



Procedures established by Worship Committee

Protocol for Defining/Following Through On Environment Changes at CMCL:

1. Each summer Worship Committee frames the church year, designating when changes in theme and environment will occur.
2. Worship chair/environment point person gives this information to Environment Liaison by mid-August
3. Based on this schedule, representatives from environment group will join Worship committee members at least 4-5 weeks prior to each theme change for more specific dialogue and development of the theme (involving written, visual, spiritual and physical aspects of worship during that time frame)
4. Worship committee persons will offer physical support to transition seating as needed by environment and schedule a time to do so. Photographs of some arrangements are located in the usher closet.
5. These discussions on theme will usually take place during Worship Committee meetings.
6. The environment liaison will know the dates for these theme-planning sessions by mid-August as they are based on the church year schedule that will be determined by that time.
7. There is a budget for supplies and materials for the environment at CMCL.

A Few Design Considerations:

1. Keep the totality of the worship space in mind when designing the environment to enhance the
2. total space as much as possible. Keep in mind that communion is served every month, so nearly every environment set-up is impacted by that regular practice.

Transition Protocol from One Theme to Another:

1. The environment team for a particular theme is responsible to take care of the environment during that time period (i.e. if there are additional plants needing watered, minor repairs/adjustments). In general, the team setting up the environment is responsible to "tidy it up" in preparation for each Sunday.
2. During weeks when the theme/environment is changing:
3. The present environment will need to be fully dismantled (responsibility of the team who created it) by Tuesday or Wednesday of transition week. This allows the new team to create the new environment Thursday, Friday or Saturday of that week
4. If the new team needs more time or requests a different schedule, they can contact the prior environmental team to do so
5. Environment Liaison decides what materials (if any) from the dismantled environment warrant storing at CMCL and if so where they should be stored. Items not designated for donation to CMCL should be removed and taken home immediately.