

# Worship Service Guidelines for Uncommon Worship



First Church of Christ Simsbury  
Simsbury, Connecticut  
[www.1stchurchsimsbury.org](http://www.1stchurchsimsbury.org)

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## **General Expectations of Uncommon Worship**

- A. Worship will gather in Palmer Hall at 6:00 PM on alternating Sunday evenings
- B. The service is designed to engage the youth of our faith community but is open to all.
- C. The spirit of the worship is intended to be interactive, spirited, and inclusive.
- D. Communion will be celebrated by intinction at each service
  - i. Communion will be attended by one (1) elders (elder)
- E. It is expected that the worship service will last 50 – 60 minutes
- F. The Service incorporates visual aids, lighting, as well as contemporary and traditional worship music led by a worship band.
- G. The worship incorporates a number of youth as music leaders, communion attendants, and ushers.
- H. The necessary worship leaders and support include:
  - i. Minister
  - ii. Sexton
  - iii. Assigned Elder
  - iv. Music Leader(s)
  - v. Visual & Graphics Leader
  - vi. Lighting controller
  - vii. Communion Attendants

### **Duties of Sexton before Uncommon Worship**

- A. Palmer Hall must be configured for the service no later than 4:30 PM Sunday afternoon.
- B. A diagram of the "standard" configuration is attached at Appendix A.
- C. The major elements of the "standard" configuration includes:
  - a. The set up of seventy (70) chairs in two groups, with a center isle.
  - b. The placement of the Banners as depicted in Appendix A.
  - c. The placement of ten (20) chairs in the back of the hall for easy addition if needed.
  - d. Placement of one card table and chair for lighting controls per "Appendix A"
  - e. Placement of two card tables for offerings baskets per Appendix A
  - f. Placement of two (2) 8' tables per Appendix A for candle holders per Appendix A
  - g. Retrieve table coverings, candle holders and mirrors from the Worship closet and place on the tables per Appendix A.
  - h. Place mirrors behind candle holders utilizing supports.
  - i. Ensure mechanical systems are functioning and room is comfortable.
  - j. Retrieve lights from sexton closet and place in Palmer Hall (see appendix A)

### **Duties of Sexton After Peace & Praise Service**

1. Return all materials to storage: chairs, tables, candle holders, mirrors.

### **Duties of Elder before Uncommon Worship**

1. Set the communion table in the front of the room and place the worship elements on the table in keeping with Appendix B, retrieving all items from Worship Closet
2. Confirm supply of bread for service or provide
3. Secure grape juice from flower room for use in service
4. Confirm with Minister that communion attendants have been arranged and assist as necessary
5. Arrive in Palmer Hall for set up no later than 5:15 PM
6. Assist lighting controller in setting up lighting and controls
7. Review Appendix A and confirm room set up.
8. Check the wall telephone located in the kitchen and ensure it is operating for use in emergencies
9. Retrieve table coverings and red baskets to be used for offering from the Worship closet and placed on the tables per Appendix A. make sure paper and writing tools are available for written offerings
10. Check candle holders and replace any worn candles
11. Place three designated pottery jars with four match sticks in each at each candle station
12. Place three larger candles at each candle station to facilitate lighting by congregation and light just prior to start of service.
13. Light the candle on communion table prior to the service
14. Close the worship space doors during the Prelude.

### **Duties of Elder during the Uncommon Worship Service**

1. Attend at the candle holders during communion to assist and facilitate the lighting of prayer candles. Recruit someone to assist at the other candle table.
2. Record number of attendees at service in book in worship closet.

### **Duties of Elder after Uncommon Worship**

1. Remove and clean all communion elements from communion table and return to worship closet
2. Extinguish all prayer candles
3. Return the candle holders to the Worship closet
  - a. Check matches and discard any that are too short
4. Count offering money and record on a slip of paper. Place paper in offering basket.
5. Combine offerings into one basket and place basket under Kevin's desk.
6. Return all remaining baskets to the worship closet
7. Stack chairs in groups of ten (10)
8. Assist sexton in returning items to closet
9. Place all banners against long wall
10. Record any materials that are low in supply and replace prior to next service (matches, candles, paper, etc.).

### **Duties of Music Leader before Uncommon Worship**

1. Music leader and minister communicate regarding music for the service.
2. Music leader arranges no more than 2 new tunes for each service (the music leader prefers to have these tunes at least two weeks ahead of time).
3. Music leader keeps tabs on which musicians are able and unable to participate in upcoming services.
4. Music leader works with minister to acquire any needed musicians.
5. Music leader is responsible for contacting the band about rehearsal times.
6. Music leader rehearses the band once during the week and once before the worship service.
7. Music leader adjusts the PA system and microphone volumes as necessary.
8. Music leader, band, and minister run through transitions around 5:30pm

### **Duties of Music Leader during Uncommon Worship**

1. Music leader leads all things musically during the worship service.
2. Music leader sets the tone of the band as leaders of worship.
3. The band and especially the singers understand themselves as worship leaders. They are to encourage the congregation to sing and worship.

### **Duties of Music Leader after Uncommon Worship**

1. Music leader is responsible for making sure all band instruments are either taken home or placed in their proper storage areas.
2. Music leader should turn off PA system.

### **Duties of Visual & Graphics Leader before Uncommon Worship**

1. Prior to service coordinate with minister and Music leader the order of worship, musical lyrics, biblical readers, and prayers.
2. Create visual display for use by congregation during worship
3. Arrive at Palmer Hall by 5:15 PM and set up projector and test display

### **Duties of Visual & Graphics Leader during Uncommon Worship**

1. Run visual presentation in companion with worship service

### **Duties of Visual & Graphics Leader after Uncommon Worship**

1. Put away projector and all cabling

### **Duties of Lighting Controller before Uncommon Worship**

1. Arrive no later than 5:15 PM at Palmer Hall
2. Make all connections and test system.
3. Make sure wires are covered with rugs and rugs secured to the floor with tape.
4. Coordinate complimentary lighting with music leaders and minister

### **Duties of Lighting Controller during Uncommon Worship**

1. Control and operate lighting system in support of worship service
2. Provide adequate lighting for congregation during communion in keeping with spirit of the worship service.

### **Duties of Lighting Controller after Uncommon Worship**

1. Disconnect all lights and controls
2. With the assistance of the Elder, place all lights in safe storage
3. Return rugs to closet for storage.

### **Duties of Communion Attendants for Uncommon Worship**

- A. Four (4) attendants will be chosen by the minister
- B. The attendants will assist the Minister following the blessing, distribute communion by intinction