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## **Policy 2.4.2 PLANNING SUNDAY SERVICES**

### **PURPOSE**

To identify the responsibility for the planning of Sunday Services and the availability of specific procedural data to cover most circumstances.

### **BACKGROUND**

Planning the Sunday Service is an extremely important function in the Fellowship. This policy letter covers the planning responsibility, objectives and guidelines updating requirement especially relevant to services with guest speakers.

### **RESPONSIBILITY**

Planning for Sunday Services is the responsibility of the minister and the Sunday Services Committee. The Committee has developed detailed guidelines for both pre- and post-service which must be completed for every service. A copy of these guidelines is appended hereto and they are also available in the Administrative office files.

### **COMMITTEE OBJECTIVES**

To provide Sunday services with the emotional, spiritual and intellectual content that the Fellowship wants, and to provide a place of community in which they are free to express their own beliefs.

### **GUEST SPEAKERS**

There are occasions during the regular church year as well as the summer months when it is necessary to arrange for a guest speaker. The aforementioned guidelines cover the long and short term steps necessary to obtain such speakers and the preparations necessary to ensure a smoothly run service. Coordination among those planning for and participating in the service is most important on these occasions. These programs must be developed in consultation with the minister who may reject the proposed guest speaker.

### **PROCEDURE UPDATING**

Since the planning guidelines contain the names of members of the Fellowship responsible for specific service tasks, they will be updated as soon as possible after Committee Members or responsibilities have changed.

### **RELATED POLICY LETTER**

See Policy 2.4.3 for information relating to announcements, passing clipboards, and petitions during the Sunday Services.

Approved by the Board of Trustees on 16 April 1990.

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Allen M. Throop, President