

POLICY FOR SUNDAY MORNING WORSHIP EVENTS FOR GRACE EVANGELICAL FREE CHURCH

Purpose of Policy:

Our Sunday morning worship services are designed to last 75 minutes. There are many things that we would like to accomplish during that time, often including “special features.” Special features include ministry announcements, drama, musical requests, video presentations and guest speakers, etc.. Though our staff is eager to serve our ministry leaders, it is not always possible to accommodate all of the requests. This policy defines the purpose and goals of our worship services and to set guidelines to make sure the purpose and those goals are achieved to the glory of God.

Purpose of Worship

The purpose of worship is to respond to God with all we are, for all He is, has done, is doing, and will do in our lives. We gather Sunday mornings to give our lives back to God both as individuals and as one corporate body. We give Him our lives because He so graciously gave His Son for us. He paid the price for our sin so we might live with Him in eternity. Now we have the privilege and duty of dying to self to fully live out the calling to be living sacrifice. (Romans 12:1) We worship because that is what we were created to do, we worship simply because He is worthy! (Revelation 4:11)

Values to Achieve our Purpose:

- Worship is our priority! It's all about God. All announcements, dramas, videos, etc. must be respectful of this priority.
- Since we are working with a finite amount of time each Sunday, only announcements, dramas, videos, etc. for ministries within Grace EFC will be considered.
- Because of time constraints, presentations normally are allowed for only 2 or 3 minutes.

Procedure for Approval of a Special Feature in a Worship Service

- Click on the QR code to submit a completed Special Feature Request Form online at least one week before the requested date. Video announcement requests must be submitted two weeks in advance.
- The church staff will review and contact the designated person of the approval decision within 24 hours of receiving your request.
- If approved, the contact person will be contacted for further coordination.



Worship Service Special Feature Request Form

Please submit this form to the church office at least one week prior to the requested presentation date.

Request Information

Date Submitted: _____ Ministry/Group: _____

Contact Person Submitting Request: _____

Phone: _____ Email: _____

Special Feature Details

Requested Date: _____

Title/Theme: _____

Type of Feature:

- ☐ Testimony
- ☐ Music
- ☐ Skit/Drama
- ☐ Speaker
- ☐ Video
- ☐ Ministry Promotion
- ☐ Other: _____

Requested Length: _____ minutes

(Standard maximum length is 2–3 minutes unless approved otherwise.)

Purpose

Briefly describe the feature and its intended impact on the congregation:

Participants

List all individuals involved, including speakers, performers, or presenters:

Worship Service Coordination

Staff involvement requested:

- ☐ Introduction
- ☐ Interview
- ☐ Prayer
- ☐ Announcement
- ☐ Other: _____

Additional details:

Communication Materials

Will printed or digital materials be distributed?

- ☐ No
 - ☐ Yes (describe below)
-

Distribution method:

- ☐ Worship Bulletin Announcement
 - ☐ Email
 - ☐ Website
 - ☐ Social Media
 - ☐ Other: _____
-

Technical & Setup Requirements

Check all that apply:

- ☐ Microphone(s)
- ☐ Video/Audio Playback
- ☐ Presentation Slides
- ☐ Stage Props
- ☐ Special Lighting
- ☐ Instrument Setup
- ☐ Other: _____

Additional details:

Submission of Media

Any videos, slides, music files, or presentation materials must be submitted to the church office at least one week prior to the presentation date.

Applicant Acknowledgment

I understand that special features are subject to staff approval and that approved requests may require coordination with worship, media, and office staff.

Signature: _____ Date: _____

Office Use Only

Date Received: _____ Received By: _____

Calendar Updated: _____

Staff Review Date: _____

Decision:

☐ Approved

☐ Not Approved

Comments:

Staff Representative: _____ Date: _____