

1 **12. WORSHIP MINISTRY TEAM**

2
3 **12.1 STATEMENT OF PURPOSE**

4 In keeping with the principles in the Directory for the Service of God, the Worship Ministry Team
5 provides for the worship of the people of God, including the preaching of the Word, and the
6 sharing of the Sacraments; oversees the music program; provides for the worship setting; and
7 encourages the practice of individual and family worship as part of the congregation's corporate
8 worship.

9
10 **12.2 SPECIFIC MINISTRIES**

- 11 A. Encourages a reformed understanding of the worship of the church, including “regular
12 Sunday” worship, weddings and funerals.
- 13 B. Prepares the sanctuary for services of worship, including sanctuary appointments, choir
14 robes, and flowers. (The website <http://www.kencollins.com/tools/color.php> can be used
15 as a reference for determining the colors for the current year.) (See Chancel Guild
16 Guidelines in this section)
- 17 C. Recommends to the Session special worship services pertaining to seasonal emphasis or
18 ecumenical concerns.
- 19 D. Approves call of pulpit supply or guest speakers in the absence of the minister, associate
20 minister or in observance of special days. Once the pulpit supply or guest speaker is
21 approved, an honorarium will be given, typically \$150 for ordained pastors and \$125 for
22 non-ordained preachers.
- 23 E. Prepares for the orderly celebration of the sacraments of the church as follows:
- 24 1. Holy Communion: The Ministry Team schedules the celebrations of the
25 sacrament, including Maundy Thursday and the 8 p.m. and 11 p.m. Christmas Eve
26 Services. The Ministry Team schedules the participation of serving elders and
27 deacons, oversees the preparation of the elements and supports the Children and
28 Their Families Ministry Team workshops for parents and children in preparation
29 for communion.
- 30 2. Baptism: The Chancel Guild prepares the baptismal font, provides small gifts for
31 the family, the pastor secures a participating elder and hears special requests for
32 baptism under unusual circumstances and recommends action to the Session.
33 Reference to the [online brochure](#).
- 34 F. Wedding: Oversees wedding guidelines and recommends action to session.
- 35 G. Other Special Events: Oversees worship aspects of additional worship services including
36 communion for officer training or retreats, etc.
- 37 H. Oversees the ministry of music (including the Music subcommittee) and encourages the
38 work of the choirs and the music staff and program.
- 39 I. Provides for the ushering and greeting programs of the church.
- 40 J. Responsible for the care and maintenance of all instruments, including the organ, all
41 pianos, all handbells, choir chimes and Orff instruments.
- 42 K. Oversees the audio/visual aspects of worship services and events in the sanctuary.
- 43 L. Provides for funeral services at the church.
- 44 M. Provides for ordination services at the church.
- 45 N. Accepts other responsibilities as assigned by the Session.
- 46
47

48 **12.3 PLANNING CALENDAR**

49 **JANUARY**

50 Communion Preparation: All 9:15 services and 1st Sundays at 11:00

51 Planning begins for Ash Wednesday Service

52 Annual Congregational Meeting

53
54 **FEBRUARY**

55 Communion Preparation: All 9:15 services and 1st Sundays at 11:00

56 Planning begins for Holy Week Services: Lent, Maundy Thursday, Good Friday, Easter

57 Sanctuary paraments for Lent

58 Ash Wednesday Service

59 MUSIC: Ash Wednesday worship

60
61 **MARCH/APRIL**

62 Communion Preparation: All 9:15 services and 1st Sundays at 11:00

63 Sanctuary paraments for Holy Week services

64 Maundy Thursday - Communion Observance

65 Maundy Thursday Service

66 Good Friday Service

67 MUSIC: Holy Week services / Easter worship

68
69 **MAY**

70 Communion Preparation: All 9:15 services and 1st Sundays at 11:00

71 Sanctuary paraments for Pentecost

72 Recruitment of Ministry Team members

73 Ministry Plan Update

74 Scheduling of Communion assignments (June to December)

75 Scheduling of Usher assignments (June to December)

76 Scheduling of Greeter assignments (June to December)

77 MUSIC:

78
79 **JUNE/JULY**

80 Communion Preparation for One Service Sundays

81 MAO review and update

82 Begin Budget Planning

83 MUSIC: Chancel Choir breaks through August

84

85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129

AUGUST

- Communion Preparation for 10:30 Services
- Submit Budget
- Rally Day Planning (if required)
- MUSIC: Summer

SEPTEMBER

- Communion Preparation: All 9:15 services and 1st Sundays at 11:00
- Rally Day
- MUSIC: Rally Day—all music programs begin

OCTOBER

- First Sunday - World-Wide Communion both services
- Communion Preparation: All 9:15 services and 1st Sundays at 11:00
- Continue budget planning for upcoming year
- Planning for Advent begins

NOVEMBER

- Communion Preparation: All 9:15 services and 1st Sundays at 11:00
- Advent Planning
- Advent Wreath Lighting Schedule for 9:15 and 11:00 services
- Work on Annual Congregational Report
- MUSIC: Advent/Christmas worship & – Sunday evening contemporary worship

DECEMBER

- Communion Preparation: All 9:15 services and 1st Sundays at 11:00
- Sanctuary appointments for Advent
- Chrismon Tree and Christmas Wreaths
- Christmas Eve Services - Service of Candles & Bells - 5:00 p.m.,
Christmas Celebration – 8:00 p.m. and 11:00 p.m.
- Finalize Annual Congregational Report
- Scheduling of Communion assignments (January to June)
- Scheduling of Usher assignments (January to June)
- Scheduling of Greeter assignments (January to June)
- Scheduling of Chancel Guild assignments (January to December)
- MUSIC: Advent/Christmas worship & Christmas Caroling

12.4 SPECIFIC RESPONSIBILITIES / PURCHASING DUTIES

- A. Communion - communion cups, wine, grape juice, gluten-free wafers.
- B. Flower chart.
- C. Candles for Sunday worship (order from Cokesbury online)
- D. Upper Room devotional booklet.
- E. Special worship bulletins for Palm Sunday, Easter Sunday, and Christmas Eve Services.
- F. Palm Sunday – ordering of palm fronds (for palm crosses) from Coleman Bros
- G. Easter Sunday - ordering of special flowers.

- 130 H. Advent - candles for Advent wreath, candles for candelabra, candles for the three
131 Christmas Eve Candlelight Services (order from Cokesbury online); ordering of
132 poinsettias; Advent Candle Lighters and Readers (readings selected by staff).
133 I. Worship supplies, Children's Bulletins, Baptismal certificate, hymnals and Bibles.
134 J. Music Ministry supplies and resources (including instruments for the contemporary
135 service).
136 K. Maintenance of Organ, Piano, Screens and Sound Board equipment.
137 L. Recruit, train and schedule ushers for all worship services. Two ushers are needed for the
138 contemporary 9:15 am service; two are needed for the traditional 11:00 am service; and
139 two are needed for One Service Sundays.
140 M. Recruit, train and schedule ordained members to serve and prepare communion.
141 Ordinarily communion is served via intinction at the contemporary services and is served
142 using the individual cups and bread trays at the traditional services.
143 N. Keep pew materials up-to-date and in order.
144

12.5 MINISTRY OF MUSIC

- 146 A. **MISSION:** *“involves musicians dedicated to thoughtful stewardship of time and talents,
147 devoted to the belief that music enables as well as enhances worship; committed to
148 effective use of music in all areas of the church's life and ministry; steadfastly value the
149 person, the process, and then the music; teach understanding of texts and sense of
150 mission; invite everyone to join in making a joyful noise in glorifying God through
151 worship; **Make a joyful noise!**”*
- 152 B. **MINISTRIES**
- 153 Music is a gift from God which we, in turn, use to worship and serve God. As an offering
154 of our gifts, music in worship is never entertainment or background filler. Music in
155 worship is God-oriented and enhances the ability of the congregation to worship. Thus, it
156 is integrated with other worship components to maximize liturgical coordination and
157 spiritual growth, to be inclusive of all eras of Judeo-Christian musical tradition, and to
158 include multi-ethnic styles and repertoire. Musicians leading in worship are prepared to
159 worship through their own contributions, understanding the theological basis and
160 educational concepts of the texts as well as the emotional and spiritual reflections of the
161 music. Musicians of all ages and experience are continually encouraged to offer their
162 gifts to God in worship through the support of the congregation and under the auspices of
163 the Director of Music Ministries, church staff, the Worship Ministry Team, and the
164 Session.
- 165 1. Children:
- 166 a. A Children and Youth Choir is offered for children in grades K-12 through
167 the Sunday Afternoon Program, although participation is open to all children
168 in the congregation. Children sing and/or present other gifts and offerings in
169 worship as often as preparations allow.
- 170 b. A Cherub Choir is offered for children in grades PK-3 through the Sunday
171 School Program.
- 172 c. Children's Chime and Bell Choirs are offered for children in grades K-5
173 through the Sunday Afternoon Program.
- 174 2. Youth:

- 175 a. Youth Choir rehearsals, offered for those in grades K-12, are coordinated
176 with the Sunday Youth activities' schedules by the Director of Music
177 Ministries. Rehearsals prepare singers for worship leadership.
178 b. Youth Hanbell Choir, offered for those in grades 6-12, are occasionally
179 coordinated with the Director of Music Ministries, usually on Sunday
180 afternoons. Participatory music led by the Director of Music Ministries is
181 scheduled periodically around the Sunday Youth activities.
- 182 3. Adults:
- 183 a. The Chancel Choir (ages 15+) rehearses weekly mid-August – June, and is
184 responsible for Sunday worship leadership (mainly for the 11:00 traditional
185 style worship service,) participates in ecumenical worship, and
186 festival/concert events. Rehearsals include a sharing of joys and concerns,
187 devotions, and fellowship, as well as music preparation, with an emphasis on
188 spiritual growth through worship preparation and leadership.
- 189 b. The Worship Band (ages 15+) rehearses weekly all year round, led by the
190 Director of Music Ministries, and is responsible for Sunday worship
191 leadership (mainly for the 9:15 contemporary-style worship service.)
192 Rehearsals include a sharing of joys and concerns, devotions, and
193 fellowship, as well as music preparation, with an emphasis on spiritual
194 growth through worship preparation and leadership.
- 195 c. The Handbell Choir (ages 15+) rehearses weekly mid-August – June, and
196 shares music approximately once per month (mainly for the 11:00 traditional
197 style worship service,) participates in ecumenical worship, and
198 festival/concert events. Rehearsals include a sharing of joys and concerns,
199 devotions, and fellowship, as well as music preparation, with an emphasis on
200 spiritual growth through worship preparation and leadership.
- 201 C. MUSIC SUBCOMMITTEE: The Music Subcommittee, under the guidance of the
202 Worship Ministry Team, meets as requested by the Director of Music Ministries to
203 evaluate the ministry, to share concerns and/or suggestions with the Director of Music
204 Ministries, and to assist in planning worship and other programs involving the Music
205 Ministry.

12.6 USHER GUIDELINES

A. GENERAL

- 209 1. Ushers should arrive 20 minutes prior to the service` and get bulletins from the
210 Commons table.
- 211 2. Ushers should find a replacement and notify the church office and the Usher
212 Coordinator.
- 213 4. Ushers should note where the fire extinguishers are located: outside the sanctuary to
214 right of center doors; inside the sanctuary to left of center doors; in the pulpit.
- 215 5. Scouts ordinarily participate in 4 services during the year – Scout Sunday,
216 Memorial Day, Independence Day and Veteran's Day. On these Sundays, the
217 scouts carry the flags to the front of the sanctuary. They usually perform ushering
218 duties on Scout Sunday.
- 219 6. A reminder is sent to all ushers by Tuesday of each week. The reminder will come
220 from the Worship Ministry Team or from the church office.
- 221

222 B. PROCEDURES - BEFORE SERVICE

- 223 1. Ushers should locate the offering plates; usually located under the chairs along the
224 back wall of the sanctuary.
- 225 2. Ushers should confirm their assignments and locations for offering collection.
- 226 3. Ushers should greet at the Sanctuary entrance 20 minutes before the service; opening
227 the doors, handing out bulletins and greeting people warmly.
- 228 4. Ushers should look for those who might need a hearing device and direct them to the
229 Soundboard area.
- 230 5. Light the candles 10 minutes before the beginning of the service. There is a lighter
231 in the Communion Prep closet to light the large candle lighter. Using the lighter is
232 preferable to using matches.
- 233 6. Close the sanctuary doors at the time the service begins.
- 234 7. One usher should remain outside the doors to the sanctuary for 10 minutes after the
235 service begins in order to welcome latecomers and provide bulletins. The remaining
236 ushers should be seated in the chairs along the back wall of the sanctuary to be
237 available to help seat latecomers and to assist children exiting to the nursery.
- 238 8. Count all people (including children, pastors & choir) and record on attendance count
239 sheet in the Communion Prep closet.

240 C. PROCEDURES - OFFERING

241 Contemporary Service –

- 242 1. Stand at the entrance just before the offering collection is announced. The two ushers
243 should proceed to the top of the center aisle, handing the offering baskets to those
244 seated in the first rows. The congregation then passes the baskets across the rows
245 and then back to the rows behind them.
- 246 2. The ushers should walk to the back rows to receive the baskets once the collection
247 is complete. The filled baskets should be put back under the chairs along the back
248 wall closest to the sound board operators.

249 Traditional Service –

- 250 1. Stand at the entrance just before the offering collection is announced. Proceed side-
251 by-side to the top of the center aisle, then to assigned areas.
- 252 2. When the collection is complete, re-assemble at the entrance holding all of the plates.
- 253 3. As the Doxology begins, proceed to the communion table and stand in front for the
254 Prayer of Dedication.

255 E. At the conclusion of the Prayer of Dedication, return down the aisle and to your seat.

256 D. PROCEDURES - END OF SERVICE

- 257 1. Ushers should open the sanctuary doors at the beginning of the last stanza of the
258 closing hymn.
- 259 2. At the beginning of the last stanza of the closing hymn, an usher moves forward to
260 the pulpit with the brass candle lighter. The usher should light the wick end on the
261 candle lighter from the first candle. Then both candles should be extinguished using
262 the bell end (being very careful not to "splash" the hot wax on the table or the carpet).
263 The usher should walk down the center aisle protecting the flame in an effort to keep
264 it burning until exiting the sanctuary.
- 265 3. NOTE: Ensure the offering is gathered at the conclusion of each worship service
266 (typically by a member of the Finance Ministry Team.)
267

268 **12.7 CHANCEL GUILD GUIDELINES**

- 269 A. PURPOSE:
270 The purpose of the Chancel Guild is to create an atmosphere that will nurture spiritual
271 growth of the congregation. The Chancel Guild is a sub-committee of the Worship Ministry
272 Team. Duties include flowers, chancel care, and other church adornments used to beautify
273 and enhance the worship space.
- 274 B. ADMINISTRATIVE
275 The Chancel Guild Chairman is appointed annually by the Worship Ministry Team, and
276 will serve as a member of that Ministry Team. Budget shall be administered by the Worship
277 Ministry Team.
- 278 C. FLOWERS
279 Flowers should always enhance the sanctuary. Through flowers, Christians have the
280 opportunity to return the beauty of nature to God for His great glory. (As of Spring 2016,
281 Coleman Brothers Florist delivers on Saturday a standing order - a 25" mantle arrangement
282 for Sunday. Coleman's charges \$25.00 per arrangement. Members pay \$30 for the flowers.
283 The difference in price goes to cover the Sundays when no one "sponsors" the flowers.)
284 Members may sign-up on a Flower Chart in the upstairs hallway or online under the
285 Worship page. The church office verifies this information for the Sunday bulletin.
- 286 1. HOLY COMMUNION (white)
287 It is preferable (but not required) for the sanctuary flowers to be white on all
288 occasions when Communion paraments are used as follows: First Sunday of each
289 month, Maundy Thursday, 8:30 p.m. and 11 p.m. Christmas Eve, and at some
290 weddings.
 - 291 3. WEDDINGS (white)
292 Flowers may be white or colored. See TCPC Wedding Guidelines for more detailed
293 information.
 - 294 4. FUNERAL AND MEMORIAL SERVICES (white)
295 Flowers may be brought into the church and arranged respectfully.
 - 296 5. ADVENT (blue or purple) CHRISTMASTIDE (white)
297 Poinsettias are given in honor of, or in memory of a loved one. These are arranged
298 by the Chancel Guild for the worship services beginning on the fourth Sunday in
299 Advent, and left in place until after the 11 p.m. Christmas Eve Service. Members
300 may take the donated plants home after the 11:00 service or leave them in the
301 sanctuary to be used throughout Christmastide, and then taken to University Park
302 Nursing Home.
 - 303 6. LENT - PALM SUNDAY (purple or red)
304 Palms carried by congregants are ordered by the Chancel Guild. Palm fronds are
305 given to each person by the ushers at the beginning of worship service.
 - 306 7. EASTERTIDE (white)
307 Special flowers are given in honor of, or in memory of a loved one. A list of the
308 donors and honorees are included in an insert in the Easter bulletin. The flowers are
309 arranged by the Chancel Guild for worship on Easter Sunday. Flowers may be taken
310 home after the final worship service, or left for use during Eastertide, and then taken
311 to University Park Nursing Home.
 - 312 8. MISCELLANEOUS
313 Additional flowers are acceptable and should be coordinated through the Chancel
314 Guild.
- 315 D. CHANCEL CARE

- 316 1. BIBLE
- 317 On Communion Sunday, during Advent, or during other services when the Bible
- 318 space on the Communion table is needed, the large Bible is placed on the lectern. A
- 319 white bookmark should be placed on the open Bible.
- 320 2. PARAMENTS (Liturgical Colors and the Christian Church Year) - The website
- 321 <http://www.kencollins.com/tools/color.php> can be used as a reference for
- 322 determining the colors for the current year. The paraments are stored in the Music
- 323 Room, hanging with the Choir Robes.
- | | |
|--|----------------|
| 324 Communion (1 st Sunday of each month) | White |
| 325 “Normal” Sundays (all not listed below) | Green |
| 326 Advent | Blue or Purple |
| 327 Christmas Eve and Christmastide | White |
| 328 Epiphany (First Sunday) | White |
| 329 Baptism of our Lord (2 nd Sunday) | White |
| 330 Epiphany (remaining Sundays) | Green |
| 331 Lent | Purple or Red |
| 332 Holy Week | |
| 333 Sunday before Easter: | |
| 334 Celebrated as Palm Sunday | Purple |
| 335 Celebrated as Passion Sunday | Red |
| 336 Monday, Tuesday, Wednesday | Red |
| 337 Maundy Thursday | Red |
| 338 Good Friday | Black or Red |
| 339 Eastertide | White |
| 340 Pentecost Sunday (and week following) | Red |
| 341 Trinity Sunday (and week following) | White |
| 342 All Saints Sunday (and week following) | White |
| 343 Other Sundays (and weekdays) after Pentecost | Green |
| 344 Last Sunday of Kingdomtide | |
| 345 (last week of Church Calendar) | White |
- 346 3. COMMUNION WARE, ADORNMENTS AND LINENS
- 347 a. Meticulous care should be given to serving pieces, adornment and linens,
- 348 keeping in mind that this is for the Lord's House. Silver, pewter and chrome
- 349 should be kept gleaming at all times and linens should be spotless.
- 350 b. Pewter - Pewter bowl and candlesticks are placed on Chancel Table.
- 351 c. Chrome - The chrome communion trays are stored in the worship storage
- 352 closet in the parlor.
- 353 d. Silver - The silver candlesticks and chalice are stored in the silver cloth bags
- 354 in the Parlor Closet with the communion supplies.
- 355 e. Paraments – The paraments are stored in the Music Room, hanging with the
- 356 Choir Robes. The colors used are determined by the liturgical color chart
- 357 mentioned above.
- 358 4. CANDLES
- 359 a. Purchased by the Chancel Guild.
- 360 b. Wax candles are used in the pewter candlesticks every Sunday. The silver
- 361 candle followers, along with the candles and other candle supplies (candle
- 362 huggers, candle sharpener, etc.) are stored in the Communion Prep Room.

- 363 c. When new candles are inserted, light them briefly so the usher will have less
364 difficulty lighting the wick at the time of the service.
365 d. The candle-lighter is in the Communion Prep Room. A Bic lighter is in a
366 drawer. The candle-lighter is used for lighting the candles before worship
367 service and for extinguishing them after the service. Be sure there is a taper
368 in the candle-lighter. Replacement tapers are stored in the closet. Also check
369 the bell of the extinguisher for build-up of soot and wax.
- 370 5. ADVENT WREATH CANDLES
371 The Advent Wreath is placed on a table in front of the pews the first Sunday in
372 Advent. 3 blue, 1 purple and 1 large white pillar candles are to be used in the Advent
373 Wreath.
- 374 6. CHRISMON TREE
375 The Chrismon Tree for the sanctuary is secured, decorated, and dismantled by the
376 Chancel Guild in cooperation with the Worship Ministry Team.
- 377 E. CHURCH ADORNMENTS
378 1. ADVENT-CHRISTMASTIDE
379 The church is decorated for Advent and Christmastide in the following order:
380 a. 1st Sunday in Advent – Advent Wreath in sanctuary
381 b. 1st or 2nd Sunday in Advent – Wreaths (sanctuary, narthex, front and back
382 entries, out front)
383 c. 3rd Sunday in Advent – Chrismon Tree in sanctuary
384 d. 4th Sunday in Advent – Poinsettias
385 e. Christmas Eve - Candelabra, candles in holders, Nativity basket
386 f. 2nd Sunday after Christmas – Chrismon tree and all wreaths are take down and
387 put in storage.
- 388 2. LENT-EASTERTIDE
389 a. Palm Sunday - A basket is placed at back of sanctuary where congregants may
390 return palm fronds at the end of the service.
391 b. Easter Sunday - Special Easter flowers given in honor or in memory of a loved
392 one are arranged for Easter morning. A wooden cross (stored in the Main
393 Storage Room) is placed in the sanctuary Easter morning for members to
394 adorn with flowers. After the last service on Easter, the wooden cross is
395 moved outside on the front porch of the church.

396
397 **12.8 CHURCH VOCABULARY**

398 CHANCEL	The area beyond the nave where the Communion Table is located.
399 COMMUNION TABLE	The holy table traditionally placed at the east end of a church, now 400 often freestanding and sometimes in the midst of the congregation.
401 FONT	A basin to hold the water of baptism, usually mounted on a 402 pedestal of stone or wood.
403 LECTERN	A stand used to support a book or script in a convenient position 404 for a standing reader or preacher.
405 LITERATURE RACK	A compartmental device holding leaflets, booklets and other 406 informational materials.
407 NARTHEX	The vestibule or area between the front door and the nave.
408 NAVE	The large area of the Church where the congregation is seated, 409 extending from the chancel to the back.

410	PARAMENTS	The communion table cover, pulpit and lectern scarves. Our church has paraments in five colors: green, red, purple, blue and white.
411		
412		
413	PULPIT	The elevated platform at the front of the church used in preaching or conducting a worship service.
414		
415	SANCTUARY	A sacred place, such as a Church, Temple or Mosque.
416		

417 **12.9 WEDDINGS:** <https://drive.google.com/file/d/1royqUK2Jmv7pC9kQt9Z88ocSD89vyD07/view>

418

419 A Guide To Our Covenant In Celebrating Weddings at THREE CHOPT PRESBYTERIAN
420 CHURCH
421

**Three Chopt
Presbyterian Church**

**THREE CHOPT PRESBYTERIAN CHURCH
RICHMOND, VIRGINIA**

**WEDDING / RECEPTION
APPLICATION FORM**

422
423
424
425
426

Couple to be Married:

Name: _____

Name: _____

Address: _____

Address: _____

Phone Number (Home): _____

Phone Number (Home): _____

(Work/Cell): _____

(Work/Cell): _____

Primary Contact: Yes _____ No _____

Primary Contact: Yes _____ No _____

427
428
429

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

430
431

Officiating Pastor: _____

432
433
434

If not a TCPC Pastor, list denomination: _____

435
436

Organist: _____

437
438

Soloist, other music: _____

439
440

Will the reception be held at TCPC? Yes _____ No _____

441
442

Does either of the applicants belong to TCPC? _____

443
444

Why did you choose TCPC for your wedding? (Please list any previous affiliation with TCPC or any current members you may know/be related to.)

445
446
447
448

449
450

I/we have received and will abide by all TCPC wedding guidelines.

451
452

Signature of applicants:

453
454

(Name 1) _____

455
456

(Name 2) _____

457
458

Date of Application: _____

12.10 ORGAN & GRAND PIANO GUIDELINES

459 All organists must be trained on a multiple manual, full-pedal pipe or equivalent electronic
460 organ and have previous experience playing for church services, i.e. worship, wedding, funeral.
461 All substitute organists must be approved by the Music Director, who in turn, will apprise the
462 Worship chairperson and staff with the name and date(s) of the substitute.
463
464

465 Any pre-set stops are considered the property of the current organist. A guest organist may not
466 change these without the consent of that organist. If consent is not possible, please note the
467 current settings and return the stops to those settings after each rehearsal and performance.
468

469 Keys for the organ and pipe chambers may be found under the organ bench. No one is allowed
470 in the pipe chambers except the organ tuners, the Music Director and the church organist.
471

472 No food or beverages, except communion elements, are allowed in or on top of the organ or the
473 piano.
474

475 When leaving the organ, please follow these steps:

- 476 1. Return any changed stops to their original settings.
 - 477 2. Cancel all stops.
 - 478 3. Leave the Swell pedal fully opened before turning off the power.
 - 479 4. Turn off the lights and the main power switch.
 - 480 5. Lower the music rack, then close and lock the lid.
 - 481 6. Return the keys to the shelf under the organ bench.
- 482

483 When leaving the piano, please follow these steps:

- 484 1. Lower the music rack, then slide the music rack and cover the lid.
 - 485 2. Cover the keyboard with the keyboard lid.
 - 486 3. Cover the piano with the cushioned cover that has been made to fit the grand piano.
- 487

488 Three Chopt Church will keep a service contract (currently with Lewis & Hitchcock for Organ
489 and with Ray Breakall for Piano) to provide for quarterly maintenance and tuning. Guest
490 organists must notify a staff person about any problem(s) with the instrument and leave
491 documentation of the problem(s) inside the organ for the church organist and/or the Music
492 Director.
493

494 The organist employed by Three Chopt Church is not required to play for any weddings, Boy
495 Scout Courts of Honor, or other special services which are non-church functions. Wedding
496 parties who request the services of the church organist are expected to offer an honorarium.
497 The church organist is expected to play for member funeral/memorial services. In the event
498 he/she is unavailable for such services, he/she will find a suitable substitute. An AGO or other
499 suitable substitute list will be available if for any reason the organist cannot be reached. This list
500 will be updated annually. In such an event, the church discretionary fund will be used to pay a
501 substitute organist.
502

503 **12.11 FUNERALS and MEMORIALS: Our Services Bearing Witness to the Resurrection**

504 (Reference the [brochure online.](#))

505
506 The following positions have detailed responsibilities for funeral or memorial services when a
507 member or relative of a member of the Church family dies and a service is to be held at the church.

508 A. The **Pastor** is responsible for arranging the service for the deceased. The Pastor should be
509 made aware of any family requests and should share any appropriate information with the
510 Deacon and the Funeral Coordinator. In communication with the family, the Pastor will:

- 511 1. Select scripture(s)
- 512 2. Coordinate special music with the family and Music Director (including
513 audio/video)
- 514 3. Plan what will be included in the service
- 515 4. Check with the church office to be sure the calendar is clear

516 B. A **Deacon** contacts the family to determine how the church can assist the family,
517 gathering information from the family that is needed by the Funeral Coordinator:

- 518 1. Make certain the Funeral Coordinator, Clerk of Session, and church staff know of
519 the death immediately.
- 520 2. Determine if out-of-town family members need to be met at the airport or train
521 station, or whether any additional vehicles are needed for the service
- 522 3. Check to determine if child care is needed at home during the services, making
523 arrangements if needed (i.e. call a baby sitter)
- 524 4. Ask if a house sitter is needed during the service to insure the home's safety
- 525 5. Arrange food for the family, as needed, and for food to be received at the home

526 C. The **Funeral Coordinator** will handle arrangements at the church and will coordinate with
527 the funeral home if necessary. The Funeral Coordinator will:

- 528 1. Contact the pastor to determine if any special requests have been made by the family
529 and then contact the family
- 530 2. Notify the Custodian and the Building and Grounds Ministry Team as appropriate
- 531 3. Make sure the Chancel Guild is notified of the sanctuary use
- 532 4. If the casket will be brought in for the service, check with the funeral director to
533 coordinate access to the church.
- 534 5. Arrange for appropriate flowers on the chancel table. There is a silk arrangement in
535 the parlor which can be used if fresh flowers are not available.
- 536 6. Recruit a **Chief Usher** to ensure the church is staffed appropriately to serve the
537 expected attendees.
- 538 7. The Chief Usher will recruit a **Parking Coordinator** who will ensure sufficient
539 parking spaces are reserved behind the parlor for the family and funeral procession
540 (check with the Deacon to determine how many spaces are needed.) Parking
541 assistants will be recruited by the Parking Coordinator. As needed, he/she will
542 ensure assistants are available 40 minutes prior to the service to aid in parking
543 management.
- 544 8. Recruit a **Sound/Video Board** operator (through the Music Director.)
- 545 9. Determine if a nursery for family is needed during the service. Contact the
546 chairperson of the Children & Families Ministry Team for assistance with nursery
547 staffing.
- 548 10. 2 hours prior to the service ensure that the church is open and that the heat / air
549 conditioning is on and appropriately set.

- 550 11. Check the Parlor to make sure it is neat, clean and comfortable for the family to use
551 as a gathering place.
- 552 12. Set the podium with a Guest Book outside the sanctuary (insure a pen is available)
- 553 13. After the service:
- 554 a. tidy the Sanctuary and Parlor and return the furniture to the original
555 positions
- 556 b. arrange for any remaining flowers to be taken to the family or to the place of
557 the family's choice
- 558 14. The Funeral Coordinator will contact the **Funeral Reception Coordinator** if the
559 family requests a reception at the church following the service. Refreshments will
560 consist of cookies and punch or similar items and will be provided without cost to
561 the family. The Funeral Reception Coordinator will:
- 562 a. call on members for food contributions or other assistance
- 563 b. enlist help to staff the reception
- 564 c. check with the Hospitality Team / Evangelism Ministry Team about the use
565 and location of the table linens and other necessary items
- 566 c. arrange for surplus food to be taken to the family after the reception
- 567

568 D. Funeral/Memorial Service Checklist

- 569 1. Arrive one hour prior to service.
- 570 2. Turn lights on in the hallway, sanctuary, parlor and UFH.
- 571 3. Unlock front doors and doors closest to the parlor.
- 572 4. Set the sanctuary and UFH temperatures to a comfortable setting.
- 573 5. De-clutter the parlor, add a pitcher of water, cups and napkins.
- 574 6. Put a glass of water in the lectern for the pastor
- 575 7. White paraments should already be set up in the sanctuary.
- 576 8. Put Reserved pew markers on the appropriate number of front pews (markers are in
577 the ushers' closet just outside the sanctuary)
- 578 9. Put the wooden podium for the guest book (with pen) near the sanctuary doors.
- 579 10. Retrieve bulletins from usher closet or workroom.
- 580 11. After the service, move flowers to the UFH. Also move the podium and guest
581 book to the UFH. Make sure all candles are extinguished. Reset the thermostat to
582 where it was prior to your arrival.
- 583 12. After the reception is over, turn off all lights and lock all doors.
- 584

585 E. Funeral Reception Checklist

- 586 A typical funeral reception is attended by 175 – 200 people. The following template can
587 be used for planning:
- 588 1. Contact the church sexton to request tables and chairs to be set up in the UFH.
- 589 2. Check on supplies in UFH kitchen – plates, cups (cold & hot), napkins, coffee, tea,
590 sugar, sweetener, cream
- 591 3. Straighten the UFH, temporarily removing anything unnecessary or unsightly.
- 592 4. Put white linen tablecloths on all tables. Tablecloths are in the UFH kitchen closet.
593 Try to cover all tables with clothes. Also cover any stacked up tables with clothes
594 too.

- 595 5. Prepare two large trash cans by including spare bags in the bottom and “dressing”
596 them by wrapping them in plastic tablecloths.
- 597 6. Designate tables for:
598 Food Drinks Family Pictures (if needed)
- 599 7. Plug in mini lights on the artificial trees. (Extension cords are in a clear plastic box
600 in the pastor’s office.)
- 601 8. Decorate the tables with hurricanes, candles, placements, etc. (The placemats,
602 candles, small candlestick holders and greenery are in a clear plastic box in the
603 pastor’s office; hurricanes are in the UFH kitchen.)
- 604 9. Make coffee in the nice coffee urn.
- 605 10. Put iced tea in one glass urn and iced water in the other. All urns are in UFH
606 kitchen closet.
- 607 11. Put hot and cold cups, sugar, cream, artificial sweeteners and stirrers on the drink
608 table.
- 609 12. Put plates, napkins and food on food tables.
- 610 13. Food to request to serve 175 – 200 people at an afternoon reception (add to this for
611 an 11:00 funeral since the reception would be at noon)
- 612 a. 21 dozen ¼-sized sandwiches (chicken salad, tuna, pimento spread, egg
613 salad, etc.)
- 614 b. 21 dozen cookies
- 615 c. 2 cheeseballs and crackers
- 616 d. Fruit Tray
- 617 e. Large can of nuts
- 618 f. Bag of soft/butter mints
- 619 g. 2 - 3 bags of ice
- 620

621 **12.12 ORDINATION SERVICES**

622 The Worship Ministry Team is responsible for the following when an ordination service is to be
623 held at the church:

- 624 A. Work as a liaison with the person to be ordained to determine what will be needed for the
625 service and how many are expected to attend.
- 626 B. Work with the church secretary to schedule a time for the service and reception on the
627 church calendar.
- 628 C. The person to be ordained will plan the service, recruiting those to fill most roles.
- 629 D. The church office will print bulletins for the service.
- 630 E. Recruit two ushers and three communion servers (if communion is to be served).
- 631 F. Plan a reception in keeping with the wishes of the person to be ordained. A minimum of
632 a light reception of punch and cake should be served. Finger foods and coffee can be
633 added if desired.
- 634 G. A gift to the newly ordained pastor of \$100 - \$150 should be provided to commemorate
635 the occasion. (In the past, stoles or communion sets have been given.)
- 636

637 **12.13 FLAG SERVICE GUIDELINES**

638 The Christian flag and the American flag are included in three worship services per year:
639 Memorial Day, Independence Day and Veterans Day. The Christian flag and the American flag

640 are placed in the sanctuary for these three worship services, with the Christian flag in the place
641 of honor. Except for these three worship services, the flags will be placed in the narthex, with
642 the Christian flag in the place of honor, meaning higher and to the left.

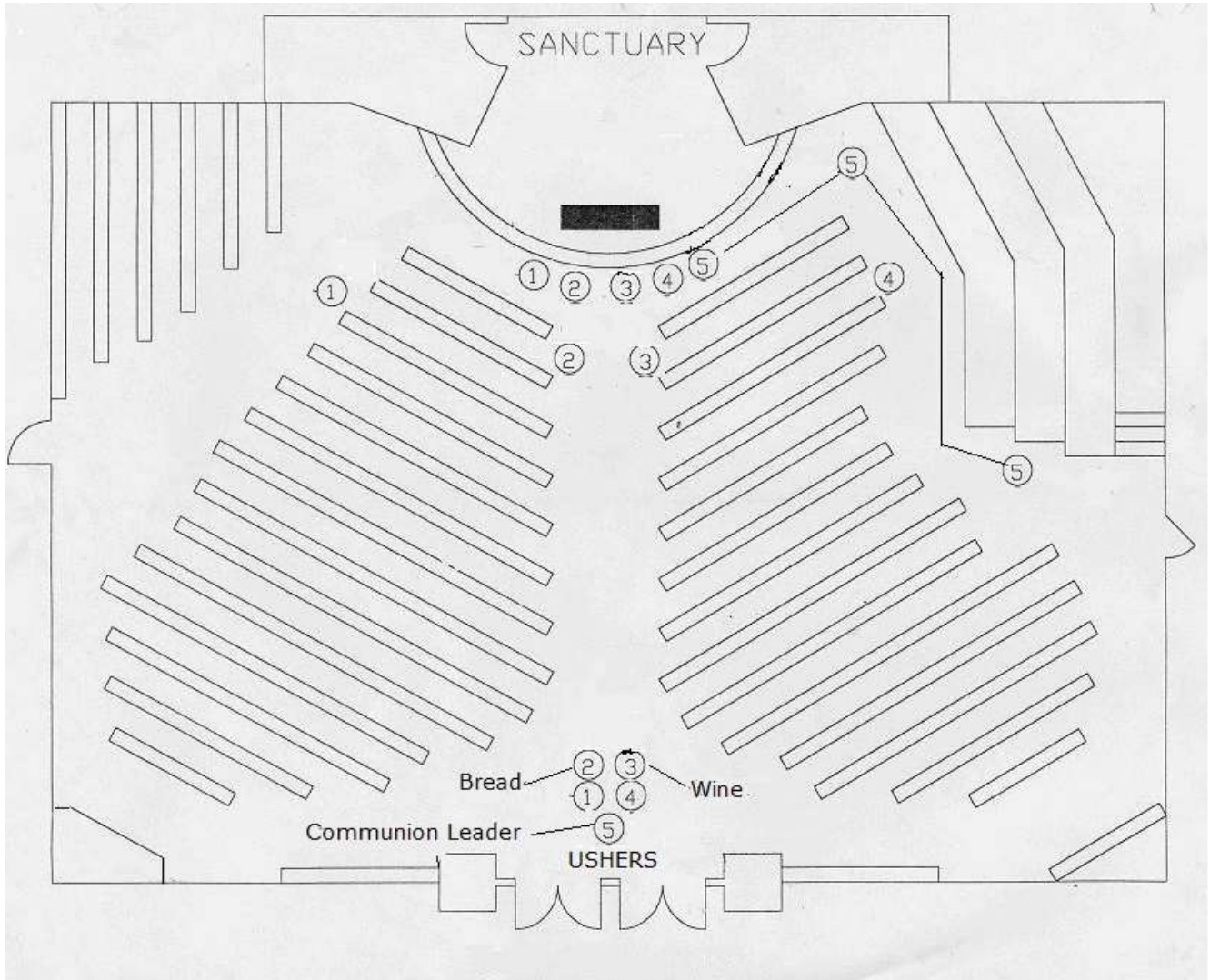
643
644 **12.14 COMMUNION PROCEDURES GUIDELINES**

- 645 A. The Worship Ministry Team is responsible for the following:
- 646 1. Maintain supplies including communion plates, trays, cups, dispensers, linens and
647 gluten-free wafers in the Communion Prep Room.
 - 648 2. Recruit and train Communion Preparation Volunteers.
 - 649 3. Schedule and train ordained ministers for Communion service.
 - 650 4. Ensure Communion Preparation Volunteers have a church key, instructions and
651 training.
- 652 B. Communion Preparation Volunteers are responsible for the following activities:
- 653 1. Intinction Preparation – during the week before communion:
 - 654 a. Purchase one package of pita bread, one round loaf of King’s Hawaiian
655 bread and one bottle of grape juice.
 - 656 b. Prior to Sunday morning, cut three pita rounds into small (1”) rectangles.
657 Cut the round loaf halfway through and place back in bag
 - 658 c. On Sunday morning, check the UFH refrigerator to see if there is any opened
659 grape juice to use. Fill two of the ceramic chalices $\frac{3}{4}$ full with grape juice.
660 Put $\frac{1}{2}$ of the pita pieces on each of two small ceramic plates. Put the round
661 loaf on the large silver bread tray. Arrange the elements on the communion
662 table according to the photos attached to the communion closet.
 - 663 d. Place a small plastic communion cup of wine and a piece of bread on a small
664 plate on the organ for the organist.
 - 665 e. Put opened leftover grape juice in UFH refrigerator. Make sure to mark it
666 with the date and “Communion”. Unopened juice can be stored in the
667 communion closet.
 - 668 f. If desired, fill out reimbursement form, attach receipts for all supplies
669 purchased and put in the Worship Ministry Team chairperson’s mailbox.
 - 670 2. Traditional Communion Preparation - during the week before communion:
 - 671 a. Check the Church Calendar to see if there is an event scheduled for
672 Saturday that would prevent setting up the elements.
 - 673 b. Purchase 1 sandwich loaf for slicing (tip: freeze the bread until it is time
674 to slice.)
 - 675 c. By end of the week, purchase one round loaf of King’s Hawaiian bread,
676 one bottle of white wine and one bottle of grape juice.
 - 677 3. Saturday before Communion
 - 678 a. Cut the round loaf halfway through and place back in bag; cut the sandwich
679 bread into squares (this can be done at home) and store in plastic bag.
680 Cutting the squares is easier if the bread is partially frozen. The bread can
681 stay in the bags until Sunday morning.
 - 682 b. Check that the white paraments have been put on the communion table:
 - 683 c. Check refrigerator for opened grape juice to use for Communion. Prepare 5
684 trays with grape juice on the outside rows, and wine in the center. Fill cups
685 only $\frac{3}{4}$ full.

- 686 d. Once trays are set up and filled with juice and wine, place the trays in the
687 refrigerator until Sunday. (Sometimes condensation from the cover on the top
688 tray makes juice and wine spill on the tray. Check and clean it prior to putting
689 it on the table.)
- 690 4. Sunday morning day of Communion
- 691 a. Prepare 5 plates of pre-sliced bread divided evenly. Add one white muffin
692 liner with 3 gluten-free wafers to each plate. Place on the Communion table,
693 with a linen napkin placed over several plates.
- 694 b. Large bread plate with covered large bread round goes on the table in the
695 narthex. One empty pewter chalice and a half-filled pewter pitcher of grape
696 juice goes on the table in the narthex.
- 697 c. Place 2 stacks of 5 trays each on the outside edges of the communion table
- 698 d. Arrange the elements on the communion table according to the photos
699 attached to the communion closet.
- 700 d. Place a cup of wine and a piece of bread on a small plate on the organ for the
701 organist.
- 702 e. Place 5 bulletins and communion server position guides on each of the front
703 pews.
- 704 f. Put opened leftover grape juice in UFH refrigerator. Make sure to mark it
705 with the date and “Communion”. Unopened juice can be stored in the
706 communion closet.
- 707 5. Communion Clean-up
- 708 a. After the service, collect used cups in the sanctuary and put in the trash.
- 709 b. Leftover bread may be taken home by anyone that will use or feed to the
710 birds.
- 711 c. Empty remaining cups in sink and dispose cups in trash.
- 712 d. Clean and dry all communion ware, return to protective sleeves/boxes and
713 replace all equipment into the Communion Prep Room.
- 714 e. Take any soiled or wrinkled linens home to be laundered, ironed, and
715 returned to the closet.
- 716 f. Let the Worship Ministry Team chairperson know if additional supplies are
717 needed and/or if any issues or concerns arise.
- 718 g. If desired, fill out reimbursement form, attach receipts for all supplies
719 purchased and put in the Worship Ministry Team chairperson’s mailbox.
- 720 C. Communion Services
- 721 1. Roles and Responsibilities
- 722 a. Worship Ministry Team – Assigns ordained members to serve communion.
723 Three members are needed to serve communion at every contemporary
724 service. Five members are needed to serve communion at the traditional
725 service on the first Sunday of each month. A Serving Elder is always in the
726 #5 position for traditional communion.
- 727 b. Communion Servers – Should mark their calendars with the schedule when
728 it is first distributed. If a change is needed, it is their responsibility to find a
729 replacement. Communicate all changes to the #5 server and to the church
730 office before Wednesday of the week you are scheduled to serve. This
731 ensures names in the bulletin and eNews are correct. (Congregation

- 732 members use the names in the bulletin to recognize the church leaders, so it
733 is important the names are as accurate as possible.)
- 734 c. A reminder to all servers and those preparing communion will be sent by
735 Tuesday of each week. The reminder will come from the Worship Ministry
736 Team or from the church office.
- 737 2. Serving Communion by Intinction
- 738 a. Prior to the worship service, those scheduled to serve should check in with
739 each other to make sure that all are present. If not, another ordained member
740 should be recruited to help.
- 741 b. When the pastor completes the invitation, breaks the bread and places it on
742 the plates, he/she will nod/motion to the servers. At that point, stand up and
743 move forward, two servers to the right of the communion table and one to
744 the left to serve with the pastor. Wait for a chalice or plate to be handed to
745 you.
- 746 c. Those with plates of bread should stand closest to the table. The chalices
747 should be toward the outside of the plates. Congregants will process up the
748 center aisle, take a piece of bread, dip it into the cup, ingest the communion
749 and proceed to the outside aisles of the sanctuary.
- 750 d. Once all congregants have been served, the pastor will look to the
751 congregation to see if anyone needs to be served in the pews. The pastor and
752 his/her partner will move to serve those members.
- 753 e. Once all congregants have been served, the servers should take turns serving
754 communion to one another. Communion elements should then be returned
755 to the communion table.
- 756 3. Serving Communion – passing elements pew-by-pew
- 757 a. Prior to the worship service, those scheduled to serve should check in with
758 the #5 person to let him/her know that you are prepared to serve (meet at the
759 closet across from the sanctuary.) A copy of the communion map shown
760 below is posted in the usher closet.
- 761 b. Servers should gather in the foyer at the beginning of the offering. This way
762 if any servers are missing, extra servers can be found in the congregation.
763 Choir members who are serving join the others at the front after the
764 offertory. Ushers follow servers to the front and after the prayer of
765 dedication, simply turn and walk back taking the offering plates with them.
- 766 c. The bread plate, wine chalice and pitcher are on the table in the narthex.
767 Positions #2 and #3 bring the elements forward. After the Prayer of
768 Dedication, the pastor generally looks expectant when they are ready for the
769 elements to be lifted to them, even holding out their hands. Hand them the
770 elements and return to your position. At that point he/she will nod to
771 indicate everyone is to be seated.
- 772 d. When the pastor completes the invitation, breaks the bread and places it on
773 the plates, he/she will again nod/motion to the servers. At that point, stand
774 up, move forward, and wait for a plate to be handed to you. Wait until the
775 pastors are seated before turning toward the pews to serve the bread
776 following the pattern shown in the diagram below.
- 777

- 778 e. Once the congregation has been served, line up at the back of the sanctuary
- 779 as shown below, then process up the aisle, spread out and hand the bread
- 780 plates back to the pastor. When all plates have been handed back, sit down.
- 781 The pastors will then serve the servers the bread and all will partake
- 782 together.
- 783 f. Repeat the above process for the wine/juice. Again, remember to wait until
- 784 the pastors are seated before serving the wine/juice.
- 785 g. When the pastor has completed the prayer following communion, please
- 786 remain on the first row until the end of the service.
- 787



788