



Policy Location: GSWM - 3 Created: 02/20/2025
Title: Protocol During Minister's Absence Revised:
Policy Owner: Music & Worship Shared Ministry Team
Associated Documents: GSWM – 1 Worship & Music Team Policy; Absent Speaker Sermon; Welcome Template; Embracing Meditation
Last Reviewed:

Policy

Purpose: To inform the Worship Associate on what to do if the Minister is unexpectedly absent

Procedure

1. Worship Associate is to use the Welcome template (attached below and located in the pulpit)
 - a. Work with staff to update the welcome with any upcoming events, the justice partner, and/or any announcements that need to be made.
 - b. Also use the Order of Service as a guide
2. Worship Associate is to use the Absent Speaker Sermon (attached below and located in the pulpit)
 - a. This "sermon" is a collection of readings that will take the place of the sermon in the Order of Service.
3. During the Prayer/Embracing meditation section of the service, the Worship Associate is to use the Embracing Meditation provided below
 - a. Ask staff about updated needs/verbiage
 - b. Coordinator of Congregational life may also do this section
4. Follow the Order of Service as best as you can.



Absent Speaker
Sermon - Breathe Dee



Embracing
Meditation.pdf



Welcome
Template.pdf



Absent Speaker
Sermon - Breathe Dee



Welcome
Template.docx



Embracing
Meditation.docx