

## **Lay Led Services Protocol**

Once a church group or individual has been approved by the minister and Worship Committee to lead a worship service, one of the Worship Committee members will be assigned to be their Lay Leader. The Lay Leader will send them the Order of Service template, offer help with parts of the service, and connect them with the Music Director, Director of Religious Education, and the Church Secretary.

Music must be planned in dialogue with the Music Director. Please contact Susan Dill early in your planning process, and before any definite decisions are made. It is highly likely that the costs of any outside musicians will be the responsibility of the planning group's budget.

If a group wishes to bring in an outside guest speaker, they must consult the minister before inviting the proposed speaker. This is because the minister is responsible for what is said in the pulpit, therefore they also must approve whoever fills in for them. If guest speakers require payment, the group leading the service must use money from its budget and arrange payment with the church administrator.