

POLICY NAME: Worship Services

1. Purpose

- 1.1. This document sets out policies governing Sunday and Special worship services at Deer Lake United Church.
- 1.2. Worship is a rich gift from God providing an opportunity for all God's people to grow in faith, hope and love. The Psalmist writes "Let everything that breathes praise the Lord!" (Psalm 150) and the policies seek to provide space and opportunity for that to occur.

2. Scope

- 2.1. This policy applies to the Worship Committee, Minister, guest worship leaders, Church Secretary and Music Team in particular, and to the congregation in general.

3. Policy Statement: The following statements provide guidelines for worship services.

- 3.1. **Announcements:** Announcements, whenever possible, are to be made from the pulpit. All people wishing to announce an item that they deem appropriate are welcome to announce it during this designated time.
- 3.2. **Baptism:** Admission to baptism is done at the discretion of the Minister. In the case of infant baptism, it is designed for parents/ guardians who wish to both celebrate the gift of the child and to commit to raising their child in a Christian community. Finally it is designed for those who view Deer Lake as their "home church" at this point in their journey. Membership of the parents/ guardians is not a requirement for baptism; however, both membership and active engagement with the church community is encouraged. Baptism is done exclusively in the context of a normal worship gathering except under extreme circumstances requiring pastoral care considerations. There is no charge for this service.
- 3.3. **Bulletins:** The worship bulletin is prepared by the Minister and the Church Secretary with submissions they receive from individuals for announcements, musical selections, etc. The bulletin content and layout is the responsibility of the Worship Committee and will be reviewed annually in the spring.
- 3.4. **Celebrating the Gift of a Child:** This special service from the UCC Service Book "Celebrate God's Presence" is made available for parents/ guardians who wish to celebrate the gift of the child and do not feel able to commit to raising their child in a Christian community. This service is offered as a gift of outreach and hospitality. This service is done exclusively in the context of a normal worship gathering except under extreme circumstances requiring pastoral care considerations. There is no charge for this service.
- 3.5. **Communion:** Communion is open to all people who wish to pursue a deeper relationship with Jesus Christ through receiving the gifts of God's grace. The communion elements and servers are coordinated through the Communion Coordinator. Communion is celebrated approximately

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Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: [Worship C'tee Chairperson]

Staff position responsible for keeping the policy up to date and error free

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monthly and customarily on “high Sundays” (such as World Wide Communion Sunday, Reign of Christ Sunday, Christmas Eve, Transfiguration, Easter, Pentecost)

3.6. Guest Worship Leader:

3.6.1. The Worship Committee is responsible for the organization and coordination of Guest Worship Leaders when the Minister is absent or when a special topic is engaged during worship while the Minister is present.

3.6.2. An honorarium is paid to all outside officiants (those who are not DLUC congregants) for their services (see Schedule of Payments). A host/ hostess assigned by the Worship Committee will meet and orient the Guest upon arrival.

3.6.3. Guest Worship Leaders who are DLUC congregants will be offered an honorarium.

3.6.4. Guest Worship Leaders who are requesting an opportunity to raise funds and awareness for their sector (EG. VST Sunday) shall not receive an honorarium.

3.6.5. Requisitions for Guest Worship Leaders shall be completed in accordance with Policy FIN007.

3.6.6. Bulletin preparation shall be coordinated by the Guest Worship Leader, the Church Secretary, and the Organist.

3.7. Participation in Worship: Worship provides ongoing opportunities for God's gathered people to participate. Opportunities for people of all ages include reading, offering prayers, lighting candles, preaching, music. Access to these opportunities will be either by signing up on the bulletin board or by request of the Worship Committee encouraging the person's participation.

3.8. Projection Equipment Used during Worship:

3.8.1. The projection of video, images and/ or text will be used to enhance the worship experience. The oversight of this ministry is by the Worship Committee who will review this annually in the spring.

3.8.2. The liturgical components projected predominantly include an announcement loop played before the commencement of worship, as well as hymn lyrics, and scripture readings during worship.

3.8.3. With the exception of the Lord's Prayer, prayers will not be projected and will be printed in the bulletin when they require congregational participation.

3.8.4. Slide presentations will be designed by the Church Secretary in consultation with the Minister.

3.8.5. A team of individuals, trained to set up, run and put away the equipment, will operate the projector.

3.9. Prayers of the People: The Pastoral Prayers are written by the Prayer Writing Team in consideration of the particular theme for the worship gathering. Prayers are to be submitted to

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the church office at least nine days prior to the worship gathering for which they are written. The Prayer Writers have a gathering to support and nurture this ministry twice per year.

- 3.10. **Prayer Requests:** Prayer requests during the worship gathering are made by completing the *Prayer Request Form* and placing it in the prayer request box on the prayer table in the narthex. Requests placed prior to the opening hymn will be offered by the Worship Assistant during the worship gathering that day. The form includes an opportunity to indicate the desire for follow-up by the Minister or a member of the Pastoral Care Committee..
- 3.11. **Selection of Anthems:** Anthems are selected by the choir director(s) in consideration of the particular theme for the worship gathering. This selection is done in consultation with the Minister and the Organist.
- 3.12. **Selection of Hymns:** Hymns are selected in consideration of the particular theme for the worship gathering. They are chosen cooperatively between the Minister and the Organist.
- 3.13. **Sound System:** The sound system will normally be used to ensure that members of the congregation can hear participants in the service (see MUS002).
- 3.14. **Special Worship Services:** Special Worship Service Gatherings (EG: World Day of Prayer, Maundy Thursday, Good Friday, Christmas Eve) shall be planned by the Worship Committee as they deem appropriate and meaningful to the life and witness of the Deer Lake congregation. Whenever possible, special gatherings will be used as opportunities to connect with the larger community, surrounding churches, as well as other religious and community groups.
- 3.15. **Worship Assistant:** The Worship Assistant will offer their leadership during worship in a variety of ways including: offering the Prayer for Illumination, reading the Scriptures, offering the Prayers of the People, offering prayer requests, and leading the Lord's Prayer. People who wish to take leadership in this area are to sign up on the bulletin board in the church hall. The Worship Assistant's package will be prepared by the Church Secretary in consultation with the Minister. It will be made available the week prior to the worship gathering.
- 3.16. **Worship Evaluation:** The Worship Committee shall have oversight of the worship gatherings at DLUC to ensure that they are both meaningful and inclusive to all who gather. Evaluation will be performed by worship feedback forms filled in by participants in worship, by committee members' impressions, and by discussion and correspondence received by members of the committee. Feedback from the children will also be sought in age appropriate ways.

4. Definitions

- 4.1. **Board:** The Official Board of DLUC, comprising the Board Executive and members at large of all DLUC committees. Please refer to the current Committee List for a complete list of Board members.
- 4.2. **Church Secretary:** The person employed to perform administrative duties determined by the Board.

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- 4.3. **Communion Coordinator:** The person selected by the Worship Committee who organizes and prepares for the offering of Communion to the Congregation of DLUC.
- 4.4. **DLUC:** Deer Lake United Church
- 4.5. **Organist:** The person(s) selected to accompany worship music and other special events.
- 4.6. **Prayer Writing Team:** A small group of DLUC congregation members who meet to review and maintain the Prayers of the People.

5. Responsibility / Owner

- 5.1. The Worship Committee is responsible for compliance, review and maintenance of this policy for the Board.

6. Legislative Context / External References

- 6.1. UCC Service Book "Celebrate God's Presence"

7. Associated Documents / Internal References

- 7.1. Deer Lake United Church Worship Committee Job Description
- 7.2. Deer Lake United Church Worship Feedback Form
- 7.3. Prayer Request Form
- 7.4. FIN007 Payroll, Honoraria & Contract Fees
- 7.5. MUS002 Sound System

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