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**Initial Preparations**

You know the basics of each element of [National Hymnal Week](https://welscongregationalservices.net/download/nhw-getting-started/?ind=1625172142661&filename=CW-NHW-WhatIsIt-NEW-072021.pdf&wpdmdl=1279&refresh=60de6df5e86ef1625189877), the opening service, the hymn sing, the worship presentations, and the virtual concert.

This guide will help you with **initial preparations.** Suggestions here won’t take you much time—you’re just sending out messages to key people—but these suggestions will go a long way to helping you and others in your local setting **get the most out of WELS National Hymnal Week**.

## **Local Musicians**

Initial preparations for the special service on September 19 include recruiting as many capable local singers and instrumentalists as you can to be involved in that service. Whether you have a virtuoso violinist, a gifted guitarist, a capable singer who can carry a tune, or a little group of Sunday School kids who know how to sing, their service will be beneficial. We’re calling them *trained helpers*. **Local musicians will play a key role in helping the congregation** to participate and sing along especially with some of the new elements of the service. Soon we’ll be providing you the service music they need so they can start practicing early. In the meantime . . .

Here’s a message you can adapt and send out to your **whole congregation** asking to find out who might be able to serve as a musical trained helper for this service.

Friends,

WELS National Hymnal Week is coming soon ([christianworship.com/national-hymnal-week](https://www.christianworship.com/national-hymnal-week))! Our congregation is planning to use the opening service on Sunday, September 19. We’re looking for some trained helpers who can sing or play music to help the congregation sing along with some of the great new music we’ll be using in that service. Can you sing? Do you play a musical instrument (guitar, brass, percussion, strings, woodwinds)? If you’re nervous, how about singing or playing in a small group with a few others? Or how about serving as a “plant,” someone who sits with the congregation, but who has learned to sing the new musical elements ahead of time and can help others sing along at the time of the service? If you’re willing, we can find a way for you to serve, and we’ll share the music with you at least a month in advance of the service, so you can prepare.

Here’s a message you can adapt and send out **directly to the musicians** who have served your congregation well in the past.

Friends,

WELS National Hymnal Week is coming soon ([christianworship.com/national-hymnal-week](https://www.christianworship.com/national-hymnal-week)). Our congregation is planning to use the opening service on Sunday, September 19. Will you be able to sing or play for our services on that day? In whatever way you can serve, we’ll be able to share music with you at least a month in advance of the service so you can prepare. Thanks for considering this opportunity to serve the Lord and his people!

But what if there are no musicians or singers in your congregation who can help with this service? No trained helpers you might recruit from another congregation? We’re also offering audio recordings that will help your congregation to participate in the service on September 19. Here, too, it’s good to start planning early. Find out more information below, under *Audio-Visual Matters*.

## **Audio-Visual Matters**

Initial preparations for audio-visual matters simply means thinking about how you’ll be using A/V for [National Hymnal Week](https://welscongregationalservices.net/download/nhw-getting-started/?ind=1625172142661&filename=CW-NHW-WhatIsIt-NEW-072021.pdf&wpdmdl=1279&refresh=60de6df5e86ef1625189877) in your local setting. To help you do that, here are the resources and the formats in which they’ll be available:

**Opening Service**—No A/V is required beyond what you use on a regular basis. We will provide a print bulletin like the kind produced by [*Christian Worship: Service Builder*](https://www.christianworship.com/products/service-builder)which you can adapt for your own setting. For those with no musicians, we will be providing an mp3 playlist of all the accompaniment music for the service. Because of copyright restrictions we can’t post these items online. To receive the resources your congregation needs, you must complete [this survey](https://www.surveymonkey.com/r/NHW2021Survey), and we’ll send them your way.

**Hymn Sing**—The hymn sing is being produced in the form of a video. Those watching are invited to sing along with the choirs in the video. You’ll want to make sure that you have a sound system that can support the singing of whatever sized group you hope to gather.

The **Worship Presentations** and the **Concert** are being produced in video format for people to watch in groups of any size or at home. These videos will always be made available early, so if you’re planning watch parties in your congregation, you have flexibility to decide at what time you’d like to gather a group to watch

## **Food and Fellowship**

If you’re thinking it’s a good idea to offer opportunities for food and fellowship during National Hymnal Week, then we like the way you think! It’s not too early to find someone to organize that. Here’s a message you could adapt and send. Once you know more about your local plans, you’ll be able to give more specific information to your fellowship planner.

Dear Friend,

WELS National Hymnal Week is coming soon ([christianworship.com/national-hymnal-week](https://www.christianworship.com/national-hymnal-week)). It kicks off with a special service on Sunday, September 19 and closes with a virtual concert on September 26. It would be great to have your help organizing food and fellowship opportunities during that week. Are you able to help?