Job Title: Burning Room Service Leader

Reports to: Director of Burning Room

Date Prepared: July 1, 2019

**Ministry Responsibilities**

* Prepare 15 minute sermon following the Burning Room sermon guidelines.
* Have 2-3 prayer directions prepared following the sermon that the Burning Ones prayer team will lead the room in praying through.
* Perform pre-service walk through of all areas before team meeting.
* Serving teams should be in positions by 7:20p.m. Make sure room is pre-service ready. This includes music playing and lights dimmed.
* Start the meeting promptly at 7:30p.m. No announcements. Pray. Welcome Holy Spirit. Let the room know what the plan for the night is.
* On Impartation Nights transition from worship at 8:00p.m. with prayer. Notify people of where they can leave their tithe or offering. Share announcements or testimonies pertinent to the meeting. Welcome the speaker.
* Make sure the church is clean before leaving. **Must be completely ready for Sunday morning.**
* Before leaving, verify with that the usher scheduled that night will lock the church.

**Example Service outline**

**7:00 p.m.** – Arrive to church and make sure the room and ministry areas are ready for service. This includes…

1. No trash in the lobby or worship center.
2. Chairs are straight and in order.
3. Microphone for prayer is setup with a boom mic stand and sound check is done.
4. Bathrooms are clean.
5. Ministry teams are present by 7:15

**7:20 p.m. –** Meet with serving teams in Pastor Carl’s office. Go through service schedule and pray for the meeting.

**7:30 p.m** – Start the meeting

**7:35 – 8:00 p.m.**  – Worship

**8:00 p.m. –** Transition, announcements (if any), and Pastor Carl or Corey welcome up the speaker.

**8:05 – 8:20 p.m.** – Message

**8:20 p.m. –** First Prayer Direction

**8:40 p.m.** – Second Prayer direction

**9:00 p.m.** – Third Prayer Direction

**9:15 p.m.** – Close Service

**9:30 p.m.** – Security will lock and close the church

**Sermon Guidelines**

* When writing your message follow the sermon outline that has been provided to you.
* Please send a copy of your message to Brandon Wise at Brandon@revivallife.org by Wednesday night on the week you are scheduled.
* Email all of your scriptures, prayer directions, points, and slides to Josh Copcutt at jcopcutt1@gmail.com by noon on Friday on the week you are scheduled.
* Review all of your slides with the tech team on Friday night before the 7:20 pre-service meeting.
* You will receive feedback on your message from Burning Room leaders the following week.

**Personal Responsibilities**

* Maintain God ordained priorities in your life
* Give at least 10% of your income to the vision of Revival Life Church
* Be loyal to the vision and staff of Revival Life Church and always protect the unity of the Church
* Invest and invite the lost to know Jesus and come to Revival Life Church
* Think of the church as an apostle, pray as a prophet, care for the people as a pastor, reach as an evangelist, and study the word as a teacher.