

Moments for Ministry

As a result of increasing requests from various WPC ministry groups to have time in worship to publicize an important program or event, the following proposal is being made for Worship and Session approval:

1. That in the Sunday worship bulletin, there will be a heading entitled: "Moment for Ministry." If such a moment has not been scheduled for a particular Sunday, there will be none on that day.
2. Any committee or church organization is entitled to request time to publicize a special program or event by contacting the pastor to put it on the schedule.
 - a. Only one such presentation will be allowed on any given Sunday.
 - b. The Moment for Ministry should take place at both worship services (if applicable). Those requesting the Moment for Ministry should assign someone to present at each service. The names of those individuals need to be given to the pastor and Director of communications in the office the week before the presentation is made.
 - c. Given the more informal nature of the early worship service, the pastor can offer the Moment for Ministry upon request. The committee or group making the request is responsible for getting that information to the pastor if it wants this information shared with the early worship congregation.
 - d. On those occasions when a Moment for Ministry has been previously scheduled, but another group or organization needs to publicize an event, it will have to be in the form of an announcement in the bulletin and/or verbally made by the pastor as part of the announcements. In such cases, the group or organization is responsible for letting the pastor know exactly what it wants announced.
3. For purposes of presentation, the following guidelines should be followed:
 - a. This presentation should be about a meaningful ministry program of WPC, so it is meant to be more than just an announcement.
 - b. It is understood that any program or event being presented has the approval of the appropriate committee or organization.
 - c. The WPC Moment for Ministry will be in regard to WPC programs and events specifically and not for other activities outside the purview of the WPC congregation. In the case where there might be questions about the appropriateness of promoting an event, the pastor will have final approval.
 - d. The presenter should say a word that informs the congregation about why this is significant and how it can be meaningful in our individual and collective spiritual journey as a church.
 - e. The presentation needs to be pre-written and should not exceed a maximum of half a typewritten page.
 - f. Presenters need to inform the pastor just before worship that they are present and prepared, and then should be situated close to the front of the sanctuary for quick movement from the pew to the lectern.
4. Under normal circumstances, groups and organizations should not request Moments for Ministry more than once a quarter. It is understood, however, that at special time of the year (as with the Stewardship Campaign) there may be special requests for more than one such moment on successive weeks. If the successive dates are open and the pastor is in agreement that this is appropriate, special allowances can be made.

Giving a Moment for Ministry

Thank you for your willingness to participate in the life of WPC in this way. These guidelines are intended to enhance worship by making the “Moment for Ministry” meaningful, interesting and efficient.

1. Introduce yourself by name and what area of the church’s life you represent.
2. It is important to present from a “script”, either in essay or outline form, rather than speak “off the cuff”. In written form, a typewritten, single space half page is the limit.
3. We encourage you to practice your moment by reading it aloud to yourself at least three times before you actually speak in worship.
4. Remember that a short, sweet and to the point presentation is more effective than that which goes on for too long.
5. For the service to which you are assigned, come to Pastor Jon’s office 15 minutes ahead of time to let us know you are present and ready.