

Memo

To: Platform Chair
From: Cody Francis
Re: Protocol for Platform Chairperson

Time management is of critical importance to the effective management of our morning chapel services. The first period classes tend to have trouble starting on time if chapel is dismissed too late. It is vital that the platform chairperson is aware of the time for each allotted item. Listed below are the time slots.

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| Song service and opening prayer | 7:50-8:00 (opening song at 7:57) |
| Prayer requests and corporate prayer | 8:15-8:20 |
| Announcements | 8:20-8:23 |
| Memory verses | 8:23-8:25 |

On Friday, repeat 1 Corinthians 13. If there is time, you can repeat Rev. 14:6-12 & Ex. 20:8-11

Please confirm with the speaker for chapel (and each new speaker if it changes) and prayer meeting that they need to end by 8:15 (8:20 at the latest) for chapel and by 6:55 (7:00 at the latest) for prayer meeting.

Chapel is to be let out promptly at 8:25 a.m. This gives time for the students to get their various responsibilities on time. For prayer meeting, the meeting begins at 6:20 PM and the meeting should be done by 7:00 p.m. You will need ask the speaker to do the prayer before presenting message, and people who can do the special music. You need to pray before they begin collecting offering if it is scheduled. The special music is not necessary if you cannot find.

The role of a platform chairperson is to make sure that everything happens on time and ends on time. The speaker is to bring the spiritual thought and the chairperson is to organize the rest of the time. If the chairperson had managed the time well, then he/she may have the privilege to add another spiritual gem when there is extra time. If time is running out, it is the platform chairperson's responsibility to do everything possible to expedite events. The things can be shortened. For example, not all prayer requests have to be presented; some can be saved until the next day. Use terms like, "OK, we'll take three more requests," etc. that tells participants that we need to close the meeting soon. You can also exclude your closing comments, keep announcements short, etc. to expedite. Call each person as Brother or Sister.

1. The platform chairperson is to assign closing prayer person.
2. If song leader or pianist is not on time, the chairperson should find a replacement for either and get the song service started.
3. Be sure that you are properly dressed in school clothes and the people that you choose to serve on the platform with you are properly dressed (i.e. men in ties, and make sure that one is not unkempt, such as not having shirts tucked in, etc.)
4. Remember to have the closing prayer person write down the prayer requests that he or she can read them during prayer is needed, so that none will be forgotten.
5. Use a variety of men and women, staff and students.
6. Do not accept announcements from the floor, as it tends to damage the spiritual atmosphere. No birthday song in the chapel. So far as possible, announcements should be in writing. Anyone needing to make a verbal announcement must come to the front and be acknowledged by the platform chairperson. If need be, you may announce that "all verbal announcements should be made from the front, please make arrangements with the platform chairperson."

Remember to be cheery and bright when you speak.

Thank you!