



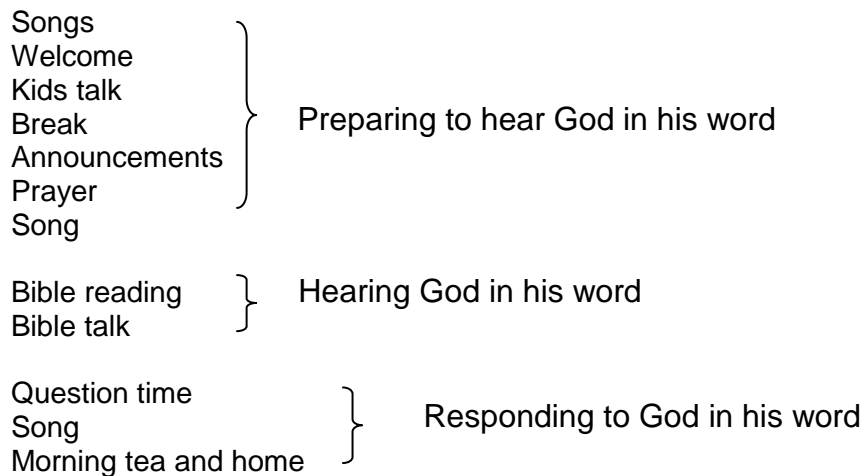
SERVING GUIDE: LEADING A CHURCH SERVICE

Thankyou for your willingness to lead at church. Leading the service at church is a most important task. In order to lead most effectively, it is helpful to understand the process we aim to take people through during the church service.

Your role as a service leader is to lead God's people through:

1. preparing to hear God in his Word
2. hearing God in his Word
3. responding to God in his Word

The standard structure of a service displays this:



As you lead the service you must aim to convey the one big idea from the part of God's word we are looking at.

Everything in the service needs to be directed towards this. Most people are only capable of taking away one "big idea". No matter how hard we might try to get five separate points across, a member of the congregation will usually only remember one single concept taken from the talk.

We must aim to cater for the listener by preparing messages that convey one big biblical concept or (or "big idea"), that will be clear and challenging to all who listen. Even better, not just the sermon but the entire church service should be shaped around expressing that single biblical concept, to ensure the seed of God's word is firmly implanted in the heart of the listener. For example the kids talk revolves around the same part of the Bible and the same "big idea". Any interviews should revolve around the central "big idea", and so should the songs. Obviously the leader needs to point towards the "big idea" with everything they say – which means that the leader needs to be well prepared.

Preparation

Before church – during the week

Read the bible passages yourself

Phone the preacher and find out what the "big idea" is

Plan what you are going to say at each part of the service
Prepare some prayers that revolve around the “big idea”
Know the roster – who is responsible for each task (powerpoint etc.)
Pray about the service

At church - before the service begins

Arrive no later than 9:30am to make sure everything is in place and to be available for questions/clarifications on the service

Be clear about what is happening when - If there are any last minute changes to the service you need to know them and you need to let others know.

Double-check that everyone who is involved in the service is there and ready

- Preacher
- Bible reader(s)
- Person running power point
- Kids talk presenter

The Service

1. Welcome

- Introduce yourself. Be warm, confident and relaxed– realise you might feel nervous and plan for it.
- Plan to say something that gives people a taste of the “big idea” of the service but does not steal the preachers message. Say something that makes people look forward to hearing more about the “big idea”.

2. Kids Talk

- Introduce the kids talk presenter
- Help them clear the stage if there are things in the way – like music stands / mic’s

3. Break

Let the musicians know when you think the break has gone on for a suitable length of time (2-5 mins) and ask them to start the next bit of the service [if it is a song]

4. Announcements

The most memorable announcement will be the one where someone else comes up to give it other than you. If this happens you need to ensure that this actually is the most important announcement for the morning. If someone wants to get up and make an announcement and it is not the most important announcement for the morning, politely let them know that you would prefer to give that announcement so that the attention is given to the most important announcement.

For the rest of the announcements - typically people can read their outlines – just draw attention to the event/topic - and remind them of closing dates or RSVP’s. Don’t just reread what is written on the back of the outline. Select the specific pieces of information that people need to know and don’t go into details.

Announcements should be as short and snappy as possible, or they take away from the “big idea”.

5. Prayer

See “serving guide on prayer”

6. Communication Cards (if applicable – evangelistic services, updating directory and other specific times)

Clearly explain

- what they are
- what information we want
- why we want it
- what to do with the card

In doing this we are telling people why we want their details – it's not to sell them something! We want to stay in touch with people. As a church, relationships are our focus.

7. Closing statements

- After the Bible talk, less is best. The preacher puts a lot of work into leaving the congregation with a clear message – don't undo his good work
- Pray or read the key verse from the passage spoken on or invite to morning tea
- Each week point people to the 'Red Tool Box' and to the banking details on the bottom of the outline for people to transfer money directly to WWEC.

Some things to avoid

- No "in" jokes
- Please don't start the service with – "Welcome to WWEC – the toilets are up the back". Where the toilets are is not unimportant, but your opening words should reflect what is really important to us. And what is really important to us is gathering together around the word of God to hear what God has got to say.
- Avoid long monologues – keep the service moving