

SUGGESTED GUIDELINES FOR WORSHIP LEADERS AT PRESBYTERY

(Adopted June 29, 2021)

1. The choice of Scripture is yours – let the Holy Spirit lead you! Be creative!
2. Please adhere to the time limit for worship: 20-30 minutes (no greater than 30 minutes).
3. You may lead worship completely on your own or contact others to join you. If you ask others to join you, please consider both clergy and laity and women and men.
4. Develop your own bulletin and send it to the Administrative Assistant, Susan Ferguson. She will print copies for or email it to commissioners.
5. Please contact the pastor of the host church and discuss the setup. Make arrangements for any technological needs (like mics, projectors, screens, etc.) you may have.
6. Remind the host church that an offering will be taken. Some members of that congregation should collect the offering, and at least two from the host church should count the offering, put the money into a sealed envelope with the amount clearly stated on the front, and give to the Administrative Assistant/treasurer. Presbytery staff should not be involved in counting the offering.
7. Please make arrangements for the music. Ask the host church music leader first. You may provide a musician of your choice; however, ask permission of the host church music leader as there may be rules regarding use of their organ, etc. If you intend to ask the church organist for his or her services, please let them know that presbytery has a policy of a \$50 stipend for the church musician. (Get his/her name and address for the presbytery treasurer.)
8. Presbytery will pay a stipend of \$50 to the custodian. (Get his/her name and address for the presbytery treasurer.)
9. If the meeting will be using technology, please recruit a tech support person. The tech support person should be available for the entire meeting. Presbytery will pay a stipend of \$50 for one tech person. (Get his/her name and address for the presbytery treasurer.)
10. If you have any questions, please contact the chair of CoPL.
11. Thanks for providing this service for the presbytery!