

Process for Requesting Special Ministry Days or Recognitions in Worship Service

This process ensures that special ministry recognitions and days are celebrated with clarity, alignment, and spiritual purpose within the flow of the worship service. Customize for your local church.

Step 1: Submit a Ministry Recognition Request Form

- Ministries must submit a request form at least 4–6 weeks in advance.
- The form should include the ministry's name, purpose of recognition, preferred date(s), and type of recognition requested (e.g., short presentation, video, prayer, award, etc.).

Step 2: Review and Approval by Worship Planning Committee

- The request will be reviewed by the Worship Planning Committee or Pastoral Team.
- Criteria include alignment with church mission, calendar availability, and worship flow impact.
- Final approval and adjustments will be communicated within 7 days of submission.

Step 3: Clarify Service Elements and Time Allocation

- Once approved, the ministry will work with the Worship Coordinator to define the type and length of the presentation or recognition (typically 2–5 minutes).
- Visuals (videos, photos, slides) must be submitted 1 week in advance for AV review.

Step 4: Prepare for the Worship Service

- A designated ministry representative must attend worship planning or tech rehearsal (if applicable) the week of the recognition.
- Any presenters should be dressed appropriately and prepared with concise remarks.

Step 5: Day-of Expectations

- Presenters should arrive at least 45 minutes before service start time.
- AV and Worship Leaders will confirm run-of-show placement.
- Recognitions should honor God, remain within time limits, and focus on the church's overall mission.

Step 6: Follow-Up & Gratitude

- After the service, the ministry should send a thank-you note to the Worship Team.
- Any photos or media used should be archived and may be shared on church media with permission.