

Final Sunday for (date)_____

Theme:_____

Cover Art: _____ (Office can select it, if you prefer)

Sound:_____ Person is pre-assigned; tell them of any special needs.

Musicians: _____ Jonathan Swanson is pre-assigned; communicate with him.

Song leader_____ These are not pre-assigned; find.

Readers are pre-assigned; see volunteer calendar. Communicate with them about the service, especially any unusual elements they should be aware of. If they are not needed, let them know well in advance.

Readings may be found in the lectionary for the given year, or you may choose your own to reflect the theme of the service.

Opening, Children's Homilist, Psalm, and Closing pray-ers are not pre-assigned. Find persons.

Presider is pre-assigned, but may not be comfortable doing the transitions around the prayers (see below). A team member can do this for the presider.

Email the details of the service to the office manager and Jonathan Swanson at least a week in advance, to provide time to prepare the bulletin, and look over the music.

Welcome: Presider 8:30 _____ 10:45 _____

Opening hymn: #_____ in Gather (Blue) or ELW (Red) _____ (title)

Opening prayer: 8:30 _____ 10:45 _____

First Reading: _____

Reader: 8:30 _____ 10:45 _____

Psalm: _____ # _____ in Gather (Blue) or ELW (Red) or insert.

Led by 8:30 _____ 10:45 _____

Psalm response: _____

Second reading: _____

Reader: 8:30 _____ 10:45 _____

Alleluia: #_____ in Gather (Blue) or ELW (Red) (# not always needed)

Note: traditionally, during Lent there is no Alleluia, but a Gospel acclamation.

Gospel: _____

Reader: 8:30 _____ 10:45 _____

Children's homilist 8:30 _____ 10:45 _____

Homily: _____ 8:30 _____ 10:45 _____

Tip: have a back-up homilist from your team, in case an invited one has to cancel.

Note: A homily is a spiritual gift, offering encouragement, reflection, and wisdom to take us through the week. If you wish a representative from the 2nd Collection group to speak as Homilist, be sure that they are prepared to weave a connection to the readings, use inclusive language, and speak of their work in the context of our God-given call to serve others. Give them a time limit ahead of time; 8-10 minutes is often just right.

Prayers of the Faithful—*Presider (or designated person standing in for presider) introduces Prayers of the Faithful saying words such as:*

‘Now as one community, let us lift up our prayers and thanksgivings to our loving God, who always hears us.’

At close of Prayers of the Faithful—*Presider says words such as:*

“We lift these prayers to you, O Lord, entrusting these concerns and all our lives to your constant love. ---Amen

The Lord’s Prayer—*Presider continues, with words such as:*

“At this time let us show our unity in faith, by holding hands and saying together the Lord’s Prayer, beginning "Our Father and Mother..."

Peace Greeting. *At close of Lord’s Prayer, Presider says words such as:*

‘Now let us offer one another a sign of peace.’

Offerings Second Collection recipient: _____

Note: Usually at Final Sunday 1st and 2nd happen concurrently. Explain that small baskets passed through rows are for needs of the parish. The large basket before the altar is for the 2nd collection. **Tip:** figure out who is handling baskets—often they are unaware of the need to place the large basket on the step; you may want to have a team member do that.

Offering announcer: 8:30 _____ 10:45 _____

Note: Introducing 2nd collection. If a speaker from MoTA or from the organization introduces the 2nd collection, limit time to 3-5 minutes. You can provide more information by putting info into the bulletin and e-notes.

Offertory hymn: # _____ in Gather (Blue) or ELW (Red) _____ (title)

Closing prayer: 8:30 _____ 10:45 _____

Closing hymn: # _____ in Gather (Blue) or ELW (Red) _____ (title)

Examples of wording for transitional words and prayers:

Beginning the prayers of the faithful:

Now as one community, let us lift up our prayers and thanksgivings to our loving God, who always hears us.

Closing the prayers of the faithful

We lift these prayers to you, O Lord, entrusting these concerns and all our lives to your love and compassion.---Amen

Lord’s Prayer

At this time let us show our unity in faith, by holding hands and saying together the Lord’s Prayer, beginning "Our Father and Mother..."

The Peace:

Let us share a sign of God's peace.
