

Weekly Worship, Review, and Planning Time

Each Tuesday at The Chapel we dedicate time to worship, review, and planning for the services that will happen in the next two weeks. Below is a description of a typical Tuesday at The Chapel and details about what happens during each time.

Every Tuesday from 8:15-9:00- Worship and Holy Club

Who? All staff participate in this worship time. The office is locked and phones are left unmanned. This time is nonnegotiable!

Where? We all gather in a small chapel within our sanctuary.

Why? We believe it's crucial that leadership operates from a mindset of overflow in order to prevent burnout and to ensure we're all working at our greatest potential. This time of intimate worship helps us focus on what's most important- connecting with God.

What? A schedule for this time can be found below:

1. Reflect- We start our time together with a reflection question given to us by our pastor. For example, "When was God most real to you this week?" He gives us time to reflect on our answer to the question and prepare our hearts and minds for worship. He distributes a copy of the prayer requests that were turned in during the previous weekend's worship service.
2. Worship- Our worship director will lead us in singing two songs.
3. Prayer- Our pastor closes this time with a prayer and ends it with, "Lord, hear our prayer..." Then we all begin to pray out loud for the prayer requests submitted by those who attended the previous weekend services. We pray like this for several minutes until our pastor closes the prayer.
4. Holy Club- Using John Wesley's Holy Club questions as a guide, we break up into smaller groups of 2-3 people and are given 3-4 accountability questions to answer and ponder. This helps us to get to know each other on a more personal level and gives us an outlet for accountability and personal spiritual development. We remain with the same smaller group for about 2 months and then we change things around so we have an opportunity to connect with different people on staff.

Every Tuesday from 11:30-12:15- Design Team

Who? Program and ministry staff. At The Chapel, that includes our pastors, tech director, communications director, worship leaders, small groups director, director of discipleship, stage MC's, and sometimes youth and children's director. We believe the more collaboration that takes place when we're designing a worship experience, the richer the product will be.

Where? We all gather in our office conference room.

Why? During this time, we debrief and review the previous weekend services so we can learn and grow from our mistakes. We also use this time to get everyone's input on the upcoming worship experiences so we have time to add creative elements to the service and help our pastors think through what and how they will be presenting the message.

What? A schedule for this time can be found below:

1. Debrief- talk about the previous weekend's worship experience using the following questions.
 - a. What went right?
 - b. What went wrong?
 - c. What was confusing?
 - d. Where did you see God?
 - e. What did we miss?
2. Next Sunday's message- our pastor will give an overview of his talk for the worship services over a week and a half from now. Everyone will pitch in ideas or their thoughts about the message- helping him hone the talk and making sure it will connect with our congregation in a real and life-changing way. We will discuss any creative elements we may want to add and talk about how to make that happen.
3. This Sunday's worship- we'll go through the order of worship for this Sunday's worship experience, making sure it will be easily understood by our congregation.
4. Announcements, slideshows, and bulletins- We'll review all the communication that should appear in the bulletin, slideshow in between the services, the announcement video, and from the live MC on the stage. We want to make sure we're not overwhelming our people with too much information, and what we give them speaks with one, unified message.
5. Follow-Up- Once this planning is complete, the following e-mails are sent to our volunteers:
 - The MC's receive a script of what they need to communicate from the stage.
 - All Service Team Captains get a summary of the message and individual instructions their teams may need to know about the upcoming service. For example- if we need our host team to pass out additional papers, we'll let them know in this e-mail. The service team captains then forward that message to everyone who is serving that week as a way to remind them to show up and to keep them informed of what's happening so they understand their individual role.
 - The order of service is entered into Planning Center and sent out to the band so they know what is happening and what songs to sing.