

PRINCETON THEOLOGICAL SEMINARY
MILLER CHAPEL

Worship Information for Student Chapel Leaders
2012 Spring Term

I. Worship Service

- A. Three elements of Worship.** Christian worship is composed of three basic liturgical elements: scripture, prayer, and congregational singing. These three elements form the outline of daily chapel at Princeton Theological Seminary:

Monday-Thursday

Pre-service music or silence
Call to Worship
Hymn
Psalter
(sung, chanted, read in unison, etc)

Scripture
Meditation (or anthem on Weds.)
Prayers of the People

Closing Hymn

Benediction
Postlude (people seated) *or*
 Passing the Peace (people standing)

Friday

Pre-service music or silence
Call to Worship
Hymn
Prayer of Confession / Assurance of Pardon

Scripture
Meditation
Communion
 Invitation to the Table
 Great Prayer of Thanksgiving
 Words of institution
 Distribution
Communion Hymn
 (sung during distribution of the elements)

Prayer after Communion
Benediction
Sung "Amen"

- B. Liturgical Form.** Daily chapel at Princeton Theological Seminary is a service of daily prayer (a *brief* daily service of prayer and scripture that follows the same form each day). Because we are a teaching seminary, we include an interpretation of scripture through a short meditation or music. *Please remember* – daily chapel is *not* "mini" Sunday Lord's Day services. Daily prayer is a form of Christian worship that is centuries old and is known for its beauty, brevity, and simplicity.
- C. Time Constraints.** Morning Chapel is twenty minutes in length (30 minutes when communion is celebrated on Friday). This means your meditation (homily, short sermon) can be *no more* than 7-8 minutes long, depending on how you design the service. (See III.B below).
- D. The Psalter.** Christian worship, and particularly the Reformed tradition, is noted for its daily use of the psalms as a prayerbook of the church. We continue that practice in chapel by including a spoken, chanted, or sung psalm each day except Friday (communion), when it is replaced by a prayer of confession.
- E. Church Calendar.** In planning worship please be mindful of the church season. We encourage you to use the lectionary, but it is not mandatory. For spring 2012 we are in Lectionary Year B. For the Daily Lectionary, we are in Year II. Both lectionaries can be found in the PC(USA) *Book of Common Worship* or online at <http://www.pcusa.org/devotions/lectionary/index.htm>.
- F. Diverse liturgical traditions.** The worship format we follow in Miller Chapel is not "Presbyterian." In fact, it is an ecumenical form of Christian worship used throughout the world. We encourage you to lead chapel worship from your denominational and liturgical tradition. At the same time, we also ask you to respect the common worship life of our community. Please avoid language which may be interpreted as exclusive.

II. Planning

- A. Planning.** You are required to meet with Martin Tel and Janice Smith Ammon to plan your service. They have reserved specific times in their calendars to meet with you. Plan on a thirty-minute meeting. Come prepared with a scripture text and your ideas for the service, including music. During the planning meeting, a draft order of your service will be prepared and printed.

For the 2012 spring term the following times are available:

Mondays	9:00 – 9:40 am 9:40 – 10:10 am
Tuesdays	9:00 – 9:40 am 9:40 – 10:10 am
Thursdays	1:30 – 2:10 pm 2:10 – 2:50 pm

Please scheduled at least two weeks before your chapel date. Call or e-mail Teresa Heyer, Chapel Office Coordinator for an appointment (497-7890; teresa.heyer@ptsem.edu).

- B. Music.** The chapel has three hymnals, *The Presbyterian Hymnal*, *African American Heritage Hymnal*, *A New Creation* (a supplemental collection). At least one of the congregational hymns should be selected from these hymnals. As Director of Music for the seminary, Martin Tel has responsibility for all music (vocal and instrumental) in chapel. You *must* see him before you make any plans involving music, including asking your friends to participate, because some services already have choral, solo or instrumental music scheduled.

- C. Worship bulletins.** Worship bulletins are printed only on Fridays (for communion) or when a special music selection or liturgy makes it necessary.

Deadline for worship materials. Your worship information is due in the chapel office *by 3:00 p.m. one week before your chapel date*, whether or not a worship bulletin is being printed. Submit the information in writing or via fax or e-mail. Please include your name and the date of your service.

- D. Other Participants.** *It is seminary policy that all speakers, liturgists, soloists and musicians taking part in Chapel worship be members of the Seminary community.* Our seminary community consists of students, faculty, administrators, staff, trustees, and their immediate family (spouse and children). However, please remember: the more people participating in your service, the more time may be taken up by logistics.

- F. The Listeners.** As you prepare your service, please keep in mind that you are leading Christian worship for a particular community of faith, one that is organized around a seminary rather than a particular church. Your listeners are not a congregation; the chapel has no official membership and attendance varies. Students, faculty, administrators, staff, family members, Continuing Education participants, visitors, potential students, neighbors and other guests make up our worshiping body. On any given day these worshipers are experiencing a diverse array of life transitions and decisions. As a preacher, your focus should be broader than your experience as a senior student.

- G. Prayers of the People.** Offered immediately following the meditation on Monday-Thursday. Let the focus of your meditation form the structure of your prayer. Be sure to include prayers for the world (or some part of it), the church universal and particular, and the community. The Lord's Prayer concludes the prayers of the people and is normally recited by all. As you lead the corporate recitation, please allow for worshipers to use whatever language they are accustomed to. If the Lord's Prayer is printed in the liturgy (said or sung) it shall appear in the ecumenical form.

III. Hints

- A. Choose one scripture from which to read and preach. Two scriptures take too much time and are too difficult to weave into a short meditation.
- B. Time your meditation. *Speak it out loud* and time it as you go. *Time your meditation by speaking it out loud*. The absolute maximum is 7- 8 minutes. Do not fret: it can be done, and done well. Think of your meditation as a “one point” sermon, rather than a traditional “three point” sermon.
- C. If you rarely come to chapel it is highly recommended that you attend a few times prior to your date. Like any Christian community, our worship life has its own unique character. People who attend worship regularly expect you to be familiar with it.
- D. Come early to prepare for worship on your chapel day. You can do a run-through upstairs, but all service participants should be downstairs in the vestry by 11:20 a.m. for last minute instructions and prayer. We ask you to do this so that the service musicians can practice upstairs and worshippers who come early for prayer can meditate without disruption.
- E. As a courtesy, Educational Media audio records daily chapel services. Within 24 hours of your service, Media will email you a link to a downloadable copy of your audio recording. Media will also video record your service if you notify them at least one week prior to your chapel date using the online media request form. Cost is \$15, with payment made at the Media Center in Templeton Hall.
- F. The pulpit and lapel mics are used primarily for recording purposes. Do not rely on them to amplify your voice.
- G. Don’t cut out elements of prayer or the Psalter to increase the time of the meditation. People come to hear the word; they also come to worship, sing, and pray.
- H. Introductions to scriptures, prayers, hymns, etc., eat up the clock. Do what you are there to do; don’t explain it at length before you do it.
- I. Helpful contact information:

Chapel Office

497-7890/Fax: 497-7893

Teresa Heyer, Chapel Office Coordinator
 Jan Ammon, Minister of the Chapel
 Martin Tel, Director of Music
 Michael Gittens, Interim Choral Associate
 Sarah Hong, Office Assistant
 Austin Shelley, Chapel Assistant
 Teddy Reeves, Chapel Assistant

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ADDENDUM FOR COMMUNION FRIDAYS

Celebrating Communion (Friday services only): Permission to celebrate the Eucharist is granted to the seminary by the General Assembly of the Presbyterian Church (USA) and is to be directed by the PC(USA) *Book of Order* and *Directory for Worship* under the guidance of the President, and supervision of the Minister of the Chapel.

Communion Presider. The student is responsible for inviting the communion presider and communicating to them the worship guidelines for celebrating the sacraments in Miller Chapel. According to seminary policy the presider must be: a) an ordained minister in any denomination, and b) a member of the seminary community (see section II.E above). Any other arrangement requires that the chapel office obtain permission from the office of the seminary president.

Communion Liturgy: The ordained presider is responsible for the Great Prayer of Thanksgiving, the Words of Institution, and the Fraction/Pouring. With the permission of the presider, students may participate in the communion liturgy by offering the Invitation to the Table, serving the bread, and/or offering the brief prayer after communion. Because of the time constraints, the presider should use an abbreviated liturgy, such as one designed for in-home or hospital communion. For an example see the brief communion liturgy found in PC(USA) *The Book of Common Worship* beginning on p. 999. Copies are available from the chapel office on request.

Communion Servers: The student is responsible for asking four members of the seminary community to serve the juice and wine at communion. We ask you to take the diversity of the seminary community into consideration. The Chapel Assistants can help you if you need assistance. Communion servers must arrive at the chapel no later than 11:00 a.m. in order to receive serving instructions and gather downstairs at 11:20 a.m. for prayer prior to the service. Therefore, anyone with a class that meets until 11:20 should not be asked to serve. Please know we will need to seek substitutes if a server has not arrived by 11:10 a.m.