



Beulah Heights University

Chapel Assistant Training

Facilitator: Dean of Chapel

What are we looking for in a Chapel Assistant (C.A.)? What the Dean of Chapel and the leadership team is looking for is:

1. Servants who are dutifully committed to the Chapel ministry.
 - a. This means that they are available for chapel services.
 - b. This presupposes that they can be there on time.
2. Students who are teachable and eager to learn.
3. Submitted disciples who demonstrate Christian character and passion in their:
 - a. Classroom deportment
 - b. Christian witness
 - c. Missionary and evangelistic zeal
 - d. Sacrifice

As a (C.A.), what am I supposed to do? Under the direction of the Dean of Chapel, you will assist the leadership team with the running of the Chapel Service. Your assistance may include but not limited to, Scripture reading, collecting the offering, taking CD orders, making duplicate CD's and labels and greeting Chapel attendees as they enter.

Are there any requirements to be a C.A.? As a C.A. you will need to report to the Chapel promptly at 9:50 AM. Your attire should be in line with the *Beulah Heights University* Student Handbook and presentable for public ministry.

Prior to Chapel a C.A. should:

1. Prayerfully make ready for public service by preparing, consecrating, and reading all of your chapel correspondence.
2. You must report to the Chapel at least by 9:50 AM because Chapel will start promptly at 10 AM.

3. During the preparatory time, we will insure that the Chapel is presentable and take care of any other necessary business to be handled for the day or week.

Do's and Don'ts as a C.A.? (Following the provided Liturgy)

Announcements: Prepare by reading over the announcement flyer provided prior to the start of worship. Please do not add nor take away any announcements unless instructed by the appropriate personnel.

The Exhortation to Worship: This is a time to gather the chapel for worship. Your responsibility is to bring the people to a point of corporate worship, encouraging the people. It can be spontaneous but our Dean prefers something to be prepared, written and read. It should not last longer than 2 minutes and 30 seconds.

The Invocation: You should offer a brief prayer and after you finish you are to segue smoothly into the phrase, "Teach us to pray even as you taught your disciples saying... (Lead in to "The Lord's Prayer)

Old Testament and New Testament Readings: When you stand to the podium to read you should say (in a clear and competent voice), "Good (morning, afternoon etc.), your Old/ New Testament Reading will be coming from Matthew 6: 24- 34 (Book, Chapter, Verses). Once you have read the scripture, you will say "This is the word of our Lord" or "This is the gospel of our Lord."

The Hymn: Will be facilitated most of the time by Dean Alvarado or other BHU Faculty or Staff

The Apostles Creed: Will be facilitated most of the time by Dean Alvarado or other BHU Faculty or Staff

Prayer: This will be a principle and very important assignment that C.A.'s will undertake this semester. Therefore, you must prepare to pray by practicing written prayers and reading prayers from prayer collections. Spontaneous, free-composed prayer is good and appropriate sometimes but thought and care needs to be put into our corporate prayer life.

Worship though Song: *BHU Praise Team*

The Offertory: During this time you will be instructed typically with these words "Would you make ready an offering" (Look for Curtis or Evan to stand) If you are serving offering you need not sit no more than three rows from the front. After the offering is collected you will turn in your basket at the front doors of the Chapel.

President's Moment: President

Introduction of Speaker: President

The Message: Speaker

Benediction: After the Benediction is given you will report to the back of the Chapel to get names for CD orders and other business that needs to be handled.