



GUIDELINES FOR WORSHIP LEADERSHIP

Greetings! I am grateful that you are a part of the leadership team for worship at Hood Theological Seminary (HTS). 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 Dr. Dora Mbuwayesango, Chair, Community Life Committee (dmbuwayesango@hoodseminary.edu).

1. Preachers are schedule in coordination with the Preaching and Worship class II. 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 Community Life Committee and to Dr. Andre (Research Professor) aresner@hoodseminary.edu.

See the last page for guidelines on the submission of videos to Ms. Patricia Commander (pcommander@hoodseminary.edu) for our virtual worship

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. Contributions can be made at the HTS website. The fall offering is normally designated for Rowan Helping Ministries (RHM). The spring offering is generally given to ministries to AIDS victims in Zimbabwe and hunger victims in Haiti.
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). Any announcements made in chapel should be kept to a minimum. Trust what is written!
7. 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.
8. 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 11:10 a.m. and end by 11:50 a.m. so students, professors, and staff may return to classes and offices.
 - c. 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.

TO ENSURE BEST QUALITY & REPRESENTATION OF OUR VIRTUAL HOOD CHAPEL:

- Note that the assignment of preachers will be made by Dr. Resner. Attention should be given to the appropriate liturgical season and any key historical dates to highlight. Think through and plan the service so that it will flow virtually. There are things that do not work well virtually such as singing and reading responsively.
- Entire service must be no more than 30 minutes
- Be sure to dress appropriately as you would for Chapel
- Be sure your camera is stable to avoid a shaky video
- Clean your camera lens
- Use a high-quality device (camera or phone) free from grainy or pixelated quality
- If you haven't already, create a Google Drive account
- Share on Google Drive to pcommander@hoodseminary.edu the mp4 of your video.
 - If recorded on phone share it to your Google drive account
 - If uploaded from a digital camera upload to Google Drive on your computer
- Be sure your background is not busy, but professional, peaceful, or possibly with the look of a podcast, interview, stage, or pulpit area.
- Be sure that your sound is clear and loud enough to be heard when played back.
- Be sure that you, the subject of the video, are centered on the screen. Meaning, avoid too much space below or above you where it could cause a bit of distraction to your viewers.