

POLICY FOR SUNDAY MORNING WORSHIP EVENTS FOR STONEBRIDGE CHURCH

Purpose of Policy:

As Stonebridge EFC grows in size and complexity, there is a growing need for more “special features” during worship services. Special features include all ministry announcements, drama, musical requests, video presentations and guest speakers. Though our pastoral staff is eager to serve our ministry leaders, it is not possible to accommodate all of the requests. This policy defines the purpose and goals of a worship service so we are clear on what is presented on Sunday mornings and how it is presented.

Purpose of Worship:

The purpose of corporate worship at Stonebridge is to foster an environment where God and His people connect. During worship, we strive to give attention to God and His glory. As the Westminster Confession states, “The chief end of man is to glorify God and enjoy Him forever.” Therefore, Sunday worship is designed to exalt the greatness of God, lovingly expose the rebellion of the human heart, and offer Christ as the only one who can rescue us from the power of sin through His death on the cross. In Christ we connect to God and to each other in a way that reveals the light of Christ to our community.

Values to Achieve Our Purpose:

- Worship follows a Biblical “theme” that arises from the scripture we are studying that morning.
- The Scripture must always be presented for observation, interpretation and application.
- The worship music and songs must demonstrate the theme and must flow together in unified presentation.
- All songs and music will be approved by the Worship Pastor.
- There must be a consistent quality of excellence in worship.
- The Senior Pastor and Worship Pastor, under the direction of the Elder board, are responsible for ensuring that Sunday morning services are God-centered, Christ-exalting and Bible based.

Philosophy of Worship Events:

To offer meaningful worship services that exalt Christ requires a well-coordinated group of volunteers. This includes musicians, singers, sound & lighting technicians, Power Point presentations, auditorium set up, office staff responsibilities and written materials.

Due to the challenge of hosting three services on Sunday mornings, all Sunday morning services must be limited to 60 minutes. We believe our congregation needs 30 minutes between services for fellowship, obtaining children from nursery and education areas, parking and ministry events.

Procedure for Approval of Special Features:

When a ministry team desires to have a special feature included in a worship service, the written request (see attached) must be turned into the church office at least two weeks prior to the requested date. The request will be forwarded to the Senior Pastor and Worship Pastor (or their designees) for approval. The contact person listed on the request will be contacted at least six (6) days prior to the requested date for coordination of rehearsals or other needs.

Request For Sunday Presentation/Feature

**Please fill out the request completely and submit it to the
Worship Administrative Assistant at least two weeks prior to the requested date of the feature.**

Step one: General Information

Today's Date: _____ Ministry Group: _____
Person making request: _____ Contact Person (if different): _____
Date requested for special feature: _____ Total Length of Feature: _____
Title/Theme _____ Intended Impact _____
Type of Feature (skit, music, speaker, etc): _____
Name of Speaker (if needed): _____
What pastoral involvement requested for this feature? (introduction, interview, etc):

Step Two: Involvement/Support of Office Staff

Printed material needed: (handouts, inserts, brochures, or Manna inserts, etc):

Distribution Intended (mailboxes, postal mail, website, etc.) _____
Date(s) of distribution: _____ Specific Message Requested: _____

Step Three: Media/Presentation/Musical Needs

Media to be Used (*video, DVD, Power Point, etc*) _____
Room Lighting Needs (dimmed, spotlight, normal, etc): _____
Drama Audio Needs (microphones, narrator, etc): _____
Stage/Platform Needs (props, backstage access, etc.): _____
Background tapes or CD: _____ Other Musical Requests: _____

Final notes:

- To assure system compatibility, DVD, Video, CDV or PowerPoint/Music presentations must be in the office at least a week before a Sunday presentation.
- Given PowerPoint's, range of colors, font-sizes, contrasts, etc., we strongly recommend that our regular staff be involved in the creation of presentations.
- Please have a group representative attend a 10:00 a.m. Saturday morning walk-through.

For Office Use Only

Office Staff Recipient Sign-off: _____ On Calendar (date): _____
Group Representative for walk-through: _____ Walk-through date: _____
Pastoral Approval (to be initialed & dated by Worship or Senior Pastor): _____