

Caversham Heights Methodist Church

Appendix 1 - Service Structure (July 2011)

We use Hymns and Psalms and the church's own hymn supplement, Born in Song (for Index see Appendix 2). These are projected onto a screen at the front of the church by our AV system. If you could indicate the hymn number and the first line, this can be passed on to the organist along with any preference you indicate for tunes. If you would like to use any other hymns or songs please provide details so that these can be loaded on to our system, please see the enclosed information regarding this.

It is our normal practice to record the morning service to take to the housebound during the week. If you would rather the service is not recorded, please let us know when you send your order of service. Although Caversham Heights Methodist Church has a copyright licence, not all special/new hymns are covered by that. Legally it is the preacher's responsibility to have obtained copyright permission. Chris Nicholls (0118 947 7525) has a list of the hymns that are covered by the licence. If you have any doubts, please contact him.

The church also has a sound system which includes facilities for playing cassette tapes or CDs. Clip-on or hand-held microphones are available for use.

If you wish, members of the congregation will read the Bible passages. So that we may find readers, and to enable the AV team to set up the service for you, it would be helpful if we could have your order of service as early in the week as possible. Copies of the New International Version are available to the congregation, and readings are displayed on the screen. If you would like a particular translation to be read, please let us know.

The format we would like to use for the beginning of our service in the hope that we can increase the involvement and number of our young people is, if you are in agreement as follows:-

Welcome by the Steward

Opening/Call to worship

Hymn (shortish)

Prayer (short) plus the Lord's Prayer in the version shown on the Lectern

Time with the young people

Hymn

Prayer - prior to the departure of the young people.

When the young people are not present at the beginning of the morning service ie at Communion service the format of the service will be at the discretion of whoever is taking the service.