

# Guidelines for Virtual-Church Worship

Revised 2020-06-27

Since PGIMF remains in transition and these Guidelines will continue to evolve, suggestions and observations are welcomed.

Speakers: J. Evan Kreider, Andre Pekovich, Rosie Perera

Worship Leaders: Andre Pekovich ✕ Musicians: Ruth Enns

Zoom Moderators: Kevin Hiebert, John Lee, Michael Despotovic, Rosie Perera

## Meditations

- The Speakers Committee will schedule one person to provide the week's Meditation
  - We hope to schedule either one longer Meditation (7-10 minutes recommended maximum for internal speakers; 10-12 minutes recommended maximum for external speakers) or one shorter Meditation or Reflection (c. 4-10 minutes) each service.
  - We hope to schedule one external speaker each month.
  - The Committee will give the Treasurer contact information for external speaker's honoraria.
- We recommend that speakers write out, time, and then read their Meditations.

## Scripture Readings

- Reading Scripture works well with Zoom.
- While Worship Leaders should ideally select scripture readings which reflect upon the morning's theme, we also encourage considering the inclusion of readings from each of these categories: Old Testament, Psalms, Epistles, and Gospels as is done in the Revised Common Lectionary (Year A/Year B starting Advent I):  
<https://lectionary.library.vanderbilt.edu/>
- The NRSV is our preferred translation but if it assists a speaker or leader, other translations or paraphrased versions are also acceptable.
- 'Responsive readings' work with Zoom only when everybody is muted except those assigned to read on our behalf.

## Music

- Everyone now has access to both our blue *Hymnal* and *Sing the Journey*.
- Music events should be limited to about four per service.
- The Music Coordinator will schedule someone to provide a brief and familiar Prelude of their choosing, and other instrumental music if desired.
- Musicians should check with Zoom Coordinators on equipment/settings for playing live.
- Congregational Singing is important to each of us, even if not ideal with Zoom.
  - Worship Leaders select recorded hymns from Rosie's list, after asking the speaker for suggestions: <http://rosieperera.com/pgimf/hymns/>. If you are uncomfortable doing this, have someone assist you.
  - Zoom Moderators should mute everybody (except the person sharing their sound) during singing because of the time lag.
  - Suggestion: If some of the music is not in our books, include texts or music score in the distributed PDF Order of Service.

## Sharing and Prayer

- Prayer requests have never been more important.
- A few possible approaches to Prayer following sharing of concerns:
  - “Open prayer” (moderate if two people speak simultaneously)
  - You could suggest that we think of each prayer request as already being a prayer.
  - Offer a concluding prayer on our behalf.

## Worship Leader Responsibilities

- To be completed by Friday/Saturday noon:
  - First, coordinate with the speaker and assigned musician(s) of your week.
  - Assign people (if readers are desired) to read the scriptures and give them a copy.
  - Select hymns to be played from Rosie’s list: <http://rosieperera.com/pgimf/hymns/> (YouTube examples are also possible, if of good quality.) If you prefer, you can have someone else select the hymns, but they need to know about the theme.
  - Paintings/photos: If used, it is best to ensure that the Zoom Coordinator has the JPEG/picture/painting (or its URL) by Friday.
  - Provide a PDF of the Order of Service (showing who is doing what, when) to the week’s Zoom Moderator by Friday evening. It can include a full printout of scripture texts if you wish, but this is not required.
  - Provide the Zoom Coordinator a PDF of the Worship Sheet (scripture printouts are helpful, and additional texts/songs as needed) but not a full order of service
    - If preparing the PDF is too challenging, Andre, Rosie, or Evan are glad to help.
  - Give Zoom Moderator all required URLs for any art used, a list of readers reading what, and music events.
- Worship Sheet (PDFs distributed by the Zoom Moderator by Saturday evening) includes:
  - A distributed Order of Service is not required but often appreciated by some. Scriptures references (full texts if you prefer, and if used, printed responsive readings).
  - Printed song/song text if it is not found in our two song books.
- Leading Worship
  - It is often best to write out what you are going to say (some improvising has been truly unfortunate). Enable the Service to flow smoothly without your extraneous comments.
  - You can consider including a Stewardship Prayer of thanks for the giving PGIMFers do throughout the week to PGIMF and elsewhere, but this is not required.
  - Moderate the Service (but not the time of socializing before and after the Service).
  - Moderate the response time (acknowledging raised hands), the time for sharing concerns (acknowledging raised hands), and time of prayer.
  - Our sense is that Zoom services should ideally be less than an hour long.

## Zoom Coordinators:

- Send out the invitation links by Saturday evening/early Sunday morning, including the PDF of the Order of Service.

- Open the Waiting Room by 09:45 so that the Worship Leader can begin the Service at 10:00 sharp.
  - Admit PGIMFers, known guests, and other guests at your discretion.
- Let the Worship Leader know the Service can now begin (mute everyone else).
- Begin recording to your computer, pausing during the sharing and prayer time.
- Allow people to socialize before and after the Service for perhaps 15 minutes and moderate it if necessary. These are important times for our community of faith.
- Mute everybody but the active participant for readings and music.
- Assist the Worship Leader in identifying people raising hands to make comments and prayer requests.
- Use correct settings for recorded music. You might also have a sound check with musicians before the service to ensure mics are set properly.
- Record all the chat messages, edit, and send them to everybody after the service.
- Consider recording the visiting time after the service since some important sharing has spilled over. If something pertains directly to the morning's theme, consider adding it to the audio recording of the normal discussion time.