Steps for Preparing Class Chapels at PLC

**BASIC LAYOUT**

The MOST BASIC Chapel Service in a Lutheran School looks something like THIS *(with songs inserted as appropriate)*:

***a. Opening / Invocation (We gather in the name of the true God)  
          b. Reading of Scripture (Our God speaks to us)  
          c. Meditation/Devotion (We proclaim what God says)  
          d. Prayer (We respond to God’s Word and to human need)  
          e. Blessing (God sends us ‘out’ with his blessing and love)***

Subsequently, your Chapel Service order could look like this:

          1. Opening Words.

          2. Invocation: In the name of the Father and of the Son and of the Holy Spirit.

          3. Bible Reading

          4. Message

          5. Prayers: local people in need, needs of our schools, needs of the world - near and far.

          6. Lord's Prayer

         7. End with blessing: [by Pastor or other Leader]  
  
The School Pastor works through the preparation of the Class Chapel service with the Teacher. An abundance of resources and templates exist, to help classes with their planning.

**STEPS FOR PREPARATION**

**PREPARING ITEMS**  
Each week, a 'rostered' Class is responsible for.   
          a. Prayers: writing and praying during chapel.  
          b. Readers: reading in chapel - this includes preparation for dramatic readings.  
          c. Special prepared parts of service - as required  
          d. Welcoming and dismissing.  
          3. Layout of Data Projection.  
  
**MUSIC**  
This is prepared by the College's Music Department in co-operation with the College Pastor.  
  
**MESSAGE**  
This is prepared by the College Pastor or someone that he has appointed  
  
**CHECK LIST FOR PREPARATION**  
[ ]          1. MARK DATES IN DAIRY (or Calendar)

[ ]          2. Commit Service to God in prayer

[ ]          3. Determine the SPECIFIC FOCUS of the Service.  
                    Weekly Bible verse; Special Needs; Event; Other

[ ]          4. Prepare Layout of Service (see basic layout above)

[ ]          5. Plan for who needs to be involved.

[ ]          6. Contact people and assign tasks

[ ]          7. Check final work with College Pastor.

[ ]          8. Ensure the people involved practice their parts

[ ]          9. Turn up early on the day

[ ]          10. Commend your work to God, trusting that you are not working in vain