



Trinity Church

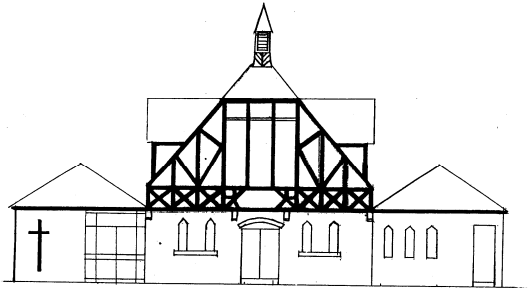
(Methodist / United Reformed)

Park Lane, Knebworth, SG3 6PD

01438 210321

(office phone – voicemail messages when building unoccupied)

www.trinitychurchknebworth.org.uk



Information for Visiting Preachers

We look forward to your visit to lead worship in Trinity Church Knebworth, and hope that the following information is helpful for your preparation. Please do not hesitate to contact us (details on reverse) if you wish to discuss any aspect of your visit.

Our context: Trinity Church was formed in 1996 by the union of the former Methodist and URC congregations in Knebworth. We draw on both traditions (and others) in our worship. We have a broad pattern of styles of worship including a monthly informal style morning worship and a monthly café style evening worship. A team made up of the minister and a group of elected elders shares leadership of Trinity. Each Sunday one of the elders is responsible for providing support to the person leading worship and for ensuring that all aspects of worship run smoothly. The church family normally meets for two services on a Sunday.

The morning service at 10.30 is the larger congregation, typically in the region of 50 adults and up to 10 children / young people. The church family includes members of all ages, although rarely any teenagers. All assemble together in the church for the beginning of worship (for about 20 minutes), then the children and young people leave to meet in **Sunday Club** groups for the remainder of the session. All are invited to share coffee after the service in one of the church halls.

We appreciate any ways in which the early part of worship can involve and be in language and a style accessible to the younger members of the congregation. We are fortunate that several of them are under 7, including a few babies and toddlers. We have a range of simple percussion instruments that the youngest children enjoy using during singing. We encourage the children to assist with taking up the offering, so it is our normal practice for this to happen before the children leave. We also prefer to include time for announcements and church family news before the children and their leaders leave. These are made by the church secretary or duty elder and are often before the offering is taken up, but you may prefer to begin worship with a welcome and announcements. The first part of worship usually includes two hymns and a brief time of prayer, together with whatever readings, children's talk etc are appropriate. Our Sunday Club leaders are happy to supply information on their current programme (usually from Scripture Union material), to suggest a familiar child-friendly song/hymn to be included, or (if you prefer) to provide someone who will prepare a brief talk before Sunday

Club departs. We appreciate a clear indication of the departure of the children and a brief prayer or blessing as they leave.

Music at the morning worship is usually provided by a combination of piano or organ and other musicians depending on their availability. The musicians appreciate knowing what hymns are to be used by the previous Thursday if possible.

We have two main sets of hymn books available in sufficient numbers for an average sized congregation: Rejoice & Sing and Hymns & Psalms. We also have *some* copies of Songs & Hymns of Fellowship, but care must be taken with selecting from different versions of this collection. We are covered by a Church Copyright Licence (CCLI number **295577**) and can (by prior arrangement) provide words on Digital Projector if needed.

The evening service at 5.30, although much smaller, is a greatly valued part of our church life. The congregation is usually between a dozen and twenty adults. A pianist is often accompanied by one (and occasionally more) other musicians. Again it is helpful if the musicians know what hymns are to be used by the previous Thursday if possible. The church secretary or duty elder normally shares brief announcements and news of the church family at a convenient time during worship. An offering plate will be available on entry to worship. We ask you to provide opportunity for this to be brought forward so you can dedicate the offerings during worship.

We have a list of members of the congregation who are willing to read scripture in Church, at either service.

Our normal practice includes **communion** being served either at the (removable) communion rail or seated in the congregation. If you are taking a communion service it would be helpful to have a few days notice of your intentions. This helps us to ensure that the rail is in place if required, and that elders are appropriately briefed. Please note that we do not have copies of the Methodist Worship Book.

Our buildings were extensively refurbished in 2000, and the church is a modern carpeted sanctuary with a raised dais. There is a good sound system including an induction hearing loop, so we ask all who speak in service to use one of the microphones provided. The preacher will normally be provided with a clip radio microphone (which s/he is advised to turn off during the hymns). There is level access to all areas of the church and halls (although notice is appreciated if the preacher is a wheelchair user).

Please do not hesitate to make contact to help with any aspect of your preparation. It is helpful if we know the hymns you have chosen and readings if you wish them to be read by a member of the congregation as soon as possible. *It is most helpful if you use our standard form for your order of service requirements (paper copy or e-mail version), especially if you require use of the digital projector or CD / DVD player.* The duty elder will normally contact you between Tuesday and Thursday prior to the service, but if you wish to make contact prior to that please try one of the following:

Pulpit Supply Secretary, Hans Meister on 01438 812266
handv.meister@btinternet.com
or Church Secretary, Gill Hughes on 01438 813049
trinity.secretary@ntlworld.com

If necessary the organist/pianist or a Sunday Club leader will get back to you to discuss any specific requirements.

Current news and activities can be found on our website
www.trinitychurchknebworth.org.uk

revised March 2009