**Guidelines for Guest Presiding worship leaders**

1. Salisbury United Church welcomes you as a guest presiding worship leader. We thank you for offering your gifts, interests and insights to our community of faith.
2. We have adopted a consistent framework for worship which is flexible and adaptable.
	1. We follow the seasons of the liturgical year.
	2. We use a lectionary called the “Narrative Lectionary”, except in 2017-2018 when we are using a self-created lectionary to explore a year-long theme of “Be Not Afraid”.
		1. Scriptures throughout 2017/18 have been following the many “fear not” readings of the Bible, along with other readings that pick up on some responding to fear, faith in spite of fear, being a community in a time of fear, facing fears, etc.
		2. We ask guest presiding worship leaders to use the “Fear Not” lectionary for the year but also understand that additional readings may be selected based on the theme of the service.
		3. We have not been using a responsive Psalm for several years but a responsive Psalm may be used if desired. If a Psalm is used, our music coordinator will introduce the sung refrain for the Psalm and it will be sung twice before the Psalm begins to be read.
	3. Worship is supported by the use of powerpoint technology and there is a wireless microphone system with headset available for presiding worship leaders who like to speak away from the lectern.
	4. The Congregational Administrative Assistant, Roxanne Prytula, will prepare all powerpoint slides and have them ready for the volunteer operator each Sunday. If presiding worship leaders have particular image requests for the service or slides to use during sermons, these should be made known to Roxanne when the draft of the worship service is emailed to her.
	5. We request that the draft worship outline be emailed to Roxanne about 10 days prior to the service date.
	6. Powerpoint goes on holidays after July 2, 2017, and we will rely only on paper bulletins during the summer.
3. We normally the presiding worship leader develops the worship service and then leads alongside one or two lay presiding worship leaders, usually an adult and/or junior youth.
	1. The presiding presiding worship leader divides up who will introduce/read/lead which parts of the worship and these are highlighted in a copy of the service left on the lectern for Sunday morning.
	2. During the Sabbatical period, to create consistency, one of the Junior Youth will lead the congregation in saying the Lord’s Prayer, and will announce the hymn which follows.
	3. During summer months after July 2, there will be worship hosts who will welcome and introduce the presiding worship leader and offer announcements, but will not lead during the service.
4. Sunday worship is developed each week around a theme drawn from the scripture for that Sunday.
	1. Scripture forms the anchor for the selection of hymns and anthems.
	2. We use both Voices United and More Voices.
	3. A sung refrain is to be used each week after the Call to Prayer and while the Christ Candle/Children’s Church lantern are being lit.
		1. The sung refrain reflects the year-long “Be not afraid theme” and is below for each upcoming season:
		2. Easter:
		3. Pentecost, Month of June:
		4. Summer, including July 2:

“Be not afraid, I go before you always, come follow me, and I will give you rest.” *(Source: Breaking Bread 2011, pg. 438)*

* 1. If you have any music questions, Roxanne can put you in touch with our Music Coordinator, Lucienne Holzman.
1. There are generally 40-70 people in worship. We are a small, mobile, suburban congregation and our people come and go through various times of the year.
2. The Passing of the Peace at the beginning of worship is almost like a sacramental moment when we walk around and say hello to each other and to guests and visitors. The choir and presiding worship leaders usually come down into the congregation to join the melee.
3. We do not usually use a prayer of confession to help us enter into worship, or to prepare us for the opening up the words of Scripture or for the sacrament of communion. We are invited to enter into God’s presence out of the complexity of our lives and invite the speaking of the Word to challenge, comfort and call to us. Confession may come later as a response to the Word during the offering prayer, personal silent prayers or Prayers for the Journey. We understand that this may vary with the preferences of different presiding worship leaders.
4. We have a paid Children’s Church Coordinator, Lynn Wilson. Lynn will prepare and lead Discovery Time during worship. Guest presiding worship leaders are invited to sit with the Children and Lynn for Discovery Time.
	1. Children leave Discovery Time for Children’s Church after they and the congregation have prayed together.
	2. One of the children leads by carrying the Lantern out of the sanctuary.
	3. The congregation sings the next song while the children are in motion and leaving.
	4. It is understood that not all our children may choose to go to Children’s Church.
	5. Once July begins Children’s church goes on holidays. Lynn will no longer lead Discovery Time and it will be up to each presiding worship leader to lead Discovery Time in summer if desired. It then become Discovery Time for the whole congregation.
5. In the later parts of the service, there is a time for prayer called Prayers for the Journey, which is similar to the Prayers of the People.
	1. The presiding worship leader invites the congregation into a time of silent personal prayer, during which they may also choose to write down any prayer requests.
	2. After a few minutes of silence the presiding worship leader announces that they will collect the written prayer requests.
	3. The concluding prayer is said by the presiding worship leader and the prayer requests are woven into the concluding prayer.
6. The concluding prayer usually reflects the themes raised in the scriptures and sermons, and may include thanksgiving, confession, call to action.
7. After the concluding blessing, there is sung amen or refrain.
	1. The most familiar amen is #974VU.
8. Communion
	1. Our practise of communion is the open table – all present may participate.
	2. Communion is a response to the Word so it follows the reading of scripture and preaching.
	3. The communion elements are prepared ahead of time by a member of the Worship Committee. They are usually set on the side in the sanctuary and as the children return to the sanctuary during the offering they bring the elements to the table as part of the offering. Alternatively, the presider may request that the table be set ahead of time and made ready before worship begins.
	4. An invitation is read to start the communion liturgy which makes it clear all are invited to the table.
		1. Often the lay leader reads the invitation while the presider sits at the table.
		2. A hymn may be sung before the Prayer of Thanksgiving.
		3. The Prayer of Thanksgiving usually follows the usual structure found in Celebrate God’s Presence, and is adapted to the liturgical season.
			1. The preference is for brevity and as much congregational participation as possible in reading the prayer.
			2. The congregation is used to singing refrains during communion prayers, including the Kingsfold set from More Voices.
		4. Servers are invited to the front after the Prayer of Thanksgiving, and stand at the steps in the sanctuary while the elements are passed to them.
			1. The presider invites those present to come forward to receive the “gifts of God made ready for the people of God”.
			2. Communion is by intinction. Baskets of gluten-free bread cut into large cubes for dipping are provided. A large loaf of bread will be on the table for breaking during the Prayer of Thanksgiving.
			3. The words “The Bread of Life” and “The Cup of the New Covenant” are used. This is a recent change from the more traditional “Body of Christ” & “Blood of Christ” so we would request that guest presiders support this change by using these new words themselves.
			4. The presider usually serves the choir members, if present, in the choir pews, using the small basket and chalice.
			5. Servers turn around when done serving the congregation, and the minister serves them communion.
			6. The minister is served last by two of the servers. Then the servers return to their seats in the pews.
		5. After communion, a post-communion prayer is said, usually lead by the lay worship leader from the pulpit, while the presider remains at the table.