

UMC WORSHIP SERVICE GUIDELINES

(Revised March 2018)

The following suggestions and recommendations are offered to participants in Sunday morning worship services to help you prepare for your individual role. Please take the time to read the section that pertains to you.

All Worship Participants: If someone will be substituting for you, please let the worship leader and bulletin coordinator know as soon as possible.

All Readers, Speakers, Children's Time Leaders, Song Leaders, and Musicians – Hearing Impairment Needs

- Several members of the congregation are hearing impaired, so we ask all readers, speakers, children's time leaders, song leaders, and musicians to use a microphone. Otherwise some people cannot hear you and are unintentionally excluded from the service, and your words or music will not be on the worship service recording.
- **Please speak clearly and slowly.**
- There are handheld microphones and wireless lapel microphones available if you wish to step away from the podium or standing microphone. The lapel microphones are hands-free. There is also an optional wearable headset microphone that is very discreet and permits the turning of the head in many directions without losing amplification. The sound people appreciate advance notice to have these options set up for you.

Greeters

- Be at the church by 9:10 am to hand out bulletins.
- After offering a friendly greeting and handshake, point out to visitors that we have a guest book. Invite them to sign it, or to stop back after the service and sign it, if they wish.
- If the visitors have small children, offer them one of our “busy bags” for the children to use during the service. They are found on the back pew in the sanctuary.
- There are children's bulletins for two different age groups. Offer them to parents or children in the appropriate age group. Ask, if uncertain of the child's age group.
- To provide a meditative experience at the beginning of the service, *greeters are to close the doors to the sanctuary when the prelude begins*, open them briefly to let people in, and encourage quiet at the entrance.

Scripture Readers

- Use the New Revised Standard Version (NRSV) translation unless the speaker requests a different translation so that the congregation can follow along in the Pew Bibles if they wish.
- You can find the page number of the reading in the pew Bibles in the bulletin or by looking at a pew Bible after arriving at church. It is helpful to tell it to the congregation before the reading.
- If you do not have a copy of the NRSV at home, you can find the NRSV version of your reading at <https://www.biblegateway.com/> or you can Google your reading + NRSV.

Song Leaders

- Song leaders coordinate with the speaker and worship leader to select music.
- You also need to determine if instrumental accompaniment is needed for any songs and if so, to ask someone to provide it.
- Plan to arrive no later than 9:10 am. The worship leader, speaker, and song leader meet in the pastor's office, or lobby if the pastor is not present, at 9:15 am to review the service.
- The sending hymn should be sung after the benediction so that the pastor or other speaker has time to get to the entrance to the sanctuary to shake hands with people as they are leaving.

Children's Time

- Keep the subject and understanding on a preschool level and age appropriate, and keep it from being too abstract.
- Use books and other tangible items of interest.
- Tell the children information rather than asking too many difficult questions that lead to awkward silences and blank stares.
- Focus on the children with eye contact rather than looking at the audience.
- Include all the children with your words and body language, not just the ones who happen to respond.
- Tell a story that interests you and them. It does not need to be in sync with the sermon subject.
- It is recommended the talk be 7 to 8 minutes in length.
- The UMC library has several books filled with children's time presentations.

Worship Leaders (preparation)

- Approach the preparation time in prayer, asking for the presence of the Living God.
- Coordinate with the speaker and song leader to plan the service.
- The speaker will let you know which scripture passages s/he will use, the sermon title, the main theme, and any songs s/he wants to include. Ask the speaker if this information is not provided to you. Communicate this information to the song leader and children's time person if the speaker does not, although the children's time person does not need to use the sermon topic (see children's time guidelines).
- The worship leader can let the song leader choose all the hymns other than any the speaker has suggested, or s/he can make specific suggestions.
- The worship leader is responsible for asking someone to read scriptures and collect the offering, and to coordinate with the song leader on the offertory if you want one. One or two or more people can be asked to read the scriptures, depending on how many there are and how long they are. Use your own judgment. Two people are needed to collect the offering plus adults if the collectors are very young children. Another option is to have a basket on the table and ask the congregation to bring their offering forward. In this case, you do not need to find anyone to collect the offering. Notify the people doing visuals if you want the basket to be on the table so that they can incorporate that into their display. For the offertory, a hymn can be sung, someone can be asked to play a song, or there can

be silence.

- Consult the worship grid (<http://www.universitymennonite.org/worship-responsibilities-grid>) to find out who is responsible for various parts of the service. The list of people who have worship responsibilities will also be sent to you by email the week before.
- For help in determining the order of worship, see previous bulletins (<http://www.universitymennonite.org/bulletins>).
- A variety of worship resources are available in the UMC library.
- Online worship resources can be found at <http://www.textweek.com>.
- You can use the written material on the back of the bulletin such as call to worship and prayers if you wish. Copies of each week's bulletin are available in Classroom #4 (on desk in box).
- Back of the bulletin information is also available online at <http://www.faithandliferesources.org/Bulletins/subscribers/index.html>. The User ID and the password for the current quarter should be on the UMC website at <http://www.universitymennonite.org/worship-resources-online/>. Once you have entered the User ID and password, you will see “Click [here](#) for a PDF version of the back cover text.” The PDF file is for the whole quarter and the date for each week is at the bottom of each back cover. Scroll down to find the week you need. If this info is not updated with the correct User ID and password for the current quarter, you can get that information by calling Menno Media at 800-245-7894. This number can be found on the back of *Leader* magazine.
- *Leader* magazine has online resources that can be helpful for seasonal planning. They can be found at <http://www.leaderonline.org/WorshipResources/> The User ID and password for seasons such as Advent and Lent should be on the UMC website at <http://www.universitymennonite.org/worship-resources-online/> or in *Leader* magazine at the beginning of the seasonal material.
- If you have any audio-visual needs (projecting photos, images, video clips), contact Joel Weidner (joelpsu82@outlook.com) by Thursday before you lead worship. Bring any PowerPoint slides or other items you want to be projected on a flash drive. The sound person or Joel can assist you with projection needs.
- **Worship leaders are responsible for sending the order of worship to the bulletin coordinator (umcbulletin@yahoo.com) by noon on the Thursday before you lead worship.** Be sure to include any bulletin inserts such as responsive readings, collective prayers, etc. *Please respect this schedule and get the required information to the bulletin coordinator by the deadline.*

Worship Leaders (presentation)

- **Please speak loudly, slowly, and clearly.** Make sure the microphone is at your height.
- The call to worship can be written by you or you can use one found on the back of the bulletin, in the back of one of the hymnbooks, or from another source. You can read it alone or have the congregation read responsively or in unison with you. You can also speak extemporaneously if you wish.
- Matches for lighting the peace lamp can be found at the corner of the pulpit. It is appropriate for you to say or read something when lighting the peace lamp. You can also have a hymn or a prayer for the congregation to read together or responsively.

- During introduction of visitors, invite people to stand up and introduce themselves *if they feel comfortable*, or ask their host to introduce them. *Never pressure anyone by pointing out newcomers (or returning old-timers, for that matter) if they choose not to introduce themselves.* Ask them to wait until they get a microphone from one of the ushers on each side.
- You may state that the song leader (by name) will lead a song or that the reader(s) will read scripture, or you may let the congregation follow the order of worship and the song leader.
- Say a prayer after the offering baskets are brought to the front or the congregation has finished bringing up the offering to the baskets on the table. You may compose your own or use one written by another. You may pray alone or have the congregation pray with you a prayer found in the bulletin or the back of one of the hymnbooks.
- You may stay seated up front during the sermon or you may go and sit with the congregation.
- During the announcements time, ask people to wait for microphones from the ushers.
- The speaker and you can decide together which of you will do the benediction. If you do the benediction, you can write it or use something written by another, you can speak extemporaneously, you can have the congregation join you using a bulletin insert, the back of the bulletin, or the back of one of the hymnbooks.
- Remember that while it is important to be prepared and organized, it is also important to be open to the moving of the Holy Spirit.