

## 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 plan and facilitate your CIS.

If you have questions, please contact the Director of Community Worship at [nancy.frausto@ssw.edu](mailto:nancy.frausto@ssw.edu) or a Christ Chapel sacristan at [sacristans@ssw.edu](mailto:sacristans@ssw.edu)

### **PRIOR TO THE CIS PLANNING MEETING**

☐ **Determine an Approximate Date for Your CIS**

Please note that your preferred date may not be accommodated but must fall within the designated movable dates as determined by the rubrics of the Church. Bring your date (along with alternatives) to the CIS Planning Lunch held at the end of each semester. Feasts can be observed on the eve of the designated feast date or moved to a day in the week following the date. [Lesser Feasts and Fasts by Date](#) and [the Lectionary page](#) are helpful tools.

☐ **Decide if the Service Will Be an Office or Eucharist**

If you plan to compose a Eucharistic prayer or significant portions of the service, consult with Dean Mast well in advance. Liturgical composition videos are available on ChapelVue.

☐ **Secure a Faculty or Liturgical Staff Sponsor**

Reach out and secure a CIS sponsor who is willing to support and sponsor you in your proposed CIS. A confirmed CIS sponsor is required to secure a date on the CIS calendar.

### **IN PREPARATION FOR YOUR CIS**

☐ **Recruit for 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. These assignments will not appear in VSP. **Do not invite guest preachers or presiders to chapel without first consulting with the Director of Community Worship.** All guest preachers and presiders (people who are not current students, faculty, or staff at SSW) must be approved and invited by the Dean and President or Director of Community Worship.

☐ **Determine Your Needs for Hymn Boards or Bulletins**

If you require a digital hymn board, contact a sacristan to discuss the requirements. Final information for all digital boards is due the Sunday prior to the service by 5 PM. Basic two-sided color printing is available in the Harrison Library.

☐ **Decide about Live-Streaming the Service**

If you wish to live-stream your service, discuss your request with the Office of Communications as soon as possible, and at least two weeks prior to the service.

☐ **Request Tech Assistance**

If you need tech assistance other than live-streaming, such as additional mics or a screen for showing slides, contact David Waldo at least two weeks prior to the service.

☐ **Publicize Your Event Internally**

Contact the Office of Communications with the date and details of your event to promote community attendance.

☐ **Schedule and Lead a Rehearsal**

Communicate any additional needs from the Sacristans one week prior to your CIS. **Please let the Director of Community Worship know the date and time your rehearsal is scheduled.**

☐ **Remove Items After the Service**

Immediately following the service, remove any items brought into Christ Chapel (art, plants, additional furniture, extra bulletins, etc).

☐ **Conduct a Post-CIS Reflection**

Meet with your Faculty Sponsor for feedback and reflection after your CIS.

As always, the dean of chapel and the sacristans are here to help answer any liturgical/logistical questions or help consult on needed items, etc.

**See you in Christ Chapel!**