

## **Guidelines for Faculty Members and Student Planning Groups**

### **Worship Planning Groups**

Each worship planning group includes a faculty or staff member, a final year student who will preach on the Monday, and five additional students. At least one (and usually only one) student is residential; the rest are (mostly) DL students.

### **Worship Patterns and Liturgies**

A typical worship week follow this pattern:

- Thursday: Service of the Word, Faculty Preacher
- Friday: Healing of the Nations, Healing of the Earth, or other imaginative service
- Monday: Prayer at the Font, final-year student preacher
- Tuesday: Morning Prayer
- Wednesday: Eucharist, Faculty Presider and Preacher

In order to help the worshiping community get into a worship rhythm, beginning with worship this season, we invite planning groups to use the following musical settings and pieces:

- Thursday, Service of the Word: Gospel Acclamation:
- Friday, Trisagion:
- Monday Prayer at the Font: Water Song:
- Tuesday Morning Prayer:
- Wednesday:

Musicians will be prepared to play these settings. If you choose different settings, please know that you will be responsible for either (1) making sure our musicians have time to learn the music or (2) finding another musician to play.

### **Texts**

Those who have planned worship before will notice that we've switched things up a bit this year while still generally following the Daily Lectionary.

- Those planning worship for Thursday or Friday may choose any of the texts listed next to those days (these are all of the Thursday, Friday, and Saturday texts).
- Those planning worship for Monday-Wednesday may choose any of the texts listed next to those days (these are all of the Monday, Tuesday, and Wednesday texts).
- Sunday texts are listed simply to give you the context, so you know what the Thurs/Fri texts are preparing us for and what the Monday-Wed texts are reflecting on.
- The faculty presider and the senior preacher will need to coordinate which texts each of them will use as preaching texts.

### **Worship Planning Meetings**

Planning meetings generally occur on

1. the Monday 17 days before your worship week begins, and
2. the Thursday one week before your worship week begins.

3. In addition, sacristans will do a run-through of each service immediately following worship the day before (so, for example, there will be a run-through of the October 21 service immediately following worship on October 20).

Faculty presiders should choose whether to share their own Zoom meeting info or on-campus planners may meet in the library resource room and use the Zoom address for that space.

Sacristans can assist you with this.

### **Planning Forms**

Links to planning forms can be found here—click on the folder for the dates of your week:

<https://wartburgseminary.sharepoint.com/Chapel/Forms/AllItems.aspx?originalPath=aHR0cHM6Ly93YXJ0YnVyZ3NlbWluYXJ5LnNoYXJlcG9pbmQuY29tLzpmOi9nL0VoMI9BcnE4LVZWT3NWSGJGN0ljMVlnQjVudElINTd0aEtiN1I4NnIKa0hEaUE%5FcRpbWU9S3Q1Yy1sLUUyVWc&viewid=d07ba710%2D109f%2D449e%2D94b8%2Df5a5f0d87969>

There is a folder for each chapel week that includes:

- A Quick Plan Excel sheet for the week for planning groups and chapel staff to put info in that is accessible to both groups
- A folder with planning templates for the five days of worship. We will be updating these in the coming days to reflect the musical choices listed above.

(If the link doesn't work, another way to get this is by logging into your student Microsoft Sharepoint account, then clicking on the Wartburg Theological Team Site, then "chapel", then this year, then the folder with the dates for your planning week.)

The Quick Plan will help remind you to:

- Choose who is leading/assisting each day?
- Identify a digital hospitality person for each day. This person would greet the digital assembly, request prayers during the prayers of intercession, and offer the worship team any feedback from either them or the assembly to improve the digital worship space. A guide for people taking on this task will be available soon.
- Identify when cantors or special music are needed.
- Find people to serve as ushers, and communion assistants.

In addition, the planning team is responsible for creating the presider booklets from which chapel staff will make bulletins.

Worship service planning sheets are due by Monday before your week begins. They can either be emailed to the Sacristan or uploaded directly to the chapel planning link above.