



## GUIDELINES FOR WORSHIP LEADERSHIP

Greetings! I am grateful that you are a part of the leadership team for worship at Hood Theological Seminary. Hood is a community that engages in a variety of important practices together, including: study and learning, table fellowship, worship of God, friendship, stewardship, justice-making and justice-keeping, and care for the creation and all its creatures.

Below are the guidelines for worship leaders in our Wednesday and Saturday chapel services of worship. Please read these over carefully as you collaboratively plan worship for the Hood community. If you have any questions, do not hesitate to contact me, the Director of the Chapel.

Grace and peace,

André Resner, Director of the Seminary Chapel  
Professor of Homiletics & Church Worship  
Director of Digital Learning  
([aresner@hoodseminary.edu](mailto:aresner@hoodseminary.edu)).

1. Preachers are appointed by the Director of the Chapel. The completion of the “Worship and Preaching I” course is generally expected before preaching in Chapel, though not necessarily required.
2. Each preacher is encouraged to follow his or her own worship tradition and style, or to creatively prepare a service of worship with the special events of the particular season of the Christian year in mind, so that we may experience the diversity of our community and season.
3. We encourage preachers to consult, read, and preach from the lectionary (either the Revised Common Lectionary or the Daily Lectionary) which may be found online at this link: <http://www.pcusa.org/devotions/>. Note that this is a guideline, not a requirement. If a given preacher feels the need to choose alternate readings from scripture, he or she may do so. *We encourage the use of the NRSV in worship at Hood, or any other version that has taken care to use inclusive language.*

Here are two links for coordinating the liturgical colors:

<http://lectionary.library.vanderbilt.edu/liturgical-colors.php>  
<http://www.crivoice.org/cydatesA.html>

4. Preachers are to send a copy of their proposed service of worship, including music, *one week in advance* of the service to the Director of the Chapel ([aresner@hoodseminary.edu](mailto:aresner@hoodseminary.edu)) and the Director of Music in the appropriate track:  
Track 1, David Cunningham ([d\\_scott\\_cunning@yahoo.com](mailto:d_scott_cunning@yahoo.com)), and  
Track 2, Sam Wilkins ([wyattabraham@yahoo.com](mailto:wyattabraham@yahoo.com))

5. Each service we take up an offering for ministries sponsored by the seminary. This element of worship should be integrated into the service. It should also be announced prior to the offering that 100% of what is given is going to the charitable ministry. The Chapel Steward(s) and Hood SGA representative are responsible for delivering the offering to the Fiscal Office. The spring, 2018, offering will be given to ministries to AIDS victims in Haiti and Africa.
6. Announcements should be included in the bulletin. Urgent notices for the community may be made during the service. Leaders should confer with the Dean of Students for any current notices ([dmbuwayesango@hoodseminary.edu](mailto:dmbuwayesango@hoodseminary.edu)). Any announcements made in chapel should be kept to a minimum. Trust what is written!
7. The leadership team for each service is responsible for the Order of Worship for the day, its preparation, printing, and its duplication. For the academic year, 2017-18, the SGA has graciously offered to cover the costs for duplicating orders of service for worship leaders in chapel. To do so, leaders should bring their order of service to the library and use its main copier by the front desk. Enter on the copier, "your name-chapel."
8. As a matter of inclusive liturgical practice, and in accordance with the policies of HTS, ***all services are to adhere to the inclusive language guidelines for the seminary.*** This means that all prayers, liturgies, sermons, and other worship resources and/or materials are to follow Hood's inclusive language policy.  
In as much as is possible, music should also reflect this policy, if available. Alternate wording for music should be printed in the bulletin. All changes to hymns, however, must be done in consultation with the Director of the Chapel.
9. Leaders of worship are to pay close attention to the constraints of time.
  - a. Because the chapel services at Hood Theological Seminary are 40 minutes in length, the sermon should usually be between 12 and 16 minutes in length. Worship leaders should be careful to take into account how much time each element of worship will take, hymns, prayers, litanies, introductions, etc.
  - b. Services are to begin promptly at 10:10 a.m. and end by 10:50 a.m. so students, professors, and staff may return to classes and offices.
  - c. Prelude music typically precedes the 10:10 a.m. start time. Any music or content for the service, however, should not begin until 10:10 a.m. since students and faculty must be allowed transition time from classes that occur prior to chapel.
  - d. Special Note: ***If a service appears to be going long, the preacher and liturgist(s) must make adjustments*** (e.g., eliminate hymns, shorten the message) to ensure that the service ends by the designated time. All actions and processes at the seminary are understood to be part of a whole, and we trust that ***the Holy Spirit is at work in all phases of our work and worship together, including, worship in the chapel, study in the classroom, and administrative processes alike.*** Being good stewards of our time together is recognition of these convictions.