



## Pulpit Supply Guidance

Thank you so much for being willing to provide pulpit supply at Living Hope!

We gather for worship at 10am on Sunday mornings and our services are automatically live streamed to rooms in the building and onto YouTube.

In preparation for your worship leadership, we will send you a draft bulletin with liturgy and hymns keyed to lectionary text. This is for your convenience and not meant to be confining. If you prefer to create or chose your own liturgy and hymns, please do so. You will receive a liturgist bulletin draft in Microsoft Word format 2 to 4 weeks prior to the service from Lisa Quinn, the Administrative Assistant ([office@livinghopepcusa.org](mailto:office@livinghopepcusa.org)). We ask that you have details completed, including scripture passages and sermon title (if desired) to the Admin by the Monday before you provide worship leadership.

We have both a stationary microphones at the lectern and an over-the-ear wireless microphone available for you use, depending on your preference. The wireless microphone is controlled by you turning it on and off at the battery pack. We do not have the ability to control it from a sound panel.

During the program year (Labor Day to Memorial Day), we traditionally robe with a stole that coordinates with the liturgical color. During the summer, the dress is more business casual with no robe or stole. Please feel free to do what is most comfortable for you.

During the service we will have a liturgist to welcome you and lead the service through the First Scripture Reading. We would ask that you lead the service from that point on. During the first part of the service while the liturgist is leading, we would ask that you sit in the front row of the chairs. After the Second Scripture Reading, you are welcome to continue using the front row or use the chair behind the lectern.

Below are some details about how we usually go about the various parts of the service.

**Second Scripture Passage:** usually read from the lectern. Finish with “This is the word of God for the people of God.” Congregation responds: “Thanks be to God”

**Sermon:** can be delivered however you feel most comfortable. The lectern is great (there is a large platform that can be put on the floor for those who would like a little more height). It can also be delivered using the wireless microphone and standing in front of the communion table. Whatever is most comfortable for you is what we prefer.

**Silent Reflection:** after the sermon, invite folks to take a few moments to reflect on God's word to them, and sit down. The church musician will wait an appropriate amount of time and then start the lead in to the hymn.

**Hymn:** the church musician will handle this.

**Affirmation of Faith:** can be led from in front of communion table or the lectern. Invite people to be seated. Have them join you in the recitation of the affirmation of faith that is available in the bulletin or on the screen.

**Joys and Concerns:** share any joys and concerns that the liturgist shared with you prior to the service. Ask people to share what is on their hearts and minds. Please repeat back what people say so those with hearing issues and those on the live stream can hear it. Make notes of those joys and concerns to insert into the prayers of the people or you can invite the congregation to respond to each petition with "Lord in your mercy," and the congregation responds, "Hear our prayer.".

**Prayers of the People:** this pastoral prayer can be lead from in front of the communion table or from the lectern. Generally, we have thanksgivings, intercessions, and then petitions, with the joys and concerns paraphrased into the appropriate areas. This prayer is not included on communion Sundays.

**Call to the Offering:** a call to the offering is included in the liturgist bulletin. Feel free to use it or create your own. It is not printed in the bulletin so it is not necessary to use what is provided.

**Offering/ Doxology:** the ushers will come from the back and collect the offering by walking through the seats. When completed they will not bring the offering forward. The church musician will play music during this time and then switch to the doxology when the offering is collected and they are done with their musical piece.

**Prayer of Dedication:** can be lead either from the lectern or in front of the communion table. After the doxology invite people to remain standing and join in the prayer of dedication that is in the bulletin or on the screen.

**Communion** (on First Sundays of the Month): will be lead from behind the communion table and the wireless microphone is needed. Invitation to the Table and a Great Prayer of Thanksgiving are included in the liturgist bulletin. Feel free to use or adapt. The congregational responses in the liturgist bulletin need to be used to help provide continuity for those with memory impairment. The Word of Institution are used separate from the Great Prayer of Thanksgiving.

Elements should be uncovered during the offering. The loaf to break will generally not be scored, but is easily broken. The juice will be enough in the ewer to fill the chalice without extra.

Distribution of the elements occurs with the servers coming forward to receive the plates of bread. Please invite everyone to hold both the bread and juice so everyone can partake together. The church musician will provide music during the distribution. You can sit while the distribution happens in whatever seat you have been sitting in. When the servers come forward with the remaining bread, you should serve them as they stand at either side of the communion table. The church musician will end the music at an appropriate stopping point. Please wait until that point. Invite the congregation to partake of the bread together. Words like, “Jesus said, ‘I am the bread of heaven;’ O taste and see that the Lord is good,” can be used to indicate that people should eat the bread. The trays of juice are then immediately handed to the communion servers for distribution. Like the bread, music will be played and you can sit. The servers will come forward with the remaining cups like they did with the bread; the musician will also find an appropriate ending point. Words like, “Jesus said, ‘I am the vine, you are the branches;’ O taste and see that the Lord is good,” can be used to indicate people should drink the juice.

Ushers or others will come around with baskets to collect the used communion cups. During this time, lead the congregation in the prayer after communion. Elements can be left fully uncovered on the table as the service moves into the closing hymn.

**Closing Hymn:** if communion Sunday, invite people to stand. If not a communion Sunday, they will already be standing. Invite them to join in the closing hymn that is on the screen or in the bulletin.

**Benediction:** provide the benediction from in front of the communion table and then recess through the center aisle.

Please feel free to reach out to Lisa Quinn, the Administrative Assistant or Will Houts, Pastor, with whatever questions or concerns you have. This guide is meant to help make the experience of pulpit supply at Living Hope easier and more streamlined. Thank you again!