

## **Guidelines for Order of Service**

The following guidelines are established to facilitate traffic and boundaries consideration for the different components of Order of Service. A typical service will last 75 minutes.

**Invocation** – A time where either the Senior Pastor, worship leader or designated staff will open the service with a word of prayer. Typically lasts 2-3 minutes.

**Worship time** – Typically services will start off with 20 minutes of musical worship, which is led by the worship leader. After the set, the worship leader will pray and then go into a time of congregational greeting and welcoming new comers. Welcome packs are also given to those who are new to ECC.

**Sermon time** – 30 minutes are normally allotted for the preacher / speaker for the morning. Typically the preacher / speaker will end with a prayer to move onto the next part of the service, usually the response song or communion on the 4<sup>th</sup> Sunday of every month

**Communion time (monthly)** – 10 minutes typically on the 4<sup>th</sup> Sunday of each month.

**Offering Prayer and Music** – Typically 6 minutes are allotted for the Offering prayer and music. Typically either a deacon or designated staff will pray, followed by a time of special offertory music. This special music can range from a worship team instrumental, song or a dance presentation by another ministry.

**Community Time (“CT”)** - During these 3 minutes, the assigned announcer shall highlight and announce ministry activities/events in ECC family life. As far as practicable, CT shall only highlight 3 to 4 items per week. All announcements shall normally be made by assigned CT announcer for that day only. Discretionary arrangements shall be made for Elders and/or Senior Pastor for corporate announcements which impact ECC body as a whole, and for other ministry staff on need-basis.

*Guidelines for Verbal announcements and bulletin blurbs can be found at [ecchk.org/resources/bookings](http://ecchk.org/resources/bookings) at the bottom of the page.*

**Benediction** – 1 minute closing prayer by Senior Pastor or Elders.

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**Additional service elements** - For purpose of promulgating and integrating other elements of ECC church life, these additional components may be included on the following basis:

**Mission partners sharing** - 3 minutes preceding or during Community Time. Scheduling of mission partners for inclusion shall be made at least 2 weeks prior, subject to Senior Pastor/ Director of

Operations' endorsement. This can sometimes be incorporated as a sermon illustration subject to preacher's / Senior Pastor's discretion or as a prelude to the CT.

**Advent readings** – Done during the Christmas season, 5 minutes will be allotted for readings and the lighting of the advent candles done by designated members of the congregation. This is usually done as an opening to the service.

**Recognition and prayer** – These include but are not limited to recognizing new church members, congregants who have been baptized, introduction of new staff, child dedication, sending out of congregation members for missions. Typically 5 minutes preceding CT or after.

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**Guidelines for late delivery of sound equipment-** In the event that the sound gear does not arrive at YMCA or designated place of worship by 7:30am, the sound team leader / volunteers in conjunction with the person in charge of worship may consider the use of spare sound gear stored at the Hankow MC. Additional help from the YMCA may be requested subject to their discretion arrangement / availability.

**Guidelines for Afternoon service after a T8 or Black Rainstorm signal cancellation of morning services-** In the event that the T8 or Black Rainstorm signal is lowered by 3pm or earlier and conditions are safe, ECC may announce the provision of an alternative Afternoon service set to start at 5pm at the Hankow MC. The service shall primarily be staff run, for whomever can attend. Volunteers who were originally scheduled for the cancelled morning services are not required serve at the Afternoon service, but are welcome to participate or serve at their discretion. Service order shall be similar to morning services but may be scaled down as appropriate.