

Spirit Guided Friends Church
Role Guidelines : Chair

- Leads the service (see **Worship Service**)
- Keeps track of the service in the small book on the podium
- Identifies the hymns and records their numbers, arranges for someone to do the Invocation. If necessary, may request a qualified volunteer to do the Healing.
- During the Messages part of the service
 - o Reminds everyone that before delivering a message, they must first ask if the person wants a message.
 - o Asks for volunteers to give messages
 - o May ask other attendees if they have messages to share.
 - o Ensures everyone present received at least 1 message - if they wanted a message.
- Monitors the Invocation, Speakers, Readers and Healers for appropriate behavior (words and actions).
- Takes action to keep all the activities of the service within the specified guidelines.
- Handles the money
 - o Counts the money received from the Love Offering and makes arrangements for Open House funds to be counted and recorded
 - o Has a second person verify the count
 - o Puts the money in an envelope with the date and amount on the outside and the person counting puts their initials on the envelope and seals it closed.
 - o Records attendance and monies in the tracking book labeled "Journal"
- Ensures the church is secure before it is locked
 - o Back door is securely closed
 - o Upstairs door is securely closed
 - o Heat / Air Conditioning is turned OFF.
 - During cold spells the heat may be left ON to ensure water lines don't freeze.