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Papers; 1998-07-01; Steward Board Assignments

Bethel A.M.E. Church

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Bethel AME Church
Buffalo, NY

Steward Board Assignments

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| Christian Ed & Scholarship | Ushers | |
|-----------------------------|--------||
| Edwards | Leonard | |
Assignment Description for Steward Board

Audio - Responsible for the audio/video ministry of the church
1. Ensure audio system is in proper working condition
2. Arrange and oversee repairing of audio/video equipment
3. Train members in the proper use of audio/video equipment
4. Advise Pastor on the need to upgrade/modify equipment
5. Recommend equipment to meet audio/video needs of church
6. Setup equipment prior to service
7. Select audio/video team

Worship - Responsible for setup of sanctuary for all services and the preparation of members for service
1. Ensure lights are on, microphones setup, proper liturgical color is on the altar, communion and baptism are prepared, offering baskets in place, bulletins are in back
2. See that stewards pray ten minutes before start of service
3. Acolytes light candles at 10:25 AM
4. Service starts at 10:30 AM
5. Assign stewards to serve as worship leader each week
6. Provide for an orderly transition between church school and the start of service

Finance - Responsible for financial ministry of the church
1. Count and deposit tithes/offering