**Lord’s Day Worship – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**- God Calls Us To Worship -**

\*Call to Worship A

*\*Song(s) 1 ###*

\*Opening Prayer

\*Welcome/Greeting/Peace B

Psalter Reading C

**- God Renews Us -**

Call To Confession D

Prayer of Confession

Assurance of Pardon E

Living Our Thanksgiving F

\**Song 2 ###*

**- God Speaks to Us -**

Children’s Message

Prayer of Illumination

Scripture G

Sermon “H”

\*Confession of Faith I

*\*Song 3 ###*

**- We Respond to God’s Word -**

Prayers of the People/Lord’s Prayer

Offering J

\*Offertory Prayer

*\*Song 4 ###*

**- God Sends Us Out to Serve -**

\*Benediction K

*\*Song 5 ###*

**Pulpit Supply Checklist**

**Pulpit Supply Pastor:**

Name:

Phone:

Email:

Additional Notes:

1. **First Steps**
   * Determine who will be the Pulpit Supply Pastor
   * Determine which elders will be involved in the liturgy for that morning
   * Determine who will be involved in music for that morning
     + First Sunday: John Romkes (Organ)
     + Second Sunday: Simon deBoer (Organ) & Katrina Vellenga (Praise Team)
     + Third Sunday: John Romkes (Organ) & Olga Shaffer (Praise Team)
     + Fourth Sunday: Katrina Vellenga (Piano & Praise Team)
2. **Communication with Pulpit Supply Pastor (PSP)**
   * Contact PSP and request the following information:
     + Scripture Passage for Message:
     + Sermon Title:
     + Powerpoint Slides?
     + Whether he/she plans to
       - Do a children’s message?
       - Read the scripture passage?
       - Do the prayer of illumination?
       - Say the benediction?
     + Any additional needs (tables, second offering, microphones, etc.)
   * Place Scripture Passage in slot G in Order of Worship Template
   * Place Sermon Title in slot H in Order of Worship Template
3. **Liturgy**
   * Fill in the correct date for the Sunday in the slot next to “Lord’s Day Worship” on the Order of Worship Template
   * Select appropriate scripture passages for the following elements of worship and write them in the appropriate slot in the Order of Worship Template (Note: if you would like assistance in selecting any of the following elements of the liturgy, please feel free to consult *The Worship Sourcebook*, which will be available in Pastor Stephen’s study) :
     + Call to Worship (slot A):
     + Welcome/Greeting/Peace (slot B):
     + Psalter Reading (slot C):
     + Call to Confession (slot D):
     + Words of Assurance (slot E):
     + Reading of the Law (slot F):
     + Offering (slot J):
     + Benediction (slot K):
   * Write, select, or otherwise prepare for the following prayers:
     + Opening Prayer
     + Prayer of Confession
     + Prayer of Illumination (if not done by PSP)
     + Prayers of the People/Lord’s Prayer
     + Offertory Prayer
   * Select an appropriate Confession of Faith and write it in slot I
   * Prepare an appropriate greeting to the congregation and invitation to pass the peace for the Welcome/Greeting/Peace section of the liturgy.
   * If PSP is not doing a Children’s message, determine if there will still be one. If so, determine who will do the Children’s message. If not, cross it off the Order of Worship Template
   * If PSP is not doing the Scripture Reading, determine who will be doing it and where they will read from (for the sake of microphones)
   * If PSP is not doing the prayer of Illumination, determine which elder will do so.
   * If PSP is not doing the benediction, determine which elder will do so.
   * Determine which elder will do the announcements prior to the service and determine which announcements will be need to be shared.
4. **Music**
   * Select appropriate music for “Song(s) 1”
     + When there is Praise Team, they typically lead worship in this slot. Katrina Vellenga and Olga Shaffer are both open to suggestions for music, but also enjoy having input based upon the overall theme of the service. Usually the Praise Team will play 2-3 songs in this slot, one of these may be prior to the Call to Worship.
     + When there is no Praise Team, select a song from either *the Hymnal for Worship and Celebration* (HWC) or *Lift Up Your Hearts* (LUYH). John Romkes and Simon deBoer generally prefer HWC and like songs to be picked for that, but will occasionally offer alternative suggestions of songs.
     + Write songs in “Song(s) 1” slot. If appropriate, indicate hymnal (via abbreviation), hymn and verse numbers in the ‘###’ slot.
   * Select appropriate music for additional songs and write songs in the slot. This, and all further songs, are not generally done by the praise team, but drawn from the hymnal. Where appropriate this can be changed. If appropriate, indicate hymnal (via abbreviation), hymn and verse numbers in the ‘###’ slot.
     + “Song 2”
     + “Song 3”
     + “Song 4”
     + “Song 5”
   * Contact Musicians by Wednesday of week prior to Pulpit Supply Sunday to confirm song selections.
5. **Communication**
   * Email completed Order of Worship Template and Bulletin Checklist to Hendrina Lowe by Wednesday prior to the Pulpit Supply Sunday
     + Confirm with Hendrina on Saturday that bulletin has been completed.
   * Email completed Order of Worship Template and any further visual needs (e.g. slides from PSP) to Johnny deBoer by Wednesday prior to the Pulpit Supply Sunday.
     + Confirm with Johnny on Saturday that visuals have been completed.
   * Contact PSP by Thursday prior to Pulpit Supply Sunday to confirm any additional details for the service.
6. **Sunday Morning**
   * Unlock front and side entrance
   * Set up any additional resources requested by the PSP
   * Light the Christ candle prior to the service
   * Pray with the PSP prior to the service
   * Extinguish the Christ candle after the service

Note: digital copies of the Order of Worship Template and Pulpit Supply Checklist and Bulletin Checklist are all available on our website at [bethel-reformed.ca/pulpitsupply](http://bethel-reformed.ca/pulpitsupply)