



## Chairing at Pine Grove

To start, we as elders greatly appreciate your willingness to chair one of our Sunday services. It is our prayer that you will be blessed through this act of service.

Needless to say, any of us are available should you have questions in the days (or hours?) leading up to Sunday. Please don't hesitate to call on us for help!

### Preparing for Sunday

In the days leading up to Sunday, we would encourage you to spend a bit of time in prayer and Bible study to prepare for Sunday. Most important, is to prepare your heart for the service. As part of chairing, you will have to either find someone to serve the elements, or serve them yourself. We have a guide and some verses to help you in this regard, if you feel the need.

### Service Structure

The general order of service is as follows (the worship leader should have a list of songs for you as a guide)...

- Opening Song
- Welcome
- Music
- Communion
- Offering
- Dismiss children - aim for a 10:30-10:40 dismissal
- Announcements
- Message - done by 11:15 to 11:25
- Music – at the discretion of the music leader
- Congregational Prayer
- Music – at the discretion of the music leader
- Closing song
- Benediction

The service generally starts with a worship song. After, you can welcome people to the morning's service and, possibly share a verse of scripture. Please also include a prayer for the morning.

After your welcome, there will be more music, then Communion. Share some thoughts about the meaning of communion and use an appropriate communion passage. Some key passages would be Matt 26, Mark 14, Luke 22, John 6, 1 Cor 10 & 1 Cor 11. There are many other passages that you could use as well.

You may choose to remind the congregation that communion is for believers and that those who are not, or are not sure what you are talking about might want to

just pass the elements by and talk to you after the service. Take care to word this statement gently – you don't want to cause offense to someone who is unsure.

When you pray to give thanks for the elements, please also include a time of confession for the sins we have committed.

When passing the elements, begin with the bread and follow with the juice. You may choose to wait for the bread to be finished before you pass the juice or you may choose to start the juice before the bread has completed, but leave some time between the bread and the juice.

When passing out the elements, start one set at the front and another set 3 or 4 rows from the back.

You can watch the people who are collecting the elements to observe when they are finished.

The offering will follow thereafter. Try to have a deacon or an elder available to pray over the offering but if you can't set that up in advance, you will have to pray for the offering AND tell people that the offering at Pine Grove is to fund the ministries and services of Pine Grove and that if you are not a regular attender of Pine Grove, please feel free to let the offering bags pass you by.

Children can be dismissed at this point. It's nice to pray for the children and teaches before you dismiss them. Following dismissal for Sunday School, comes the announcements. Announcements will usually be given by someone else but in a pinch you may need to handle them yourself – so be prepared.

The speaker can come to the stage to share the message; generally there isn't a need to introduce the speaker, but if we have a guest in the congregation you may wish to introduce them.

After the message, please do not comment on, expand upon or follow up the sermon. Let the message stand as given by the speaker. The music leader may (or may not) include another song at this point.

After the message is our time of open prayer. This time is very Spirit led, and is reliant on your direction. If you are going to pray about an item that needs explanation, please keep the explanation brief. Please do not list the things you will be praying for, just pray. It is more important to be reverent and honest than to have great sounding prayers. Remember, as well as leading in prayer, you are also setting an example of prayer for the congregation.

The Update usually contains a list of prayer items, select three or four from that. Some other ideas are:

- praying for friends or family who do not know Christ;
- praying for someone next to them;
- praying for those that are sick / ill;

- praying for leaders of the church;
- praying for leaders of our city/province/country.

Some music will follow the prayer time.

Next comes a closing song, and then a benediction (either by yourself, or the speaker – be open, but be prepared!).

### Some Lessons We've Learned

Just a few of the lessons we've learned along the way...

The welcome: it is important to remember that your welcome, in many ways, sets the tone for the morning. There will be some who have had a busy week, or a difficult week, or some sadness or tragedy. Your warmth and friendliness will remind them that Pine Grove is a safe place to be Sunday morning. And... your focus early in on the Lord and His presence will remind them that it is on Him we should focus – not on our own worries or problems.

Communion: if you are asking someone else to do Communion, please make sure it is a Christian who is mature in their faith. It is important they understand the significance of the Table and the elements.

Humour in a church is a very tricky thing. With such a wide range in demographics and backgrounds, an ill-timed joke or humorous comment could offend or upset someone very easily. It is best you tread carefully in this realm or avoid humour altogether.

Praying for health issues: if you decide to include health matters in your prayer time, please remember the range of health concerns people face today. There are some in our church who struggle with short-term physical health concerns, long-term physical difficulties, mental illness, depression, addictions, and a host of other concerns. Sometimes there is a place for prayer for those who may be struggling in silence. Time: managing time is always a tricky thing. It is up to you to do your best to keep the service running on time. While we do not want to see a message cut short, or a prayer time shortened, we must also remain sensitive to those serving elsewhere in the church, namely Sunday School.

"Innovating": as you've probably gathered, we are an eldership that loves to experiment and test new waters. That said, our own experiences over the years have given us a feel for some of the things that will – and will not – go over well! All that to say, if you have an idea for something new or different in charring, please run it by us first.

### In Closing

By charring, you are playing a key role in our worship service. We thank you so much for your willingness to serve, and look forward to worshipping with you on Sunday!