




For those leading worship Released: Sept 2009

We pray that God will bless you during your preparation for and participation in worship at Christchurch. Please contact the 'Worship Contact' in the first instance if you need any help. Your choice of music is best given ASAP, and any other requirements by the **preceding Wednesday evening** (at the latest), or at least a **week/fortnight before** if you require drama or anything which may require preparation and a rehearsal.

OVERVIEW

Christchurch is a united church of all ages, with a vision to be 'led by the Spirit, 'working in the community' and 'bringing people to Christ'. We worship God with all that we are, and music is fundamental to the way that we worship. Our main service at 10.45 enables the whole Christchurch family to worship together, through a wide variety of music styles, using both a band and organ. Other services explore and experiment with distinctive styles to develop and deepen our worship. No service has a set format, but some guidelines are given below to help in your planning. However, we welcome creativity and will willingly try something new. More details about Christchurch can be found on our web site: <http://www.christchurchhitchin.org.uk> and by clicking  next to the heading 'Services'.

SERVICES

- **THE 10:45AM SERVICE: ADULT AND JUNIOR CHURCH, WITH CRÈCHE** - This is attended by c.200 people of all ages (0->90 yrs), with a few in wheelchairs from MHA Elmside or Hitchin Cheshire Home. Approx. 50 children and adults from Junior Church (3-18 yrs) are present for the first 10-15 minutes of the service. In this time, we ask that the focus is on praise (rather than teaching) and that music is chosen that is particularly suitable for the children and young people with at least one song being familiar and simple enough for the youngest to join in (who love to be encouraged to use actions, their percussion instruments and even dance). We can suggest appropriate songs if required. During this time, the modern (ELLC © 1988) version of the Lord's Prayer should be projected if used. A prayer (or the sung Christchurch blessing) at the end of this part of the service is appreciated before Junior Church leave for their age-specific groups, and singing can continue as they leave. For the remainder of the service, the music should reflect the ages present (20s to 90s) so that overall there is a balance between modern and traditional. Readings follow the Revised Common Lectionary but we are willing to accommodate alternative readings to support your message. Those chosen are indicated on the weekly notice sheet and displayed before the service starts. The Bible is usually read after Junior Church leaves. The most appropriate translation or paraphrase can be used – many bring their own and some NIV or GNB Bibles are available for use. The Offertory is usually taken after Junior Church leaves. This service should finish between 11.45-12 noon. At the end of the service the Prayer Ministry Team is available for anyone who wishes confidential prayer. Refreshments are served in the church hall once this has been cleared by Junior Church.
- **THE 10:45AM SERVICE: ALL AGE, WITH BEGINNERS AND CRÈCHE** - This service is similar to the above except that Junior Church (5-18 yrs) (sometimes together with uniformed organisations, in which case there may be visiting parents unfamiliar with a church service) remain in the sanctuary for the duration of the worship. 0-5 yrs are catered for elsewhere. We request that this service is based on the *Roots* or *Seasons of the Spirit* theme and Lectionary reading(s) for that Sunday. A series of short teaching slots rather than one long sermon works best. We ask that this service finishes between 11.30 and 11:45 am.
- **THE 6PM SERVICE** - This service is attended by 30-60 people and is usually more distinctive in style, ranging from traditional to meditative, from a focus on healing to café-style, and which is set for a particular Sunday. A more reflective style than that at 10:45am is usually appreciated. You will be advised if a style that is not traditional is planned. The service is 1 hour in length, and young people will be using the adjacent hall from 6.30 pm.
- **THE 9AM SERVICE** - This is a 30 minute service of Holy Communion normally on the 1st Sunday of each month followed by breakfast and is usually led by the Minister.

PARTICIPATION

- **WORSHIP LEADERS** – You will be informed if a Worship Leader is available to assist you. They can do everything except preach a sermon, so together you can decide how they can help best.
- **BIBLE READING AND PRAYER** - People in the congregation usually read from the Bible and lead prayers of intercession, drawing from a prayer book in which, over the preceding week, individual concerns have been noted. Each week we also pray for several members of our congregation in turn so that over a period of a year, we pray for all our members. These names, which are recorded in a book, should be offered usually along with our Offertory.
- **MUSIC** - The congregation enjoys singing and has come to know and value hymns and worship songs from a wide variety of sources (Spring Harvest, Soul Survivor, Hillsong, Iona Community, Taizé, in addition to *Songs of Fellowship* and *Hymns and Psalms*, and including songs that have been written by Christchurch Members). A list of all words currently available in SongPro can be provided, and new ones are added regularly. A balance of traditional and modern material covering different styles is essential in the morning. A band plays at the morning service which appreciates sufficient time to arrange parts and rehearse. The organ is available at all services. 'Take Note' are our new vocal group.
- **CURTAINS!** – is our drama group which has a selection of material available, or can perform material provided by you. They rehearse fortnightly. Sufficient notice for rehearsal is required.
- **TALK TO THE HAND** – is our Puppet Group, with the puppets operated by some of the young people. They usually make an appearance at special services, and certainly with prior notice.
- **CCDT (CHRISTCHURCH HITCHIN DANCE TROUPE)** – is a teenage-run group which performs on special occasions.

FACILITIES AND RESOURCES

- **CHURCH LAYOUT** - The communion table, several seats and a lectern are on a raised area at the front of the church. Please feel free to use this area and its surrounds as you wish. You will have a radio microphone, so you can roam around the church as you like and still be heard. The seating is movable, and can be rearranged as desired. Please notify the worship contact of requirements as necessary.
- **AUDIO-VISUAL** - There is an excellent amplification system, operated from the sound desk at the rear of the church. Your radio microphone is controlled by the sound operator - no action is required by you. A 2nd radio microphone and roving microphone

together with *Hymns & Psalms*, are provided to those who are unable to see the projection. We can also project prayers, responses, Bible readings, DVDs, video cassettes, PowerPoint presentations and still pictures. We prefer Office 2003 formats - Office 2000 is fine but at present we can't read Office 2007. Advice on the use of anything more technical than projecting hymns or readings can be offered. It is essential that all electronic files (e.g. video avi) are provided ahead of Sunday morning (i.e. usually by Wednesday evening) to allow set-up and checks to be done, otherwise we cannot guarantee compatibility, nor will there necessarily be time to load during the pre-service run-through. If this is impossible, please ensure that alternative arrangements have been agreed. With notice, actual DVDs or videos can be supplied up to 45 mins before the start of a service. Clear instructions on how to start and finish - in cue, out cue, and timecode - of anything should be provided.

- **COPYRIGHT AND RECORDINGS** - We are licensed with Christian Music Association (CMA) and hold a Christian Copyright Licence (CCL) for hymn and song production, also a Music Reproduction Licence (MRL), Video Licence (CVL), and Performing Right Society (PRS) Church Licence. Morning services are recorded so that those unable to attend can share in our worship in their own homes during the week. Some sermons, unless the preacher requests otherwise, are available as MP3 files on our web site.

BEFORE WORSHIP BEGINS...

Stewards prepare the church for worship and can assist you as required. The steward will pray for you and the congregation in the vestry. The steward will give out any urgent notices at the start of the service that cannot be woven into the service and welcome the preacher. The congregation should be asked to stand as the Bible is brought in and the Call to worship made.

AFTER WORSHIP ENDS...

After a dismissal blessing, please exit the sanctuary area and remain in our welcoming area to greet those people who leave immediately. Then feel free to join us for refreshments in the hall.

EXPENSES

Christchurch will reimburse your expenses if you are not already expecting to reclaim these from the Methodist Circuit (which is the normal system for appointments arranged under the Methodist preaching plan). The steward should mention this to you, but please ask if they do not.

CHRISTCHURCH CONTACTS

Worship contact – Sara Crowley sara.crowley@bigfoot.com 01462 436581 who will arrange Readers and Leading of Intercessions, and pass on any requirements.

Sound – Anthony Clarke Anthony@clarke.name 01462 420153

Projection – David Rossall david@rossall61.freerve.co.uk 01462 431884

Music – Paul Arnold paul@pictureinsound.com 01462 436804

Senior Steward - Vic Evans norvic@ntlworld.com 01462 433372

Copyright - Valerie Dowsett dowsettv@waitrose.com 01438 871530

Curtains! – Tony Edmonds tony@ed2ed.net 01462 456045

Talk to the Hand! – Tony Edmonds tony@ed2ed.net 01462 456045

CCDT – Isobel Murray iso@talktalk.net 01462 4518281

Intercessions (morning) – Sue Chastney chastney@ntlworld.com 01462 451831

Youth Leader – Tom Lewis ten4tiger@hotmail.com 07859 228543

OTHER RESOURCES

Hymn Quest - <http://www.stainer.co.uk/hymnquest/> - provides a fast-search facility for hymns and songs via a phrase or particular word or name, a particular biblical text or theme or by a particular author, or via a tune. Available by subscription at Christchurch.

<http://www.christian-lyrics.net/> - a free lyric-searching facility. Google can also be very helpful if you have a starting phrase. If you're searching for something in particular, we should be able to find it for you.

SEASONAL INFORMATION

None at present.