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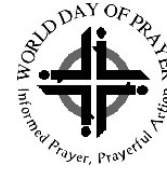
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First Friday in March

WORLD DAY OF PRAYER



How to ...

This leaflet is to help anyone who is involved in planning and Organising a World Day of Prayer service Scotland.

(WDP Scottish Committee – SC 020446)

Materials

What is available?

- Order of Service (also in large print or Braille). This includes a section on resources, Bible Studies, and Meditation. Each year, the Bible Studies are written to amplify the theme and provide study in the period before the Service itself.
- Shortened Order of service for residential homes, etc.
- Thought provoking leaflet for worship written by young people for young people.
- Children's Service and Activity sheet for schools, etc. There are also Leader's notes for anyone organising a Children's Service.
- Invitation to Prayer flyer and A4 posters.
- CDs
 - (a) PowerPoint presentation of pictures of writing country
This can be used in the period before, as an introduction to, or included in the Service.
 - (b) Music and Hymns from the writing country'. This music can also be downloaded from the website.
 - (c) The Service is pre-recorded for use by the housebound, those with poor eyesight, or for service preparation
- WDP Calendar, Notelets (pack of 6), Bookmark, Badges and pendants.
- Other leaflets include a PR leaflet.
- **For prices see current order form.**

Receiving your materials

WDP materials are delivered to Area Distributors during September and October. Materials may be delivered to you or you may be asked to uplift them. You should receive your materials (including any ordered Calendars) before Christmas.

Check your materials as soon as they arrive.

It is important to check that you have everything you ordered, so that any mistakes can be rectified as quickly as possible. Please quote your order number in any queries. (Contact your distributor in the first)

CDs will be sent out at the beginning of January, Bookmarks and Notelets will be sent with the September mailing, but are also available on request. Again, check you have everything you need.

You will receive a newsletter from the WDP Scottish Committee in September and January. Please read these letters carefully. They vary each time and often contain important information. The September mailing will include one copy of the order of service, details of your order and details of your distributor. The January mailing will include your Order Form, your Report Form, a Finance Form, a Giro Slip made payable to World Day of Prayer and Gift Aid Declaration forms (WDP is able to reclaim tax on Gift Aid donations).

Ordering

Organisers for the following year should send the order forms to the Distribution Secretary by the end of April at the latest.

Send the top two sheets and keep the last sheet for your records.

Please send any cheques (for CDs, Calendars, Bookmarks, etc) along with your order form.

Cheques should be made payable to WDP Scottish Committee.

Please think ahead when completing the form and try to order everything you will need. It is much more expensive to send out extra materials by post.



Preparation

Planning begins immediately after the WDP service, for the following year. It is a good idea to hold a follow-up meeting. You can review how the service went, complete the report form and discuss any changes which could be made the following year. You need to plan:

- * **WHAT** services will be held (including Children's and Shortened Services or Bible Studies), so that materials can be ordered.
- * **WHERE** services will be held, so that rooms or buildings can be booked.
- * **WHEN** services will be held. While most services will be on the first Friday in March, you will need to decide what times are most suitable. Children's services or Shortened Services may need to be held on a different day in the first week of March.
- * **WHO** will organise next year's services? Make sure their name and address are correct on the order forms.
- * **HOW** to publicise your service as widely as possible. A4 posters are available. Try to have them displayed in local shops and community centres as well as churches. Invitation leaflets give more information about WDP and the theme of the service. Order plenty of these to give out in churches and ask people to give them to friends and neighbours. A suggested press release will be included with your January mailing, or you could write your own.

Do hold a rehearsal before the service include the organist, so that people know when they should move to the front, where to stand, which microphone to use, etc. It is best if all those involved in a section move into position during the hymn before their readings.

A Commissioning Prayer

At the end of the service (immediately prior to the Blessing), pass a lighted candle to a representative of next year's host church and say the following prayer:

Heavenly Father, we thank you for the World Day of Prayer which is taking place throughout the world today, and has been prepared by the Christian women of (name of the writing country). Many Christians gather together to praise you and we thank the clergy and people of..... (host church) for hosting this world-wide service of prayer in Scotland. With joy we pass this candle to..... (rep's name) , who represents (next host church) who will host next years' service, prepared by the Christian women of (writing country).

*This liturgy is used by kind permission of
WDP EWNl committee.*

Fellowship

Tea and coffee after the service are a traditional part of a World Day of Prayer service. This time is especially good when people from different churches have a chance to get to know each other. Try to find recipes from the writing country, which you could ask helpers to make and bring along.

Finance

Offerings

Offerings should be paid into a bank with the bank giro slip provided in your January mailing, as soon as possible after the service. Alternatively, you can send cheques to the treasurer, Suzanne Foster. **Make cheques payable to WDP Scottish Committee.** Please do not send cash. **For internet banking please pay money into: RBOS Sort Code 83 06 08 Account number 00697438 using your order number as the reference.**

Normally payment for materials (e.g. CDs, Calendars, etc.) should have been sent last year with the order form. However, any outstanding payments may be included with the offerings, if details are sent to the treasurer. As a registered charity, it is a legal requirement that offerings taken at any WDP services should be sent to the WDP.

If reasonable, necessary expenses are deducted from the offering. Accounts and receipts must be sent to the treasurer.

There may be circumstances when the up-lifting of an offering is not appropriate (some hospitals, residential homes or schools), but donations to cover the cost of materials are always welcome and can be sent at any time.

Gift Aid

Declaration forms will be included in your January mailing or can be downloaded from the website. Please have them available at the service. It is not necessary to have the gift aid money in envelopes; it can simply be included with other offerings. The completed gift aid forms must be sent to the treasurer, Suzanne Foster **as soon as possible** after the service. Please include the name of your church or your order number with the forms.

Organising

Read the Order of Service carefully. There are often ideas from the writing country on how to conduct the service. There is also information you could use to set up a display about the writing country. (More info on the website)

The church responsible for the service should have an initial planning meeting by the end of November to decide the following:

Speaker: If you plan to invite a speaker, you may need to arrange this well in advance and remember to send them a copy of the Order of Service which includes Resources. Alternatively, you could use the PowerPoint presentation or slide set.

Music: Decide what music you want to have, organist, pianist, praise band, etc. Again, give them copies of the Order of Service. You can use the CD of music from the writing country as an introduction to the service. The hymns for the service are also on the 'Service CD', so, this can be used to sing along to, if no musicians are available.

Sound System: Use microphones if you can and arrange for someone to set them up and operate the sound system.

Stewards: Organise stewards to greet people as they arrive and give them an Order of Service. They could also uplift the offering.