

SSW Community-Initiated Service (CIS) Checklist

Your Community-Initiated Service is a gift to the community of Southwest, and we look forward to worshipping with you. Please use this checklist to help you prepare for your CIS.

If you have questions, please contact a Christ Chapel sacristan at sacristans@ssw.edu

Determine an approximate day for your CIS

Please note that your exact date may not be able to be accommodated, but must fall within the appropriate moveable dates as determined by the rubrics of the Church. Bring your date (with appropriate alternatives) to the CIS Planning Lunch offered towards the end of each semester.

Determine whether the service will be an Office or a Eucharist.

If you are considering composing a Eucharistic prayer or significant portions of the service, please consult with Dr. Jennings well in advance. Liturgical composition videos can be found on ChapelVue.

Secure a faculty or liturgical staff sponsor.

Communicate the name of your sponsor to a sacristan as soon as possible, so they can be added to the Christ Chapel calendar.

Recruit for any/all service roles.

Depending on your service, you may require a presider or officiant, preacher, server, lector, crucifer, torchbearers, musicians, etc. It is your responsibility to find volunteers to fill all roles needed for your CIS. Please note that invitations to guest presiders and/or preachers from outside the community require early communication with and approval from the Dean of the Seminary. To do so, contact the Dean's office through your faculty/staff advisor.

Determine whether you require a digital hymn board or printed bulletin.

If you need a digital hymn board, please contact a sacristan to discuss what is required. Final information for all digital boards are due the Sunday afternoon prior to the service. Basic two-sided color printing is available in the Harrison Library. If your bulletin is more complex, please contact the Office of Communications. The Office of Communications asks for a minimum two-week notice to print your bulletin and a final pdf of your document to be sent one week in advance of your service.

Determine whether or not you would like to live-stream the service.

A request for live streaming should be discussed with the Office of Communications as soon as possible.

Determine whether you will offer a meal or hospitality after the service.

If your CIS falls on Thursday evening and you'd like to offer a meal or hospitality afterward, please contact Brynn Deger, the Associate Director of Operations.

Publicize your event internally.

Contact the SSW Office of Communications to let them know the date and details of your event to ensure our beloved community attends your service.

Remove any items brought into Christ Chapel (art, plants, additional furniture, extra bulletins) immediately following the service.

Meet with Faculty Sponsor post-CIS for reflection and feedback.

As always, sacristans are here to help answer any liturgical/logistical questions or help consult on needed items, etc. See you in Christ Chapel!