Periodically, check to see if sacristy and vestry need to be straightened up.
- When a repair is needed, contact Janelle Hampton.
- Other duties as assigned by Dr. Stamm