



SERVING GUIDE: LEADING A CHURCH SERVICE

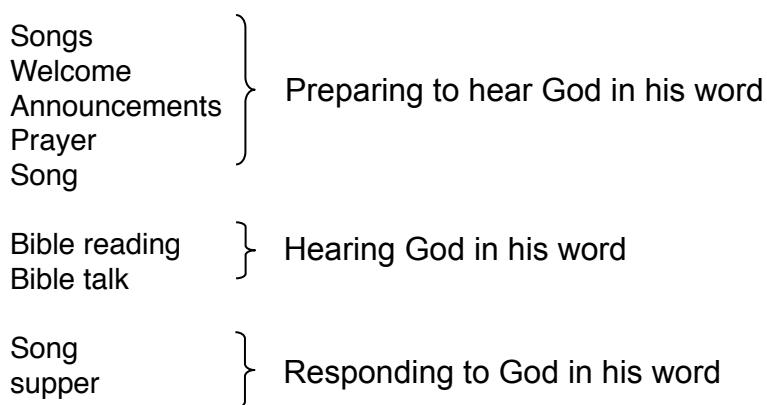
WAGGAWAGGA
EVANGELICAL CHURCH

Thank you 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 service.

Therefore we must aim in our church services to cater for the listener by preparing whole services that convey one big biblical concept (the "big idea"). Ideally this big idea is communicated throughout the service in every single element of the service [from the leaders introduction, to the songs, to the Bible talk, to any interview etc]. The aim is to ensure that services are clear and challenging to all who listen, so that the seed of God's word is firmly implanted in the heart of the listener.

What this means for a service leader, is that they must ensure that everything in the service [including any content you present as a leader] is aligned with the big idea. Thus any interviews you do should revolve around the central "big idea", as should introductions and conclusions to services. Any video and or other extra element to a service that a service leader controls, needs to point towards the "big idea". All this means that the leader needs to be well prepared.

Preparation

Before church – during the week

1. Read the Bible passages yourself
2. Phone the preacher and find out what the “big idea” is
3. Plan what you are going to say at each part of the service
4. Prepare some prayers that revolve around the “big idea” - also prepare prayers using the ‘service guide on prayer’
5. Know the roster – who is responsible for each task within the service
6. Pray about the service

At church - before the service begins

1. Arrive no later than 5:00pm to make sure everything is in place and to be available for questions/clarifications on the service
2. 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.
3. Double-check that everyone who is involved in the service is there and ready
 - Preacher
 - Bible reader
 - Music team
 - Computer
 - Sound

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. 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”.

3. Prayer

See “serving guide on prayer”

4. 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