

University Chapel Guidelines

(updated 4-10-07 bmb)

As you plan for chapel, please follow these guidelines.

University Chapel Mission Statement

University Chapel nurtures members of the campus community in faith, hope and love as disciples of Jesus Christ. A community gathering place for worship and forum, university chapel reflects an Anabaptist/Mennonite perspective along side the diverse gifts, traditions and cultures of the broader Christian faith.

-The primary audience of University Chapel is undergraduate students. Faculty and staff members are strongly encouraged to participate in chapel as models and mentors for the students.

Programs for chapel reflect the University Chapel mission statement by taking one of two basic forms.

1) **Chapel “Wednesday Worship”** programs are Christian worship services made up of 30 minutes of worship: scripture, singing, drama, dance, litany, prayer, and perhaps a 8-10 minute homily or other reflections based on scripture. Chapel Worship nurtures members of the campus community in faith, hope and love as disciples of Jesus Christ. Chapel Worship programs reflect Anabaptist/Mennonite perspectives and the diverse gifts, traditions and cultures of the broader Christian faith.

2) **Chapel “Friday Forum”** programs are not necessarily worship services and do not need to include a worship component but **MUST** nurture members of the campus community in faith, hope and love as disciples of Jesus Christ. This means that Chapel Forum programs must instruct or benefit morally or spiritually, uplift, enlighten and/or connect with God's story and the stories of God's people in some way. Chapel Forum programs reflect Anabaptist/Mennonite perspectives and the diverse gifts, traditions and cultures of the broader Christian faith.

Send a title and short description to me 1 or 2 weeks in advance for publicity.

Plan for 25 minutes based on the schedules provided below. If, for some reason, Friday Announcements should be given within the first 5 minutes of chapel, please talk with me.

Wednesday Worship Basic Plan

9:15 Worship visuals in place
9:30 Sound check/final prep
9:45 Greeters in place (Wed. chapel flyers in hand)
9:45 Leaders check in and/or pray together
9:57 Begin prelude (or slides, etc.)
10:00 Welcome, call to worship and invocation of God's Spirit
10:02 Worship components (Scripture, singing, drama, dance, litany, prayer, etc)
10:15 Homily or other reflections (typically hold to 8-10 minutes)
10:25 Move toward closing/response of song or prayer
10:30 Words of sending and blessing
10:40 Classes begin

Friday Forum Basic Plan

- 9:15 Visuals in place
- 9:30 Sound check/final prep
- 9:45 Greeters in place (for sure by 9:50)
- 9:45 Leaders check in and/or pray together
- 9:57 Optional musical prelude
- 10:00 Welcome the gathered campus community
- 10:01 Opening song or opening words (theme centered)
Introduction of speaker
- 10:05 Speaker begins (hold to 20 minutes)
- 10:25 Words of response (maybe a song or prayer of response)
- 10:26 Friday Announcements (keep it to 3-4 minutes)
- 10:40 Classes begin

Some Pointers for worship/program leaders:

- Meet with your team and/or the speaker at about 9:45 for prep and/or prayer
- Begin promptly at 10:00 a.m. (prelude can begin a few minutes earlier)
- Open with words of welcome and invocation (invitation) of God's presence
- Introduce yourself
- Speak directly into the mics (move mics up and down according to your height)
- Remember to smile often and use eye contact to communicate effectively
- Adjust the service or forum program as needed during the service to end on time
- Close with some words of blessing and/or sending

I and the other campus pastors are available to assist in your planning. We can provide names of people interested in helping with chapels and forums. Do share your plans with me several days ahead of time and return the separate **tech and set-up request** form to Matthew Hunsberger, with a copy to me **no later than 3 days before the chapel date**. Thank you!

I'm looking forward to this chapel! Blessings as you prepare and lead.

Brian Martin Burkholder

Campus Pastor / Director of Campus Ministries

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