

Subject	CHURCH COMBINED MEETING SERVICE COORDINATION GUIDELINES
Written by	Church Office
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1. Context and Purpose

This document details the general practice of a church-wide combined meeting to address the needs in the service and coordination among the members of the church for a smoother operation.

“You yourselves also, as living stones, are being built up as a spiritual house into a holy priesthood to offer up spiritual sacrifices acceptable to God through Jesus Christ.” (1 Peter 2:5)

“In order to be harmonized, blended, adjusted, mingled, and tempered in the Body life, we have to go through the cross and be by the Spirit, dispensing Christ to others for the sake of the Body of Christ.” [The Divine and Mystical Realm, by Witness Lee]

“Because out from Him and through Him and to Him are all things. To Him be the glory forever. Amen.” (Rom. 11:36)

2. General Practices or Guidelines

Church Combined Meeting

No	Area of Service	Notes
1.	Rehearsals and Briefing: 1. To be scheduled at least once prior to the event. Need to ensure that the usherers and those serving in the distribution of bread and cups to attend the rehearsal & briefing session. 2. Identify and have enough serving saints to cover the three meeting-floors (level 3,4 & 1), especially for bread & cup distribution. This is to ensure that the distribution can be carried out in good time and without any delay. Suggestion is to have a pair of saints to cover 5 rows of chairs. 3. The drawing of chair arrangements for 3 rd floor, 4 th floor and 1 st floor need to be shown to	

	the serving saints. [The drawing on the possible chair arrangement to be provided] 4. They need to know which spot/section they need to stand and position themselves. 5. They need to be briefed of the spiritual significance of the bread & cup, the expected attire, roles & responsibilities of usherers and those serving bread & cups (refer to respective service areas).	
2.	Chair Arrangement: - Arrange the chairs to fit in as many chairs yet with comfortable seating space and sufficient aisle passage way. - Get some saints to help arrange one or two day(s) prior to the combined meeting. Arrange the chairs for 3rd, 4th and 1st floors. May require the tables on the 1st floor to be placed at one corner.	See diagram on last page
3.	Hall Preparation - Turn on A/C and lights 30mins before the start of the meeting. - Sweep dried leaves within the compound - Staircase need sweeping and ensure the sensor lighting works. Apparently the staircase lights did not work this morning when it was raining and dark and floor was wet. - May need to set up bins/trays to hold umbrellas rather than saints bring up along stair case or lift - Need to remind saints not to bring and consume food and drinks into L2 children's room. Found Ah Kun's carrier and spilled coffee in of the children's room. - Need to unlock the Nursing room @ 9am or earlier. - Set up monitor for nursing mother to follow the meeting.	- Internet connection was weak in Nursing Room - feedbacked to bro. Kenneth
4..	Piano: 1. The coordinating brothers in the zones would need to inform them of the hymns to help them prepare.	

	2. The atmosphere of the meeting require the serving pianists to be exercised in their spirit while playing the piano.	
5.	Translators Chinese-English or English-Chinese in person Translation to Myanmar: use Zoom function (Select "German") as there is no Burmese option; make sure Myanmar saints bring along earpiece.	
6.	Prayers and Fellowship Prior to the Meeting: 1. The brothers coordinating in the zones for the combined meeting, including those who would break the bread, need to come together at least 30 minutes earlier to have some prayers and fellowship on coordination. The venue is at Library room, 2nd level, at 9AM. 2. Hymn selection. The coordinating brothers in the zone to propose the hymns for start of the meeting, the remembrance of the Lord, and the worship of the Father. Inform the pianists to be prepared for the hymns.	
4.	Floors Management: 1. The saints are to fill up the seating on 3 rd floor first. 2. Once the 3 rd floor is filled up, the next floor to be opened is the 4 th floor. There is a need of at least 2 brothers (and some serving saints in coordinating zones) to take care of the atmosphere of the meeting on 4 th floor, especially on the exercising of the spirit, the praising and hymn-singing, and during the message (take care of noise level if needed). 3. The first floor needs to be locked first. It will be opened only after the 4 th floor is filled up. Once opened, there is a need of at least 2 brothers to take care of the atmosphere of the meeting on 1 st floor, especially on the exercising of the spirit, the praising and hymn-singing, and during the message (take care of noise level if	The second floor is used for children service.

	needed). Note that the first floor is not a place to drink coffee or sleep during the meeting.	
5.	Carpark - Make sure bros serving car parking has remote control of the gate. - To set up foldable table to prevent saint parking - Manage the flow of cars coming in and out of the compound. - Be there by 8:30am - No parking outside the gate at all times. - No blocking of the hallway, except dropping off passengers. - Maximize the parking lots available without blocking the fire engine or ambulance access for emergency. - Put the traffic cones in front of the gate (or close the gate halfway) once all the lots are occupied. - Close gate, inform the saints/guests to park at nearby car parks once the lots are occupied. - Be prepared to allow the cars to go out from 11:45am onwards. - Take extra care when it is raining.	Carpark marshals need to wear nametag to indicate that they are the serving saints. Church office to provide "Serving Ones" nametags to the overall zone coordinator to distribute to serving saints.
6.	Children Service (level 2) - Core children service group to allocate the serving ones by classes for different age groups, and any other areas of services needed for the children. - The teachers need to be reminded to clean the rooms (chairs, whiteboard, etc) and switch off lights & air-cons after use. - Help to account for the number of children and serving ones in each class – to help the one collecting the overall headcount. - Remind parents/children to take food only as much as needed (so as not to have too much wastage of food).	
7.	Ushering: 1. Ushers (and those serving the bread and cups) must be at least of Pre-University age (17	Some ushers may serve in the distribution of bread and cups.

	and above) and be informed of appropriate attire for service. 2. There must be enough usherers to be positioned at certain spots and take care of specific sections in the room. This is in addition to those who might be distributing some hand-outs. [Drawing of the meeting areas with chair arrangement layout to be provided]. 2. There is a need of rehearsals and briefing for those who are serving as usherers. 3. The usherers need to be briefed of the proper attire and their responsibility in ushering. - Greet the saints/guests in spirit with a smile. No folding arms. - Know where they need to position themselves, receive the saints/guests, when to direct and pass on to the next section, and usher them to sit on the first rows first. Do not crowd at one spot. 4. The seats at the overflow area/back rows need to be cordoned off with a string/tape until there is a need to open the sections/rows. Encourage the saints to occupy the front rows first, and take note of empty seats in between. 5. Once the number of saints coming in slows down or when the seating capacity of the floor is reached, the ushers can take their seats. These apply to the 4th floor and 1st floor once these sections are opened for meeting. Needs: ● One or two coordinating brothers ● ± 30 saints ● Be at meeting hall by 8:45am, tidy & neat attire	Need to wear nametag to indicate that they are the serving saints. Church office to provide “Serving Ones” nametags to the overall zone coordinator to distribute to serving saints. Newsletter printed: E250/C200
8.	Lift marshal: 1. Coordinate with the church office on the signages/notices to be placed outside and inside the lift to give priority to the elderly and disabled for usage of the lift. 2. To have one saint at each lift landing to help manage the flow of entry and ensure that priority is given to the elderly and the disabled.	Need to wear nametag to indicate that they are the serving saints. Church office to provide “Serving Ones” nametags to the overall zone coordinator to distribute to serving saints.

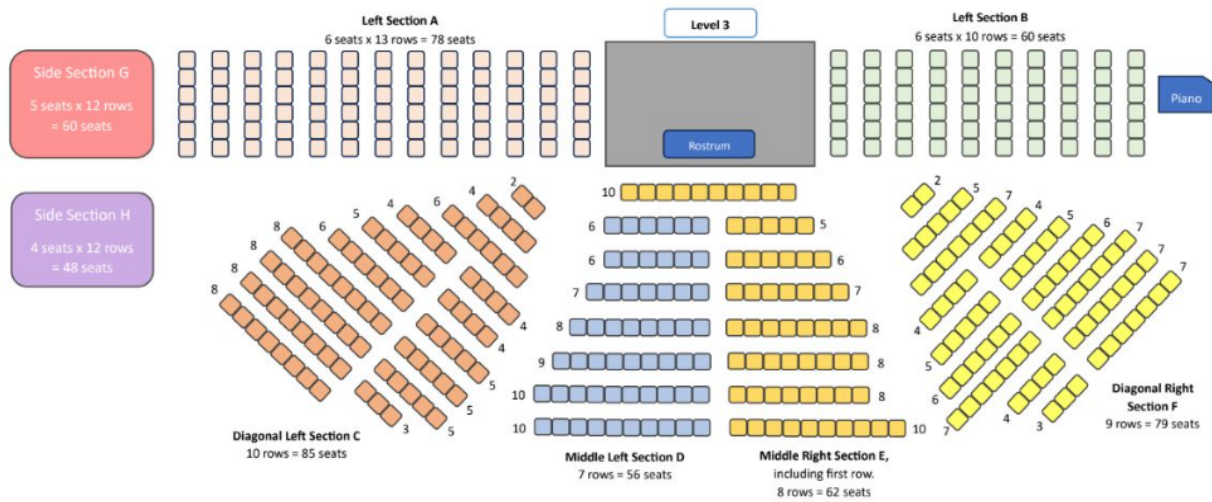
	3. Ensure there is no crowding at lift landing.	
10.	Making of Bread & Preparation of Wine and cups - Need a saint to help prepare the bread big enough for a combined meeting. - Need to check sufficient supply of wine beforehand. - Need to ensure we have enough plates and jars for the number of pairs of saints distributing the various sections. The number is to be determined. - Plates (for bread), Jars (for wine), baskets containing empty cups need to be prepared for the serving saints beforehand (at least the day before, to save time). To ensure that the wine does not spill, it is recommended to secure a piece of tissue paper below the mouth of the jar. - It is required for the serving saints to arrive at the meeting hall early for coordination briefing.	[Preferred, if possible] Need a table with storage underneath. To minimize the time needed, the bread and wine can be allocated to the plates and jars for each section at the podium itself. Need a few brothers to coordinate on this allocation. In the absence of such table, we would still use the cupboard near the entrance of level 3 as the distribution area.
11.	Bread breaking - Need to have brothers who are English <u>and</u> Chinese speaking to break the bread. To minimize time needed for distribution, the allocation of bread and wine to be done, - Once the bread is broken, the bread needs to be equally distributed to the empty plates. - The wine to be poured to the empty jars. - The plate and jar to be passed to serving pair of saints for each section. - Extra wine to be on stand-by if more is needed. - The main plate & main jar to remain on the table at podium, but do not cover them. Main plate & main jar to be covered only when we come to "The Worship of the Father" section of	Empty plates, empty jars, and extra supply of wine to be stored underneath the table.

	the meeting. Do not move the table aside until when the meeting is ending.	
12.	Distribution of bread and cups: The saints should not be requested to stand up, but to remain seated during the distribution of bread and cups. Given the typical seating arrangement of combined meeting that span across 2-3 floors (level 3&4, and 1), and the short time needed for passing the bread & cup, we may need to have a pair of serving saints for every 5 rows: x pairs to serve on level 3 and x pairs to serve on level 4 (and for children serving saints at level 2 & 4). One pair to serve every 5 rows seating section. This determine the number of plates and jars needed for the distribution to all sections. 1. Brothers to be paired to serve front rows, and sisters on back rows. Each pair to cover 5 rows. 2. Be clear on which floor (3rd, 4th or 1st floor) and which section of rows you are serving. 3. To <u>be in proper attire & serve in spirit</u> 4. The bread must be passed <u>first</u> then the cup, followed by the wine. 5. When passing the bread & cup, please use <u>both</u> hands. Always have a piece of tissue on hand. 6. Be very careful in passing the bread & cup. If the bread falls to floor, do not discard it. We need to pick it up and eat it. 7. Keep a lookout on where the bread & cup are – be ready to pass to the next row once it has reached end of each row. 8. If you do not have enough bread/wine, do approach the brother at the collection table for re-fill. 9. You may pass the empty basket to collect the cups once the bread & cup has passed the first two rows.	

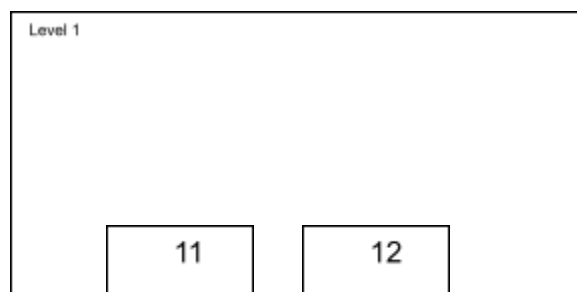
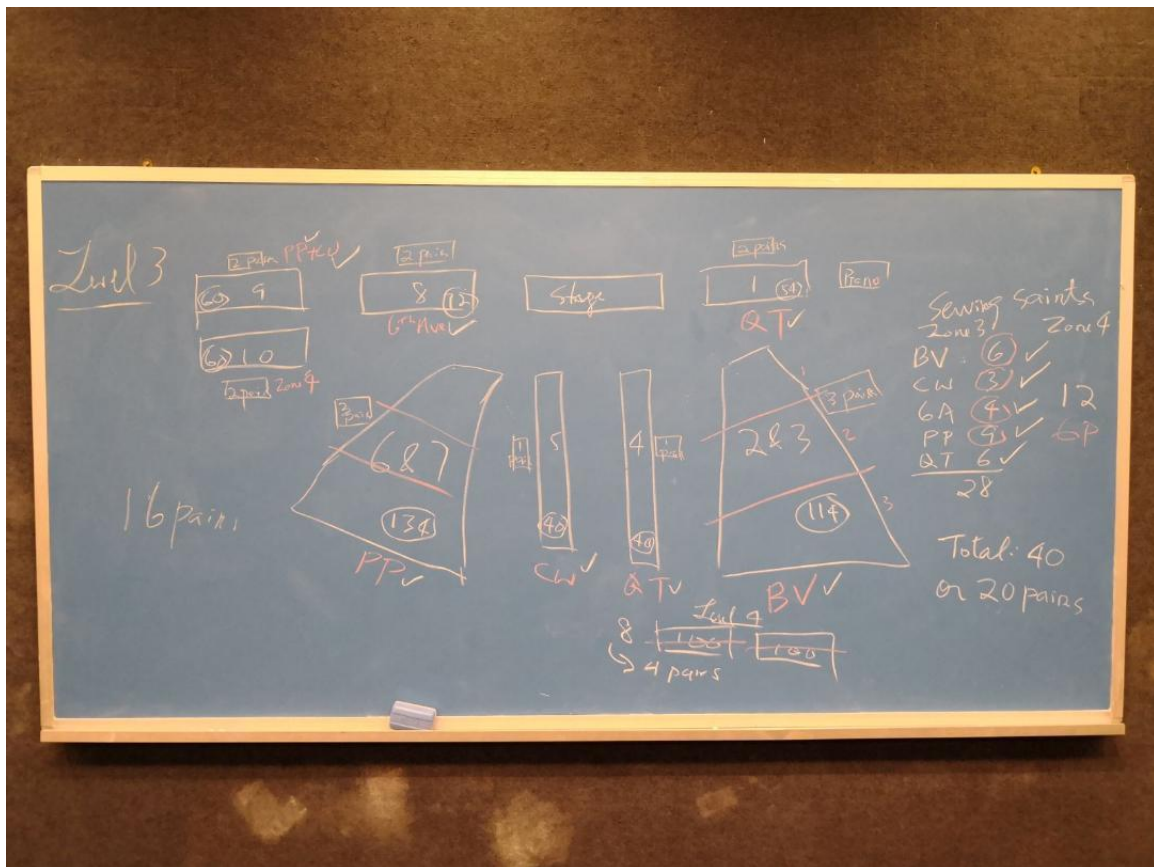
	10. Once you have completed the section, bring the plate & cup back to the collection table and you may partake the bread & cup there. 11. To help speed up the distribution, those who have completed their section can help those who are serving the bigger section by distributing the bread and cups for the back rows. Help to cover each other. 12. Keep the remaining bread & wine (for late-comers). This is to be fully consumed at end of meeting. 13. At the end of meeting, please help to wash & clean the used plates, jars, baskets & cups. Do not leave the hall until you have washed these utensils.	
13.	Headcount - Do a count at two intervals. One count at 10:00AM , and another count at 11:00AM. - Include those on level 3, 4 and 1. - Include the children and children serving ones on level 2 or nursery room. - Use the higher of the two counts as the number to report to the church office (number of adults/young people, and number of children).	
14.	Catering & Food Distribution To check with church office: General L1:550 pax, L2: 100 pax - Zone bro to direct and guide caterers how to set up. It is not church office responsibility. - Set up designated disposal by types to reduce bulk waste. - To set caterer to return to collect trays and dispose waste by 130pm - Zone bro to ensure caterers clean up properly level 1 & 2 - No food distribution before 11:45AM. - Serving saints should not leave the meeting too early. When they need to leave, leave quietly so as not to disrupt the on-going meeting.	

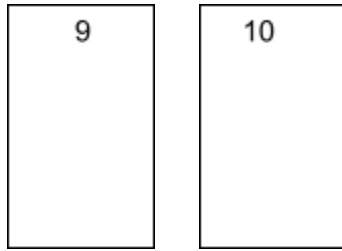
	- Have sufficient serving saints on level 1 & 2 for the distribution of food. ±16 saints for 4 lines - Help to pack any leftover food.	
15.	Cleaning - To inform the district saints (for coordinating zones) to help in cleaning the hall. Usually, one zone will take care of floors 1&3, and another zone to take care of floors 2&4. - The cleaning services include sweeping of the floor, mopping of the floor, wiping of tables/chairs, and toilets.	
16.	Offering Boxes - At least two brothers to coordinate to open all the offering boxes on level 2,3 & 4. Get the keys from the church office. - Consolidate all offerings from all floors and record in the offering record book provided. - Submit the offerings to the church office.	
17.	Lights, Air-con, Gates - To have one or two saints to ensure that all lights, air-cons in all floors are switched off after the cleaning. - The last person to leave the hall needs to lock the glass door on first floor and close the entrance gate.	

Chair arrangement



Guidelines on bread & cup service for combined meeting (Drawing of sections to be determined/confirmed):





3. Reference

- 3.1  COG_Translation Group 2021.xlsx
- 3.2  Piano Service Name List 2024.xlsx
- 3.3  Seat Chart L3_551pax.pdf