

# Worship Service Guidelines for the 8:30 Service



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

### **General Expectations of the 8:30 Service**

- A. Worship will gather in the Ellsworth Chapel at 8:30 AM on Sundays
- B. The service is designed to be a “contemplative” service, yet still a celebration of our relationship with God.
- C. Communion will be celebrated monthly in companion with the church calendar on the first Sunday of the month
  - i. Communion will be attended by two (2) elders
- D. It is expected that the worship service will last 45 – 50 minutes, with the exception that communion Sundays may be longer, but no more than 60 minutes.
- E. The Service is designed to be an intergenerational experience welcoming and accommodating worshipers of all ages.

### **Duties of Sexton before Service**

- A. Ensure the chapel and pews are clean and free from clutter and trash
- B. Ensure that no less than three (3) hymnals and Bibles are placed in every pew.
- C. The "Truth and Light" banner is placed against the front wall behind the communion table

### **Duties of Ushers before Worship Service**

- A. No fewer than 2 and no more than 3 ushers are needed to serve.
- B. If an adequate number of assigned ushers are not in attendance please recruit additional ushers from the congregation
- C. Arrive no later than 8:00 AM
- D. Check the cordless telephone located in the parlor and ensure it is operating for use in emergencies
- E. Ensure the heating or air conditioning systems are operating or contact emergency number listed by the telephone or adjust as necessary to keep the worship space comfortable.
- F. Retrieve the "bank bag" from on top of locking file cabinet in the Church Office.
- G. Retrieve Usher Name Tags from the "bank bag" and distribute among team.
- H. Check that "brown" baskets to be used for offering are retrieved from the bookcase immediately inside the door and placed on the table inside the doorway in Palmer Hall.
- I. Place bulletins in provided Brown rectangular basket for distribution
- J. Place the of prayer rocks on the pedestal immediately inside the door and add two (2) pitchers of water to bowl.
- K. Retrieve a supply of "children's activity bags" from galley kitchen for use by children. They are specified for ages <6 and 7<.
- L. Check to see that the lighter is working and available to the minister on the communion table
- M. Place two (2) glasses of water behind the podium utilizing the appropriate monogrammed glasses found the galley kitchen outside the chapel door.
- N. Ensure Name tag stock and a markers are available in the foyer for use by the congregation
- O. As the congregation arrives the Ushers should:
  - a. Greet all congregants
  - b. Distribute bulletins
  - c. Encourage the use of name tags
  - d. Direct newcomers to "prayer rocks" located inside door

- e. Offer appropriate "activity bags" to younger children along with "shaker eggs"
- P. Close the worship space doors at 8:30 AM.

### **Duties of Ushers during the 8:30 Worship Service**

- A. Count the congregation, including the choir and children. Record the count in the space provided in the "attendance" book located on the table inside the Palmer Hall door. Note special events or services.
- B. Maintain as quiet an environment as possible asking late arrivals to wait to enter until a transition time in the service and keeping discussion among the ushers to a minimum and a reduced volume.
- C. If an evacuation is necessary, assign ushers to the midpoints of each seating area to direct the congregation to the nearest exit.
- D. Dispatch Ushers for collection of the offering before the beginning of the offertory anthem using the "brown" baskets provided. The offering will be presented to the minister upon the conclusion of the offertory music. If there are children present, the minister will invite them to join the ushers at the back. They can carry the full offering baskets forward at the minister's signal, for the prayer of dedication. If no children are present, have one usher carry the baskets forward at the conclusion of the offertory music.

### **Duties of Ushers after the 8:30 Worship Service**

- A. Extinguish the candles on the communion table
- B. After the service, prayer rocks are retrieved from water, dried, and returned to the bookcase immediately inside the door to the chapel.
- C. Place the offering in the bank bag along with the usher name tags, and seal it.
- D. The Usher Captain should lock the bank bag in the filing cabinet in the church office using the key attached to the bag relocking the cabinet.
- E. Clear all items, other than the floral arrangement from the Communion table.
- F. The flower arrangement on the Communion table needs to be carried to the Meeting House and placed upon that Communion table.
- G. The water cups should be removed behind the podium, washed, and returned to the galley kitchen
- H. Encourage congregants to place any unwanted bulletins in recycling bin as they exit along with any unused bulletins.

### **Duties of Elders before the 8:30 Worship Service Communion**

- A. Ensure bread is provided by either the assigned "A" Elder or a member of the congregation.
- B. Retrieve a bottle of juice from Flower room
- C. Bread put in two baskets and juice in two chalices and kept at the back of the chapel until offering time.

### **Duties of Elders during the 8:30 Worship Service Communion**

- A. Sit near the rear of the chapel during the service
- B. If available invite children to carry forward baskets of bread and full offering baskets during the offertory (at minister's signal); elders should follow, carrying chalices.

### **Duties of Elders after the 8:30 Worship Service Communion**

- A. After worship, communion table should be cleared, and cleaned of crumbs. Excess communion should be disposed of pursuant to Elders protocols.
- B. Any juice left in the bottle can be returned to the flower room for use at the 10:00 AM Service