

## Guest Worship Leader/Preacher Orientation

Welcome, and thank you, for providing worship leadership at First Congregational Church in Ashfield, UCC! We are delighted.

Worship is held at 10AM on Sunday; please arrive 20-30 minutes early to check in with music staff, other guests, and Deacons-on-Duty. Contact information is attached.

Worship at First Congregational is collaborative and reflects advance planning and preparation. The Music Staff is responsible for the music of the service. It is helpful to the staff and Worship Coordinator if you can be in contact with your plans for worship well in advance. A typical order of worship at our church is attached; please include many, if not all, of the 'core elements' listed below. These core elements anchor the service and equip the music staff, Office Administrator, Deacons-on-Duty and congregation to support your leadership.

Grace also abounds. If you run into any issues at all or need to adjust plans for any reason, please let the Worship Coordinator and worship staff know as soon as possible.

### Major Roles at First Congregational Church in Ashfield

*Leader - primary liturgist (often also the Preacher);*

*Preacher - brings the message and theme of the service (often also the Leader);*

*Organist - collaborates with Leader/Preacher and Choir Director;*

*Choir Director - collaborates with Leader/Preacher and Organist;*

*Choir - led by Choir Director and Organist, and leads congregation in singing hymns/responses;*

*Office Administrator - creates/edits, prints and emails the worship bulletin;*

*Deacons-on-Duty (supports worship prior to and during the service, esp. during offertory and communion);*

*Sacred Reader(s) - usually one or two congregants, sometimes already scheduled before a guest Leader/Preacher has chosen any reading(s);*

*Worship Coordinator - assures a service is staffed and held every Sunday, in accordance with the core values and identity of the congregation; supplies guest Leader with our standard e-bulletin template (via Google Docs)*

### Core Elements of Worship at First Congregational

A typical order of worship is attached for your review. Leaders may of course choose—and are invited!--to put their own personal touches on the service. We celebrate that guest leadership provides an opportunity for the service to feel distinct and can be an occasion to try new things.

But it is still important to include a number of core elements including many, if not all, of the following:

Bulletin/Order of Worship *created, printed and emailed by Office Administrator based on the titles, text, and image provided via email or shared google doc by Leader/Preacher/music staff*

Cover image and bulletin quote *chosen by Leader and/or Preacher (if none provided, this will be at Office Administrator's discretion)*

Prelude/Postlude *chosen by the Organist*

Opening prayer(s) *written or selected by worship Leader (typically includes Lord's Prayer)*

Opening and Closing hymns *chosen by Leader and/or Preacher, if different from Leader, in consultation with music staff*

Choir pieces (2 or 3) *chosen by Choir Director; in absence of Choir, Organist selects additional pieces (usually Interlude and always an Offertory)*

Offertory/Doxology/Prayer of Dedication

*an offertory piece is provided by Choir and/or Organist; it is followed by the Doxology, sung by the congregation, which is followed by a prayer of dedication led by the worship Leader (or Preacher)*

## **Timeline**

NB: This timeline is based on a service when you are working with both Organist and Choir Director. In the event you are not, please still be in contact with the Worship Coordinator and Office Administrator two weeks prior to your service, who will advise re: worship collaborators.

- Two weeks prior to leading the service, a guest Leader/Preacher should establish readings and theme(s) with the Organist and Choir Director. This will allow music staff to identify which planned pieces will fit best with your leadership. *Preferred contact method is email, to both Organist and Choir Director.* Please also cc the Worship Coordinator and Office Administrator so that they know the collaboration is underway!
- 12PM Monday, prior to service, hymn selections should be submitted, by email, to both Organist and Choir Director to ensure time to receive feedback. The Choir provides hymn leadership when a hymn is difficult or unfamiliar to the congregation.
- By Thursday, prior to service, any evolution in worship theme should be further shared with staff.
- Saturday by 1PM: All prayers, liturgy, hymns, bulletin quote and cover art, and sermon title, submitted by email (and/or shared google doc) to Office Admin, who will format the bulletin, cc'ing music staff and Worship Coordinator.

## **Attachment 1: Contacts**

Depending on the date of your service, you may be working with Organist and Choir Director, only the Organist, or other guests/substitutes. The Worship Coordinator (or other Worship Team member) will be able to tell you; please be in contact with your partners in leading the service well in advance of the service (see above for timeline). *In emails, use a subject heading like "Worship Service of Sunday January 1".*

Worship Coordinator Lead: Leslie Fraser\*

Email: [lesliefraser33@gmail.com](mailto:lesliefraser33@gmail.com) and Phone: 508-224-8281

*\*Questions for Leslie when you come on board: Whether you are serving as Leader and Preacher or only as Leader or only as Preacher, it is good to ask: 1) Is it a Choir Sunday? 2) Who is accompanying? 3) Who are the Deacons-on-Duty for your service? 4) Are there Sacred Reader(s) already scheduled or, will one be needed?*

Office Administrator: Virginia Wiswell

Email: [vwiswell@ashfielducc.org](mailto:vwiswell@ashfielducc.org); [wiswellv@gmail.com](mailto:wiswellv@gmail.com)

Organist: Meg Reilly

Email: [reilly.meagan@gmail.com](mailto:reilly.meagan@gmail.com)

Choir Director: Margery Heins

Email: [singing@crocker.com](mailto:singing@crocker.com)



(1841–1897)  
arr. Meg Reilly

**Scripture Readings**          Genesis 9:8-16 and Psalm 25:1-10

**Sermon**                      Rainbow Socks, Or,  
The Lenten Practice of Reminding Ourselves We Are Dearly Loved

**Offertory**

Invitation

Offertory      Just As I Am                                      William W. Bradbury

\*Doxology      Praise God From Whom All Blessings Flow #515 PH, v. 1

*“Praise God from whom all blessings flow;  
Praise him, all creatures here below;  
Praise him above, ye heavenly host:  
Praise Father, Son, and Holy Ghost. Amen.”*

\*Prayer of Dedication

**Time of Prayer**

Prayers of the People  
Pastoral Prayer  
Silent Prayer

**Congregational Response**          O Lord, Hear My Prayer          Music from Taizé

*O Lord, hear my prayer, O Lord, hear my prayer.  
When I call, answer me.  
O Lord, hear my prayer, O Lord, hear my prayer.  
Come and listen to me.*

\*Closing Hymn                      Just as I Am                                      #207 NCH      WOODWORTH  
vv. 2, 3, and 4

**\*Benediction**

**Postlude**                      Love Lifted Me                                      Howard E. Smith