

Two to three weeks ahead, the worship leader will receive an email from Pastor that includes names of the preacher, song leader, prelude/offertory musicians and sound technician, as well as any special music or focus for the service. Also, materials from CMCL, Seasons of the Spirit and/or MC USA regarding theme for the service may be included. Alternately, leader may review the updated list of worship participants found online: www.communitymennonite.org. Follow path: Congregational Resources, Worship Schedule

WORSHIP PLANNING GUIDE

Community Mennonite Church of Lancaster

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|----------------------------|-----------------------|
| 1. Worship Leader _____ | A. Date _____ |
| 2. Song Leader _____ | B. Theme _____ |
| 3. Preacher _____ | C. Scriptures _____ |
| 4. Prelude/Offertory _____ | _____ |
| 5. Childrens Time _____ | D. Sermon Title _____ |
| 6. Environment _____ | E. Other _____ |
| 7. Special Music _____ | 8. Sound Tech _____ |

Planning the Service—“who does what”

The preacher chooses scriptures and communicates those to the worship leader. The lectionary scriptures are a starting place but can be replaced with other scripture.

The worship leader may contact the preacher and song leader to facilitate collaboration. A face-to-face meeting is encouraged, but not required, to read through the Sunday scriptures and discuss the worship theme. The worship leader prepares the worship order including finding someone for children’s time or planning to doing it themselves.

The song leader chooses songs in conversation with the worship leader and preacher.

The environment group coordinates with worship committee on seasonal worship themes. Should you want to make any changes to the worship space for your Sunday, please contact those who created the current environment setting or the church office before doing so. No artwork should be moved without prior authorization.

*Planning and leading a worship service is an opportunity for personal nurture and growth. Praying for the congregation and “living with” the scriptures and songs are part of the experience and preparation.
Planning the service is a collaborative venture with the worship leader at the helm.*

Our worship service is 70 minutes long—which allows Christian Ed classes their full time from 10:00 to 10:50 a.m. *Let all service participants know their time constraints.* If there are special components to the service (e.g., communion, baptisms, dedications), cut back in other areas as needed to stay within the 70-minute time frame. At the same time, try to allow an extra moment—“breath”—of time between elements of the service when possible, to create a worshipful relaxed feel rather than a rushed feel to the service.

Unusual Events

Let the sound technician and/or ushers know before the service if something out of the ordinary is planned.

Worship Resource Materials

Check the list of materials available from church library as well as the hymnal and songbooks. Use the Parish Resource Center, 633 Community Way, 299-1113. Ask pastors for specific resource they may have. Children & Youth coordinator, Chris Hoover-Seidel has many resources for children available for worship leaders. Also feel comfortable to pull from your own resources.

Children's time

A special time with children is included in each service. This time is generally used to communicate the theme of the service in a child friendly way. It can be through a book, life story or visual aid. It is up to the worship leader to either plan this time and do it themselves, or ask someone to provide something for the service.

Bulletin Information: cmcl@communitymennonite.org

The order of worship for the bulletin should be sent via email to the church office each Wednesday or before. Notify Rachel Kraybill Stahl in the CMCL office if there will be unusual formatting or timing. Leader has the option of suggesting what goes on the bulleting cover if there is not already a themed piece in place. (Staff will format all information provided into the typical bulletin look. Any changes to that look should be specifically requested.)

Pre-service Meeting

The worship leader leads a brief meeting Sunday between 8:10 and 8:30 AM in the conference room directly behind pulpit end (South) of sanctuary. Notify all participants about the meeting. Clarify any questions at the meeting and take time to pray together. A second meeting at 10:50 AM prior to second service may be held at the participants discretion.

Songbook Sign

Place the correct sign on the songbook carts so people know what books to pick up. Ushers will assist with this but it is very helpful if the worship leader communicates by either placing the correct sign or informing ushers directly what books will be used. There should be a sign for all combinations of books.

Other regular intentions

It is important to the CMCL community that children be included not only during their "time" but also during service. This can happen by having at least 1 kid friendly song prior to children's time. (In addition to the children's gathering song, "Come and See") Or the worship leader may ask children to read scripture or light the peace lamp also. Ask Children & Youth coordinator which children may be ready to help if asked, if you are not personally familiar with someone.

As part of CMCL's continuing commitment to issues of peace and justice throughout the world, the worship leader is asked to include some reference to world events during the service. It can be global, national, state or local in nature and it can be very general if there is no specific issue that fits well. Helping the congregation to focus beyond themselves for at least a few moments is highly valued.

Elements of Worship with Suggested/Approximate Times

*Responsibility of the worship leader

The following represents a typical order of service, but the order is flexible. Use your ideas and imagination to create your worship service. Silence can be a meaningful element in worship. Let your own style shine through and enjoy leading the congregation in an experience of worship and celebration!

Prelude 3 minutes

Arrange with musicians when to begin. Offer a sentence of welcome, a line from the call to worship or psalm to help people become quiet. Or you may ring the chime to bring people's focus to start of service. Making eye contact with the sound technician prior to speaking should help ensure the congregation can hear you from the start.

*** Lighting of the Peace Lamp** 1 minute

Can be lit along with a prayer or lit silently. Feel free to ask others in congregation to do this as well. Dancing flame oil lamp should be on the wall shelf. If it is not, it can be found in conference room shelving (old library shelves) behind curtain; matches or lighter should also be there. REMEMBER to extinguish the lamp after each service.

***Call to Worship & Prayer** 2 minutes

Consider using scripture as the first words of the service to invite God's presence into our worship. Frequently the Psalm could be used here or a reading from the hymnal, or some other spoken word.

Singing 3-5 minutes

The worship leader may decide how many hymns will be sung and where they will fall in the order of service. 3-5 hymns can be included in most services. Hymns are chosen by the song leader in collaboration with the worship leader and pastor.

Children's time and Christian Education Offering 5 minutes

The worship leader and preacher decide who is doing children's time and where it will focus. This is a child-centered time that should reflect on the day's theme when possible. Timing is important as it is easy for this section to go long. While the children's participation is encouraged and should not be stifled, it is the presenters responsibility to chose a focus that is targeted enough to stay within the time constraints. A basket is placed near the pulpit and short microphone stand for offerings the children bring. Children should have arrived and given any offering while everyone sings "Come and See." Offering basket needs to be given to an usher during the second service offering time.

***Children's Dismissal/activity bulletin**

The bulletin will reflect the dismissal of children under 4 for childcare and the activity bulletin. It can also be stated out loud. Children's time should happen no later than 15-20 minutes after the start of worship. (Placing children's time just prior to the offering may allow parents of young children to return to the sanctuary prior to the start of the sermon.)

***Offering/Offertory** 3 minutes

Invite ushers "to prepare" for offering. You may preface the offering with lifting up a specific place our offering goes; offer a brief prayer. Ushers may choose to come forward after prayer. (This is a good place to include specific language that takes our focus from CMCL to the world at large in some way.)

Singing 3-5 minutes

There is usually at least 1 song either before scripture, between 2 scriptures, or just before sermon; however it fits best.

***Scripture Reading** 3-5 minutes

Reading the scriptures is an important part of the worship service. You may read this yourself or ask someone else. This is an excellent way to include children or others who do not usually participate in the service. Consider the need for inclusive language and seek resources in the church library or through the pastor that are more inclusive. The back of the hymnal contains many scriptures arranged for responsive or congregational reading. If asking another to read the

scripture, ensure that they have adequate time to prepare for reading aloud. Use NRSV if possible. Feel free to be creative with the scriptures. If you are reading an alternate translation, please notify staff so printed scripture in bulletin can be adjusted if time allows prior to printing. Allow a moment after announcing the scripture reference for those using their Bibles to find the passage.

Sermon 15-20 min.

(The transition from sermon to sharing and announcements is a sensitive time. Allow the rhythm of the service help you decide how quickly the move to sharing is made, keeping in mind the entire service length to this point. The leader has the option of including a Silence heading here.)

***Sharing & Prayer** 5-10 min.

Pastors are willing to lead this if requested. Invite people to indicate to an usher and wait for a microphone. We ask they give their name and share reflections on the sermon, where they see God moving in their midst, or concerns, and requests for prayer or support and good news. (*omit-* and introduce guests). The worship leader stays at podium to provide a focus for the sharing and to keep sharing within time limits. Close the time with prayer. You may include specific requests in your prayer or use a more general prayer. It is okay to use pre-written prayers if you prefer. The prayer can refer to unspoken prayers as well as things shared.

***Announcements and Introduction of Visitors** 1 minute

Ask people to read the announcement bulletin, or refer to the emailed version. Then ask if there are any announcements that were not included in the written notice that need to be shared. (Attempting to stop the verbal sharing of all printed announcements for the sake of time.) Welcome introduction of visitors, and welcome visitors to introduce themselves if they are comfortable doing so.

Closing Song 1-3 minutes

Song here is optional. May be cut if time is an issue.

Benediction 1 minute

May be spoken by worship leader or pastor. Not to be forgotten. This is a sending, and a blessing.