



# Guidelines:

## *Special Sunday Worship*

Effective Date: 12/03/10

Contact: [office@jonesumc.com](mailto:office@jonesumc.com)

Reverend Staci Current, Senior Pastor  
Jones Memorial United Methodist Church  
1975 Post Street  
San Francisco, CA 94070-4157  
Web: [www.jonesumc.com](http://www.jonesumc.com) / Email: [office@jonesumc.com](mailto:office@jonesumc.com)  
Tel: (415) 921-7653 / Fax: (415) 921-7683

## Table of Contents

---

I.	Overview	3
II.	Process	3

## Overview

---

*Worship is a special treasure. It is a time to come before the Lord and give our sacrifice of praise. We perform to an audience of one: God, Himself! These guidelines are presented in love and faith so that every occasion to gather in worship will be a sweet sound in God's ear.*

## Process

---

1. If you are involved in planning a special worship service, please secure the date by submitting a request to the Council on Ministries during our calendaring period of the year. All special Sunday requests must be submitted during this time frame.
2. Special Sundays will not be scheduled on any holidays or communion Sundays on the liturgical calendar. (e.g. Easter, Christmas, Thanksgiving, etc.)
3. A meeting with the Pastor, Minister of Music, and Worship Coordinator should be scheduled to discuss the worship service at least 90 days prior to the worship service.
4. All guest speakers/preachers must be extended an invitation to speak by the Pastor. Accordingly, the Pastor should be involved in the selection process. The same protocol should be used when securing outside musicians. All guest musicians must be extended an invitation to play by our Minister of Music. The Minister of Music should also be a part of the selection process.
5. All scriptures and hymns should be approved by Pastor and Minister of Music.
6. If additional worship elements are needed please consult the Worship Coordinator.
7. We use the standard order of worship prescribed in the United Methodist Book of Worship. Unless there is a compelling reason, we will maintain our standard order of worship.
8. All Bulletin information should be submitted to the church office no later than 10 days prior to the special Sunday. If your ministry is preparing the bulletin using an outside printer, please submit the bulletin as it will be printed no later than 14 days prior to the Special Sunday for approval.
9. If the Pastor is present, the invitation to Christian discipleship and benediction are to be extended by the Pastor. If the Bishop, district superintendent, or visiting clergy are present they may be invited by the Pastor to deliver the benediction.
10. Welcome of Visitors and Announcements on special Sunday should be done by a member of the ministry and kept brief. Only the announcements printed in the bulletin should be read aloud. If the ministry area feels that omitting the announcements will add to the worship, this is perfectly acceptable.

11. Remarks by Chairs should be kept brief as well. Since they usually fall at the end of the worship service, we want to make them concise and short so that worshippers leave with the message and music on their hearts. Remarks should be limited to three (3) minutes total. Example: If there are two co-chairs that would like to speak, each one receives 1½ minutes each.
12. If multiple people are leading some element in the worship service they are invited to process in with the clergy and sit in the chancel area. Having participants seated up front greatly cuts down on the amount of time it takes to come forward.
13. If presentations or awards are being made, recipients should be seated on the first and second rows of the sanctuary so that they can quickly come forward.
14. Awards and presentations made during the worship service should be Christ-Centered. The award should reflect some aspect of Christian Character that we are celebrating. Every presentation should be seen as a vehicle to praise God by honoring one of his workers.
15. Total timeframe allotted for presentations is five (5) minutes. This includes time for the recipient to respond. If there is a felt need for more time to honor the recipient, the ministry area should consider planning a separate special event to appropriately convey their love and respect.
16. If you will be using ushers, greeters from your ministry, please let the worship coordinator know at least 45 days in advance.
17. Only one offering should be collected. If you are collecting a special offering, please make sure it is cleared by the Finance Committee. Different colored and clearly marked envelopes should be used to collect the general and special offerings simultaneously.