

GUIDELINES FOR WORSHIP LEADERSHIP

Hood Theological Seminary (revised 8/27/2009)

Thank you for exercising your gifts in leading worship for the Hood Theological Seminary community. The reason for our study, as well as the central focus of our lives, is to worship and glorify God, enjoying God forever. Here is a list of guidelines as you prepare:

1. Preachers are appointed by the Chapel Committee and will be notified of the dates of their leadership by the Chapel Committee. Preachers will include faculty, staff, area pastors, visiting preachers, and students. The completion of the Preparation and Delivery preaching course is generally expected before preaching in chapel, though not necessarily required in every case. ***Preachers are to choose their own liturgists and should strive to achieve denominational, racial and gender diversity in the choice of fellow-leaders.***
2. Each preacher is encouraged to follow his or her own worship tradition and style so that we may experience the diversity of our community. Note that this is a guideline but not a rule. If for certain theological and liturgical reasons a preacher and liturgist choose to create an alternative service of worship, they must do so in consultation with Ms. Lucas, the Director of Music for the seminary, and Dr. Resner, the convener of the Chapel Committee.
3. We encourage preachers to consult, read, and preach from the 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, they may do so. We encourage the use of the NRSV in worship at Hood.
4. ***Preachers are to send a copy of their proposed service of worship, including music and proposed liturgists and other leaders, one week in advance of the service to Ms. Karen Lucas, Director of Music for the seminary, and to Dr. André Resner, Convener of the Chapel Committee. Ms. Lucas, who is responsible for all music in the seminary should be consulted regarding the music for your service. Contact her (704-636-7611, ext. 3323 or 704-431-4180) or email (klucas@hoodseminary.edu or didasko51@hotmail.com). Contact Dr. Resner by email (aresner@hoodseminary.edu). On Wednesdays and Saturdays there will usually be special music prepared by Ms. Lucas with the choir that you will need to incorporate into your service.***
5. Wednesdays and Saturdays we receive an offering for ministries sponsored by the seminary. ***The preacher and liturgist of the day are responsible for delivering the offering to the Fiscal office or the Dean's office.***
6. Announcements are a part of every worship service in chapel. The Dean or President may have additional announcements to make as well.
7. The preacher and liturgist are responsible for the Order of Worship for the day, both its printing and its duplication. If the Order of Worship is brought to LaShon Harris at least one hour before the start of chapel, the seminary can help with the reproduction of the Order. ***Please make sure that there are enough copies of the Order of Worship available for everyone who wishes to attend.***
8. As a matter of inclusive liturgical practice and in accordance with the policies of HTS, all services (including all Chapel services and other formal or informal services of celebration and praise at Hood) 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 can be provided by placing the text in the bulletin. ***All changes to hymns must be done in consultation with Ms. Lucas and Dr. Resner.***
9. Leaders of worship, including especially the preacher of the day, are to pay attention to the constraints of time. ***The chapel services are to begin promptly at 10:10 a.m. and should aim to end by 10:50 a.m.*** in order for there to be adequate time to transition to classes. If a service

appears to be going long, *preacher and liturgist must make adjustments* to ensure that the service ends by 11:00 a.m. at the latest.