

## **Best Practices for Coordinating Combined Services and Meetings**

### Vision of T4C:

“To build up three interdependent congregations as one church to become the center of discipleship and outreach to the Chinese in the Twin Cities.”

### Biblical Principles for Coordinating Combined Services or Meetings:

1. **Glorifying the name of God** – “Now to him who is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us, to him be glory in the church and in Christ Jesus throughout all generations, for ever and ever! Amen.” *Ephesians* 3:20-21
2. **Keeping the unity of the Spirit** – “Be completely humble and gentle, be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of Peace”. *Ephesians* 4:2-3
3. **Building up the body of Christ in love** – “Instead, speaking the truth in love, we will in all things grow up into Him who is the head, that is, Christ. From Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work” *Ephesians* 4:15-16

The best practices listed as follows should be applied to all types of combined services and meetings (Good Friday and Thanksgiving baptism services, Christmas-eve service, prayer meetings, Summer Conference, ordination ceremony, installation ceremony, commissioning ceremony, annual meeting, communication meetings etc.). Practically, these best practices are written to address the language needs for those who only understand one specific language. More importantly, these best practices are written to realize the above three biblical principles.

### Preparation

1. Communicate with the coordinated pastoral staff(s) about the program, needs, and time for the combined services and meetings;
2. Make sure to have adequate interpreter(s) to cover the translation (please refer to the translation section for more details);
3. Make sure to have ushers who can speak more than one language or adequate ushers from different congregations.
4. Make sure the video and sound systems are set up properly for the combined-services (e.g. prepare two video projectors for the separate English and Chinese slides if necessary or prepare two microphones if there are more than one interpreters);

### Message

1. Keep the message short and precise without distorting the words of God;
2. If possible, the speaker can allow interpreter(s) to review the message ahead to prepare for the translation;
3. If the speaker uses powerpoint for the message, make sure the slides are translated (Chinese to English, or vice versa).

### Prayer

1. Keep the prayer short and precise with the heart of praising and glorifying God;
2. If possible, assign pastoral staff/elders/brothers/sisters from different congregations take turns to lead the prayer.

### Translation

1. If possible, translate the key message into the other two languages not presented by the speaker;
2. If the speaker gives the message in two languages, translate the message into the language not presented by the speaker;
3. If ONLY one language translation can be provided due to speaker request/ time constraint/no interpreter for a particular language, the coordinator may consider the following alternatives:
  - (a) Provide translation for the key points of the message in powerpoint.
  - (b) Provide one-to-one translation service to individuals who need interpretation if the numbers is very few (fewer than five). Choose brothers and sisters who are familiar with the individuals to do the one-to-one translation to avoid uncomfortable feelings.
  - (c) Provide translation for one language in a separate room by setting up the closed-circuit TV system if the number of individuals who need interpretation is very large.
4. The speaker needs to communicate with the interpreter(s) how to translate the message – sentence by sentence or the whole message at one time.
5. Translate prayers into at least one language (English to Mandarin/Cantonese or vice versa).

### Singspiration

1. If possible, the praise team should be served by brothers/sisters from each congregation;
2. Be aware of the cultural and generation differences and choose some familiar hymns/songs;

3. If possible, the praise team takes turns and to sing in different languages.
4. If powerpoint is used, make sure the slides are translated (Chinese to English or vice versa).
5. If necessary, song leaders also act as interpreter(s) during singspiration (English to Mandarin/Cantonese or vice versa).

#### Scripture Reading

1. Read the scripture clearly;
2. If possible, assign brothers and sisters from different congregations take turns to read the scripture;
3. If powerpoint is used, make sure the slides are translated (Chinese to English or vice versa).

#### Sharing

1. Encourage brothers and sisters to share in their own languages and provide translation (English to Mandarin/Cantonese or vice versa).

#### Small-group

1. If possible, assign brothers and sisters into small groups according to their most comfortable languages.
2. Provide one-to-one translation to individuals who need interpretation during mixed-language small group activities.

## 籌備三語崇拜和聚會最理想的實踐方式

### 雙城華人教會的異象:

「建立一個以三語會眾為基礎，三而一的華人教會，促進雙城地區華人福音廣傳，及門徒培訓事工。」

### 籌備三語崇拜和聚會的聖經原則:

1. 榮耀神的名 – 「神能照著運行在我們心裏的大力，充充足足的成就一切，超過我們所求所想的。但願祂在教會中，並在基督耶穌裏，得著榮耀，直到世世代代，永永遠遠，阿們。」以弗所書 3:20-21
2. 竭力保守聖靈所賜的合一 – 「凡事謙虛，溫柔，忍耐，用愛心互相寬容，用和平彼此聯絡，竭力保守聖靈所賜合而為一的心。」以弗所書 4:2-3
3. 用愛心建立基督的身體 – 「惟用愛心說誠實話，凡事長進，連於元首基督；全物都靠祂聯絡得合式，百節各按各職，照著各體的功用，彼此相助，便叫身體漸漸增長，在愛中建立自己。」

以下所述適用於所有的聯合崇拜和聚會 (包括: 受難節及感恩節的浸禮敬拜聚會、平安夜的敬拜聚會、祈禱會、夏令會、按牧典禮、就職典禮、差遣禮、年會、會員溝通大會等)。在應用上，本文寫成是為顧及祇懂一種語言的弟兄姊妹或朋友，在三語崇拜和聚會時的語言需要。更重要地，是基於以上聖經原則的實踐。

### 事前準備

1. 與配搭的教牧同工溝通有關聯合崇拜或聚會的程序、需要及時間；
2. 確定有足夠的翻譯同工進行傳譯 (詳細請參閱傳譯部份)；
3. 確定招待同工熟悉雙語或有足夠不同語言的招待同工；
4. 確定影音系統配合三語崇拜和聚會的需要 (例: 若有需要，預備兩部投影機供英文及中文投影片之用，或若有兩位翻譯同工，預備兩個麥克風。

## 信息

1. 信息需簡潔並清晰傳達神的話語；
2. 講員儘可能在聚會前與翻譯同工溝通信息內容，讓翻譯同工可預先準備；
3. 若講員傳講信息時需使用投影片，請預備兩份投影片：本文和譯文(例：將中文譯成英文，反之亦然)。

## 禱告

1. 以讚美及榮耀神的心禱告並言語簡潔；
2. 儘可能邀請不同語言的教牧同工、長老、或弟兄姊妹輪流地領禱。

## 傳譯

1. 儘可能將信息重點翻譯成其他兩種未使用的語言。
2. 若講員以兩種語言傳講信息，請以未使用的那一種語言翻譯信息；
3. 若因講員要求、時間限制、或缺乏某一語言翻譯同工的情況下，只能翻譯一種語言，聚會負責同工可考慮採用下列傳譯方法：
  - a. 把信息重點翻譯並列在投影片上；
  - b. 若需要翻譯人數少於五位，可提供個別翻譯。請邀請與需要翻譯者較熟悉的弟兄姊妹，提供個別翻譯，以減低需要翻譯者的不安感；
  - c. 若需要翻譯人數多於五位，可使用閉路電視系統，於另一房間提供翻譯。
4. 講員需與翻譯同工溝通以何種形式翻譯信息：每句傳譯或整段傳譯
5. 禱告至少要翻譯成另一種語言(將英語翻譯成國語或粵語，反之亦然)。

### 頌讚

1. 儘可能邀請不同語言的弟兄姊妹組成敬拜小組；
2. 選擇詩歌時，請注意文化及年齡的差異而選擇會眾較熟悉的詩歌；
3. 敬拜小組儘可能以不同語言交替地領唱；
4. 若使用投影片，請預備兩種語言的投影片：母語和譯文(例：將中文譯成英文，反之亦然)；
5. 若有必要，領唱同工在頌讚時擔亦當翻譯同工(將英語翻譯成國語或粵語，反之亦然)。

### 讀經

1. 讀經者需清晰地誦讀經文；
2. 儘可能邀請不同語言的弟兄姊妹輪流地誦讀經文；
3. 若使用投影片，請預備兩種語言的投影片：母語和譯文(例：將中文譯成英文，反之亦然)。

### 分享

1. 鼓勵弟兄姊妹以慣用的語言分享並提供翻譯(例：將英語翻譯成國語或粵語，反之亦然)。

### 小組

1. 儘可能以弟兄姊妹慣用的語言分組；
2. 於混合語言的小組活動中，請留心弟兄姊妹的語言需要，並提供個別翻譯。