**Thank you for accepting the invitation to design a worship service in Marquand Chapel! We look forward to what you have to share. Here are a few prompts and FAQs to help guide you as you prepare to lead worship:**

1. **What are the variables?**

1. Is there a preacher?
2. Is there communion?
3. Is there a fixed theme, or other guiding principle?
4. Is it denominationally specific, or not?
5. Do I have a “blank sheet” or not?

2. **What denomination, genre or style is represented in this service?**

1. What are the characteristics of that tradition?
2. How can I give an authentic taste of that in 30 minutes

3. **People and Communication**

1. I am the point-person, curator, playmaster…
2. Who else needs to be involved and when?
3. Never, ever forget : talk to the Director of Music! Early, and often.
4. Who are my best advisors for this service?
5. Have I checked in with the Dean of Chapel?
6. Am I creating community through this service? – include, but also go beyond friendship and affiliation groups .
7. How do I communicate with all these people?
8. How do I advertize the service?

3. **Creative Thinking**: What element of the service is my starting point?

1. Sermon?
2. Season/theme?
3. Reading?
4. Space?
5. Music?
6. Something else?

 4. **Practical**: What do I need to make happen for this service?

1. Space - decoration
2. Chairs - what format?
3. Service bulletin, screen, paperless?
4. Script for participants
5. Communion elements, linens
6. What materials for creative prayer, etc?

4. **Timing**: The date of my service is \_\_\_\_\_\_\_\_\_\_\_\_

(-10 days or more ) discuss with Director of Music by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(-10 days) run my plan past the Dean of Chapel by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Weds of previous week) submit all materials for printing to [Michael.macalintal@yale.edu](mailto:Michael.macalintal@yale.edu)

(-48 hrs) send a final communication to participants by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  | 1 | 2 |
|  |  |  |  |  |
| **5** | 6 | 7 | 8 | 9 |
| Chapel Ministers receive their assignments three weeks before their due date. |  |  |  | Time for dreaming, curating service outline, working with Nat on music, recruiting pray-ers, readers, etc., asking Mike and Nat for help/guidance |
| 1**2** | 13 | 14 | 15 | 16 |
| Service Outline Draft DUE |  |  |  | Confirm any revisions made. |
| 19 | 20 | 21 | 22 | 23 |
| Confirm any revisions made. |  | STAFF DEADLINE TO ISM |  | **2pm Friday - LIZ**  Time for ISM to produce bulletin & chapel ministers to finalize volunteers and non-printed elements of worship |
| 26 | 27 | 28 | 29 | 30 |
|  | **WORSHIP ASSIGNMENT!** |  |  |  |
| Bulletins for week go to print |  |  |  |  |
|  |  |  |  |  |

**PLANNING A STUDENT PREACHING SERVICE**

**1. MEET AND COLLABORATE**

**Here are some helpful questions to ask the preacher, so you can choose the elements of the service sympathetically.**

* What is your denomination and style?
* Do you work to a lectionary or choose your own reading?
* Will you preach to a scripture, or a hymn or some other theme?
* Are there hymns you would particularly like?
* Is there a style of music you would particularly like (e.g. choral, traditional hymnody, gospel, contemporary, Taizé, Celtic,  etc…)
* Are there certain people you hope to include? *(note – Chapel Minister should check that these people have not already been asked for another service)*
* What style of prayers do you prefer? (e.g., pre-written, responsorial, extempore, sung, embodied…
* Are there other considerations you have in mind (e.g. use of space, use of the arts, etc.)
* Are there elements you are especially concerned NOT to include?

**2. CREATE THE SERVICE**

When you have all the variables,

* create a service order
* visit the Director of Music to discuss music
* send invitations to suitable participants to pray, read, etc.

**3.  KEEP IN TOUCH!**

**Inform the preacher as you carry out the plan you have made together. Keep them in touch so their own preparation can be smooth and unstressed!**

**IMPORTANT NOTES:**  
Is there anything I should not do?

**\* Don’t book a preacher without consulting with the Dean of Chapel.**All preachers are booked by the Dean of Chapel and/or Marquand Advisory Committee.

**\* Don’t book any visitors from outside YDS without consulting with the Dean of Chapel.**a) expenses need proper attention, and b) we limit the number of visitors per year so as not to overwhelm the sense of a home community.

**\* Don’t advertise services and events in a way that make them seem like a stand-alone events.** Instead, make it clear that Marquand services are are one united program. If you put it on your Facebook, link to the Marquand and YDS faceebook,. ***Do***use phrases like “Marquand Chapel invites…” or “The Marquand Team invites you to…”. ***Don’t***say “YBS/DivOut/YDS Lutheran students/etc  invite you to…”  or “John Doe’s preaching service will be on…” or “My” service…