

Order of Service Template – Church Year 2019-20
9/28/2019

Length in min.	Order of Service item	Usually done by; Explanation	ENTER: Titles, Authors, Hymn numbers, Readings, etc.	ENTER: Name of person doing each item
5	Gathering Songs	Music Director, before 10:00 AM		
	Ringing of the Chime	Service Associate		
2	Welcome and Introduction of Guest	Service Associate		
2-3	Call to Celebration	Service Associate (or Guest Presenter)		
3-4	Prelude	Music Director		
1	Chalice Lighting	Service Associate leads words printed in order of service; Guest lights chalice (reverse roles if desired)		
2-3	Hymn No.	Service Associate introduces		
2-4	Welcome and Committee Focus	Announcer/Committee of the Week		
1-3	Welcoming Guests and Visitors	Announcer		
2	Community Greeting	Announcer; SA rings chime to end		
5-7	Wisdom Story	DRE or Guest Presenter		
1	Singing the Children Out	Congregation		
1-2	Announcements	Announcer		
3-6	Personal Joys & Sorrows	Service Associate begins and ends		
2-3	Hymn No.	Service Associate introduces		
1-3	Spoken Meditation (optional)	Guest Presenter		
1	Silent Meditation (optional)	Guest intros, SA rings chime @ end		
5	Reading (optional)	Guest Presenter		
2-3	Musical Interlude (optional)	Music Director		
20	Sermon	Guest Presenter		
2-4	Offertory	Service Associate introduces; music by choir or Music Director.		
1	Unison Extinguishing of the Chalice	Guest leads reading of words printed in order of service; SA extinguishes chalice (or reverse roles)		
1-2	Closing Words	Guest Presenter		
2-5	Hymn No. AND/OR Postlude	Guest Presenter introduces hymn AND/OR Music Director presents Postlude		