



Chairing at Pine Grove

To start, we as elders, greatly appreciate your willingness to chair one of our Sunday services. It is our prayer that you will be blessed through this act of service.

Needless to say, any of us are available should you have questions in the days (or hours?) leading up to Sunday. Please don't hesitate to call on us for help!

Preparing for Sunday

In the days leading up to Sunday, we would encourage you to spend a bit of time in prayer and Bible study to prepare for Sunday. Most important, is to prepare your heart for the service. As part of chairing, you will have to lead communion. We have a guide and some verses to help you in this regard, if you feel the need.

Midweek, you will receive an email called "This Week At Pine Grove" which tells you the others who a leading parts of the service, some early announcements and other applicable information. Please read it carefully – specially the topic for the message that morning.

Service Structure

The general order of service is as follows (the worship leader should have a list of songs for you as a guide)...

- Opening Song
- Welcome
- Music
- Communion
- Offering
- Announcements
- Dismiss children - aim for a 10:30-10:40 dismissal
- Message - done by 11:05 to 11:15
- Music – at the discretion of the music leader
- Congregational Prayer
- Music – at the discretion of the music leader
- Closing song
- Benediction (about 11:20)

The service generally starts with a worship song. After, you can welcome people to the morning's service and, share a verse of scripture. Please also include a prayer for the morning.

After your welcome, there will be more music, then Communion. Share some thoughts about the meaning of communion and use an appropriate communion passage. Some key passages would be Matt 26, Mark 14, Luke 22, John 6, 1 Cor

10 & 1 Cor 11. There are many other passages that you could use as well.

You may choose to remind the congregation that communion is for believers and that those who are not, or are not sure what you are talking about might want to just pass the elements by and talk to you after the service. Take care to word this statement gently – you don't want to cause offense to someone who is unsure.

When you pray to give thanks for the elements, please also include a time of confession for the sins we have committed.

Since Covid-19 we have been using the self-contained communion packets. Having your packet prepared (ie already partly opened) saves fumbling with them while you are leading. When taking the elements, begin with the bread and follow with the juice. Allow some time for after the bread and after the juice to allow people time to manage their packets.

The offering will follow thereafter. Pray for the offering AND tell people that the offering at Pine Grove is to fund the ministries and services of Pine Grove and that if you are not a regular attender of Pine Grove, please feel free to let the offering bags pass you by.

Next comes the announcements. The announcements are normally included in the "This WeeK At Pine Grove" email that you will receive mid-week. You should also check the weekly "Pine Grove Update" email that comes out on Saturday for additional announcements.

Children can be dismissed at this point. It's nice to pray for the children and teachers before you dismiss them.

After the children have left, invite the speaker up to bring the message.

After the message, please do not comment on, expand upon or follow up the sermon. Let the message stand as given by the speaker. The music leader may (or may not) include another song at this point.

After the message is our time of open prayer. This time is very Spirit led, and is reliant on your direction. If you are going to pray about an item that needs explanation, please keep the explanation brief. Please do not list the things you will be praying for, just pray. It is more important to be reverent and honest than to have great sounding prayers. Remember, as well as leading in prayer, you are also setting an example of prayer for the congregation.

The Pine Grove App contains a list of current prayer items, select three or four from that list.

Next comes a closing song, and then a benediction which you will give.

Some Lessons We've Learned

Just a few of the lessons we've learned along the way...

The welcome: it is important to remember that your welcome, in many ways, sets the tone for the morning. There will be some who have had a busy week, or a difficult week, or some sadness or tragedy. Your warmth and friendliness will remind them that Pine Grove is a safe place to be Sunday morning. And... your focus early in on the Lord and His presence will remind them that it is on Him we should focus – not on our own worries or problems.

Remember as well that you will have an online audience. It is nice to welcome them as well.

Humour in a church is a very tricky thing. With such a wide range of demographics and backgrounds, an ill-timed joke or humorous comment could offend or upset someone very easily. It is best you tread carefully in this realm or avoid humour altogether.

Prayer: Praying for health issues: if you decide to include health matters in your prayer time, please remember the range of health concerns people face today. There are some in our church who struggle with short-term physical health concerns, long-term physical difficulties, mental illness, depression, addictions, and a host of other concerns. Sometimes there is a place for prayer for those who may be struggling in silence.

Time: managing time is always a tricky thing. It is up to you to do your best to keep the service running on time. While we do not want to see a message cut short, or a prayer time shortened, we must also remain sensitive to those serving elsewhere in the church, namely Sunday School. Our aim is for the service to end between 11:15 and 11:20.

"Innovating": as you've probably gathered, we are an eldership that loves to experiment and test new waters. That said, our own experiences over the years have given us a feel for some of the things that will – and will not – go over well! All that to say, if you have an idea for something new or different in chairing, please run it by us first.

In Closing

By chairing, you are playing a key role in our worship service. We thank you so much for your willingness to serve, and look forward to worshipping with you on Sunday!