

## Four-Person Team Duty Descriptions

### **Person 1:**

Remain in gazebo. Follow along in a King James Bible the reading taking place. We have had instances of someone turning too many pages or the wind blowing and the readers lost their way. If that happens, stop the reader and get things back on track.

### **Person 2:**

You are the time keeper (gazebo). Let readers know that you will be tapping them on the shoulder when the time is up. They should finish the verse they are reading, but not the chapter, and keep their finger pointed on the next verse.

Adjust the microphone for each reader as necessary. Please tell readers to speak into the microphone and to announce the book, chapter and verse when they begin reading so listeners can follow. Ask them to announce each new chapter.

Thank each reader.

Locate the small cooler with water bottles in case the reader needs a drink.

### **Person 3:**

Remain in the tent to sign in readers.

Schedule any “walk-ups” who would like to read. Please give information about any walk-ups to your shift manager.

### **Person 4:**

You are the shift manager. Please make sure you keep the phone with you at all times and answer the phone. Keep the phone sufficiently charged.

Assist in rotating duties for Persons 1, 2 and 3, and to give breaks to team members as needed. Call Sandy if necessary.

### **NOTES:**

- Snacks are to be eaten in the sign-up tent only.
- Please keep visiting and talking to a minimum. Thank you.

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