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# Leading Services

How to lead services at Grace Christian Church

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# Guidelines for Leading Services

Some tips to help you lead for God's glory, and his peoples' benefit

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*“And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.”*

(Hebrews 10:24–25 ESV)

## BE PREPARED

Take the time to prepare well for leading a service. You are doing more than simply filling up dead space between songs, readings and sermons; you are leading people through a special time of fellowship with God and each other, and preparing them to hear the Word of the Lord.

More than anything, you need to prepare your own heart for the task of leading God's people in public, corporate worship. It is a big responsibility, and also a great privilege. Examine your heart, reflect on the Word of God, confess sin to your Father and ask for his help.

Practically, being well prepared means planning what you are going to say beforehand, rather than having rough guidelines and deciding what to say in the moment. Leading a service comes with huge pressure, so knowing what you want to say will help to relieve some of that pressure. Even welcomes, prayers and announcements should be planned and written down.

Make sure you know how the songs go. If you're not sure of a song, hop onto YouTube or Spotify and listen to it a few times to get to know it. If you have the time, come along to the rehearsal and learn with the music team.

The week before, touch base with the others involved in the service, such as the music team leader, sound operator, projector operator, reader, guests, stewards or the preacher. A quick phone call or email will help everyone be on the same page and will result in a smoother and more stress-free service.

People can tell when a leader has not prepared well. It's like a sixth sense. And they respond by being nervous, often nervous for you! This becomes a distraction from what we gather at church for.

## BE PRAYERFUL

We need God's help and guidance to lead well. As part of your preparation, spend time in prayer.

- Pray for God to guide you as you prepare your service.
- Pray for those who will be serving.
- Pray for the preaching of the Word. Pray for those who will be coming along.
- Pray for your own nerves!

Try and make time to pray together with others before the service. At least pray with whoever is bringing the message, but if you are able, pray with the music team, the sound operator, the projector operator, the stewards, etc. A service covered in prayer will be a blessed service.

## START STRONG

Begin your service (on time!) with a warm welcome to regulars and visitors, a clear statement of why you are meeting, what to expect in the service, a Bible reading and prayer. It may be appropriate to slot brief notices in before the Bible reading.

Doing this will create an expectation in people's minds of where the service is going that will help them to be at ease, follow what's going on and engage in the church service.

If you find that starting on time is difficult, give a 'three-minute warning' from the microphone (tell the sound operator first!). Simply say, "We'll be starting in three minutes, now would be a great time to find a seat." If you find that people are still talking when you begin the service, just keep going, don't try to talk above them, and after a while they will get the message.

Avoid 'wandering' into a church service. Having a congregational song when no-one has been told whether they are supposed to sing along or not, starting with a random flick through the notice bulletin, having a badly planned welcome, or not having the microphone on and ready at the right time are all examples of wandering into a service, and they will set the tone for everything that follows.

Remember also that, while you have been planning and meditating on the service during the preceding week, those coming to church that morning or evening are often coming in cold, perhaps after the stresses and altercations of getting the kids ready for church and getting them in the car, or perhaps they are tired having just come off shift work, maybe they're sleepy

on a Sunday morning, or maybe they're really pumped about being at church. The way you start needs to draw people in.

## BE CLEAR

The congregation places a huge amount of trust in the service leader. In order to lead them well, he needs to be clear.

Say what you mean. Don't waffle. Tell the congregation what's happening, and where you are heading, rather than leaving them to work it out for themselves. Tell them when to sit and when to stand. Be clear about when the service has started, and be clear about when it is over.

This is especially important for the sake of visitors, who may not be used to a church service. There is much good in simply explaining, before a prayer, "We are going to talk to God now, to thank him and ask for his help."

As in preaching, avoid using technical and jargon words. This helps the service leader to be engaging, and helps people follow more easily.

## BE LOGICAL

A good church service needs to have a flow that makes sense. Some services can seem like a checklist: welcome, notices, two songs, Bible reading, prayer, message, etc, with no thought as to how they all fit together.

A church service is a journey, and a good leader thinks about the path of that journey. If we imagine a church service like climbing a hill, we go up the hill towards the reading and preaching of the Word, and then descend the hill on the other side.

With this in mind, some suggestions have been made for how we structure the flow of our services.

One way is to think in three different 'cycles', like Redeemer Presbyterian Church in New York City (pastored by Dr Timothy Keller):

"The Praise Cycle begins with a call to worship and ends with the congregation responding with a doxology [praise song]. The Renewal Cycle begins with a searching call to renewal from the Scripture, progresses to a confession of sin, and ends with thanks for God's merciful pardon of sins. Finally, the Commitment Cycle

begins with the sermon and ends with the congregation's commitment to live their lives according to the word they have heard."<sup>1</sup>

In the Anglican church, the order of service usually begins with a reflection on the holiness of God and a confession of sin, in order to prepare the heart for worship. Assurance of forgiveness then follows, with a song of praise. Then follows prayers for the nation, the church and those in need.

Feel free to borrow from other sources and traditions, as long as it fits purpose. Essentially, the early part of the service needs to prepare people's hearts for hearing God speak, and the later part needs to allow them to respond to the Word of God.



If the service as given doesn't have a good flow, then change it! As long as you communicate changes adequately and timeously with all involved (music team leader, preacher, sound and projector operators, etc.), there is no reason why the service should not serve its purpose well.

It may be useful to use a Psalm as a foundation for your flow. Psalm 145 is a good example. This Psalm contains wonderful verses to direct our attention towards God, to consider his character as we confess our sins to him, to praise him, to depend on him as we might when we pray for those in need, and meditation and declaration of the 'works' of the Lord as we might when his Word is preached.

This also means that leading needs to be more than, "We will now sing X." It needs to lead, explaining why a song is going to be sung, motivating the singing of a song from Scripture, or giving opportunities to reflect after a reading. It needs to link items of a service together in order to draw the congregation along on this journey with you.

## BE RESPECTFUL

The way you speak, stand and dress all need to communicate respect, both of God and those you are leading.

A church service is a special occasion. It's not just another thing in our diaries, it's not a place where we go to hang out with friends. Rather than being just another event in our week, it should be *the* event in our week. As the leader of the service, you need to model to those

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<sup>1</sup> Review by Greg Gilbert (gMarks Ministries) on *Worship by the Book*, by Carson, Keller, et al.

before you what it looks like to take this event seriously and treat it like the special time before the King of Kings that it is.

To encourage people to listen to you and follow your lead, show that you respect not only the God that you are directing them towards, but also show that you respect them.

When you lead, stand up straight (don't lounge on the pulpit or lectern), and look your congregation in the eye.

Speak in a way that is wholesome and not overly casual.

Dress in a way that shows you take the responsibility of leading seriously. Closed shoes, long trousers (or sometimes appropriate shorts) and a collared shirt will usually fit the bill.

## BE REAL

It's easy to get all the practicalities right, but for the service to still lack the life that makes a good church service.

A church service isn't just an outline on a page. It's an occasion where God's people gather together to come before him, pray to him, sing to him, listen to his word and encourage one-another.

With this in mind, the one leading needs to be real. They need to be spiritually engaged with the service, conscious of what is happening, and modelling to everyone else what it means to be a follower of Christ coming to church and taking part in the service.

The leader needs to be conscious of the God we are coming to worship, and lead people to him. The leader needs to be conscious of the fellowship of believers before him, and relate to them in a personal way.

## SUMMARY

So, to recap those points:

1. **Be prepared** - spend dedicated time planning what you are going to say, and how you are going to say it
2. **Be prayerful** - a service covered in prayer will be blessed by God
3. **Start strong** - don't wander into the service
4. **Be clear** - don't leave people guessing, especially newcomers
5. **Be logical** - have a clear direction, and follow it
6. **Be respectful** - remember that you're serving God and *his* people
7. **Be real** - let your own relationship with Jesus obviously motivate everything you do



# Notes

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# Explanations

What the different parts of a service are for

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It's important when we look at the structure for a service that we understand what each part's purpose is, and what it involves. Having a good understanding of these parts will help you lead the service better, and will assist logic and clarity.

*"For God is not a God of confusion but of peace. .... But all things should be done decently and in order."*

(1 Corinthians 14:33, 40 ESV)



*The Word of God is fundamental to leading a good church service*

## Before the service

The time before a service is usually a pressured last-minute dash to get final things in order before starting time. Use this time productively, and with the needs of people arriving for the service in mind.

The plan we follow at Grace for a 9.30am family service is:

- 8:30am:**      **Music team practice** (this is to supplement a mid-week rehearsal, and is really to fine-tune certain elements and do a sound check)
- 9:15am:**      **Music team takes a short break** (to allow for a bit of quiet as people arrive for the service so they can chat or pray)
- 9:20am:**      **Music team prays with leader and preacher**, and then take their places ready to start the service on time

## Welcome

This is beginning of the service, and starts with a sincere welcome, in Jesus' name, to both regulars and to guests.

This is also a time to explain why we meet, and to highlight anything unusual in the service (e.g. Lord's Supper) so that no-one is left guessing and feeling out of place.

It is a good idea to highlight our Welcome Packs and Contact Cards, so that newcomers know where they can find information about Grace Church (on the table at the back).

Once this is done, choose 2-3 particular notices from the bulletin to highlight (note: notices can also be done immediately after the collection).

### Example:

*Good morning and welcome to Grace Christian Church this morning! We are meeting today in the name of our Lord and Saviour Jesus Christ, to come before God. As we meet, we will be praying to him, singing praise to him, offering our gifts to him, hearing his Word as Pastor Jim teaches us, and encouraging one-another as we wait for Jesus to return.*

*If you are visiting us today, a very special welcome to you. We hope you feel at home here among the Grace Church family. On your way out, please pick up a Welcome Pack from the Information Table at the back of the church. In there you'll find details of what our church is about, details of the various activities and ministries at Grace, and a complimentary CD copy of a recent message.*

*We also invite you to enjoy a cup of tea or coffee in the hall behind us after the service and meet some of the regulars.*

*On the way in, everyone ought to have picked up a notice bulletin. In there you will find details of some upcoming events at Grace. Two things to take note of are the three-legged race next Saturday, and the banking details for the 'Replace the Organ Fund' if you would like to donate.*

## Call to worship

The Call to Worship in many ways is the real start of the service. Here we come together around God's Word, to let it set the tone for our service. This can be any passage of Scripture, but is usually something that invites us to reflect on God and who he is.

This is then followed by a short prayer to praise God for the things that the text has emphasised, and to ask God to bless our time together. Sometimes you may wish to move from the reading into the first song and then move to prayer.

Example:

*Friends, as we start our service, hear the Word of the Lord as it is written in Psalm 95:*

*“Oh come, let us sing to the LORD; let us make a joyful noise to the rock of our salvation! Let us come into his presence with thanksgiving; let us make a joyful noise to him with songs of praise! For the LORD is a great God, and a great King above all gods.”*

*(Psalms 95:1–3 ESV)*

*Let’s pray:*

*O God our Father, we praise you today for your greatness and your majesty. You are the rock of our salvation. We thank you today that we can come before you in the name of Jesus, to enjoy worshipping you. We pray, that as we meet today you would bless our fellowship, that the songs and prayers and gifts that we offer might honour you, and that your Spirit might work in our hearts to build us up and encourage us in Christ. We pray this for your glory, in Jesus’ name. Amen.*

## **Songs**

Songs perform a number of functions in the service. They serve to give us a medium to offer our praise to God in way that involves the heart as well as the head, and they are a medium we can use to do that together as a community of God’s people. Some songs serve as vehicles for us to encourage each other with the truths of God’s Word, some songs are prayers, and some songs serve to teach.

For these reasons, most of the songs that we sing at Grace have a close relationship with Scripture. Because of this, it’s a good idea to try and introduce songs with a word of Scripture to illuminate what the song is about. It may also be appropriate, for the same reason, to lead the congregation in prayer as they remain standing after a song and as the music dies away.

(Sometimes it is necessary to link songs with a Scripture or a prayer, sometimes not. Use your discernment, and communicate this to the music team leader) Also think about explaining phrases or ideas in the song that may seem strange.

Also, if you are planning to sing two or more songs back-to-back, with no speaking in between, make sure you tell the music team leader so you don't end up waiting for each other!

Example:

*We're about to sing a song now that reminds us of God's amazing grace. Paul writes in Ephesians 2:*

*"But God, being rich in mercy, because of the great love with which he loved us, even when we were dead in our trespasses, made us alive together with Christ - by grace you have been saved - and raised us up with him and seated us with him in the heavenly places in Christ Jesus, so that in the coming ages he might show the immeasurable riches of his grace in kindness toward us in Christ Jesus. For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast."*

*(Ephesians 2:4-9 ESV)*

*Let's stand and sing 'Amazing Grace.'*

## **Prayer of Confession**

A prayer of confession is another stop along the journey of preparing our hearts to hear God's Word. As we have reflected on God and his greatness, it is natural to reflect on ourselves before God, recognise our sin, confess it, and take hold again of Christ's forgiveness.

This is a great section to introduce with a reading of Scripture. It may be appropriate to give people a short time of silence to reflect and pray before you lead them in a prayer, and sometimes it may even be appropriate to say a prayer together (perhaps with the words printed or on the screen).

Of course, we don't believe that it is necessary to constantly confess our sins and ask for forgiveness in order to remain saved.

Instead, this is a recognition of our continuing battle against sin as we wait for Christ to return, apologising to our Father for where we have failed, humbling ourselves before our Lord and asking for his help.

Example:

*We're going to come to time of confession of sin now before God. As we reflected on who he is, and how great and worthy of praise he is, we have to admit that we constantly fall far short of his standards, and would be lost were it not for Jesus.*

*"If you, O LORD, should mark iniquities, O Lord, who could stand? But with you there is forgiveness, that you may be feared."*

*(Psalms 130:3-4 ESV)*

*Let's each take some time to quietly reflect on those words and our own lives, and then I will lead us in prayer (allow about 30sec-1min).*

*Awesome and compassionate God,  
You have loved us with unfailing, self-giving mercy,  
but we have not loved you.*

*You constantly call us, but we do not listen.  
You ask us to love, but we walk away from neighbours in need,  
wrapped in our own concerns.  
We condone evil, prejudice, warfare, and greed.*

*God of grace, as you come to us in mercy,  
we repent in spirit and in truth,  
admit our sin, and gratefully receive your forgiveness  
through Jesus Christ our Redeemer. Amen.*

**Kids' Talk (9.30am only) and Kids' Church (7.45am and 9.30am)**

At Grace Church, we are blessed with the resources to have a program for our kids during most of our services, which included a kids' talk and kids' worship song, followed by kids' church classes in other room round the church.

The purpose of these programs is to provide an age-appropriate means of teaching younger children about Jesus and the Christian life from the Bible, while giving their parents the opportunity to hear the Word without being distracted.

At the 9.30am service, simply call up the person presenting the kids' talk, and take a seat until it's time to send the kids out. Make sure you've contacted them beforehand so they know at what point in the service the kids' talk is planned for.

After the kids' song (9.30am) or before the reading (7.45am), the kids are invited to leave with their teachers.

Kids church is usually for kids from prep to Yr 6. For younger children, there is a baby room through the door on right of the stage (facing the congregation). Here moms can settle their younger kids, feed in privacy and comfort, etc. whilst still watching the service through the glass screen and listening through the speaker system in the room.

## Collection

The collection is the part of the service where we gather financial gifts towards the ministry at Grace Church.

Elders and deacons are appointed before the service for this task, but some services may require the leader to organise this beforehand (7.45am and 6.00pm). Check with any elders or deacons present. The velvet bags for taking up the collection are in the main office, in the top drawer to the right of the computer. After the collection, the bags are taken to the office and the money is counted by the elders and deacons after the service.

It is easy to consider the collection to be an intrusion on our time of worship. In fact, it is merely another facet of our worship whereby we express our worship of the Creator rather than created things, the Giver of Blessings rather than the blessings themselves. We worship with our wealth.

The leader ought to be clear about this. For this reason, it is best to take up the collection whilst the music team provides some background music to allow reflection on God and who he is whilst we worship with our monetary gifts. Sometimes it is appropriate to take up the collection during a song which allows us to do the same.

You can also use a Bible reading to put this act of worship in perspective.

### Example:

*The elders and deacons will now serve you by taking up your financial gifts towards the ministry of our church. As music plays, let us worship God with these gifts.*

*"Each one must give as he has decided in his heart, not reluctantly or under compulsion, for God loves a cheerful giver. And God is able to make all grace*

*abound to you, so that having all sufficiency in all things at all times, you may abound in every good work.”*

*(2 Corinthians 9:7–8 ESV)*

*For those who prefer to give electronically, you can find our banking details on the front of our notice bulletin.*

## **Prayer for thanksgiving and for those in need**

This prayer naturally follows on from the collection as it allows us to thank God for his many blessings for us, as we have just reflected on the ‘blessing’ aspect of his character.

As we reflect on his blessings and thank him, it is also appropriate to pray for those in whose lives that blessing may not be as evident: those who are sick, bereaved, lonely, distressed, struggling spiritually, those who don’t know Christ.

As well as praying generally, try and pray for people by name, but keep information about their condition crisp and concise, as well as respecting confidential information. You might also pray and thank God for answered prayers.

This is also a great time to pray for our own spiritual growth. After all, that’s why we’re at church!

*Example:*

*Dear Father, Giver of all gifts, we thank you and praise you today for the money that has been collected. We thank you for blessing us generously, so that we can be generous in giving these gifts to you. We commit them to you Lord, and pray that you would do wonderful things with these dollars, for your glory. We pray that you would provide for this church as we seek to make Christ known here in Buderim, and that you would grant wisdom to those who manage these finances.*

*As we consider your blessings today dear Lord, we also pray for those who are in need. We lift up to you those we know who are suffering, in pain, those who are lonely, those who are sick in body or mind, and those we know who are far from you. We pray dear Father that in your grace you would meet them at their point of need.*

*We pray particularly this morning for John Smith, as he undergoes tests, that you would give him peace to trust you with the outcome, and that he might get the care he needs. We pray for Susan Black as she mourns the loss of her mother, that she would know your comfort.*

*We pray this morning also for the leaders of our country, that you would give them a love of peace and justice, and that they might serve the people of this land faithfully for our good and your glory.*

*Lastly Lord, we commit to you the elders of this church who you have appointed as shepherds over us, under the Chief Shepherd who is Jesus Christ. We pray that you would bless them as they care for us, and that we would make their labour amongst us a joy.*

*We pray this all in the name of Jesus Christ, our Lord and Saviour. Amen.*

## **Bible Reading**

Usually, a person is rostered to read the Scripture reading that the message is taken from and has been contacted during the preceding week. It is wise for the service leader to contact this person before the service to ensure that they are prepared and ready to read.

The service leader will invite the reader to the platform, and may encourage the congregation to open their Bibles to the right passage as the reader comes forward. The leader may also highlight the availability of church Bibles on the library shelves (ESV economy edition) and offer these as a free gift from Grace Church for those who wish to take them home.

Sometimes it is appropriate to pray for the reading and the message, especially if a guest is speaking. To avoid unnecessary movement on the platform, you may invite the speaker to come forward as soon as the reading is finished.

*Example:*

*We will now have the reading from God's Word; Betty MacAlistair will come up and lead us in the reading. Please have your Bibles open at John 5:14 so you can follow along.*

*If you don't have your own Bible, feel free to grab one of the ESV Bibles from the library shelves near the door. You are even welcome to take that Bible home with you, and consider it a free gift from us if you don't have your own Bible.*

## **Message**

This is sometimes called the Bible talk, or the sermon. This is presented by the pastor, or a special guest. You can sit down during the message.

## Blessing

After a final song, a blessing is pronounced on the congregation. This may be done by the speaker for the service, who remains on the platform during the final song, or by the leader, who comes to platform after the message and leads into the final song. This is often the case in the event of a guest speaker.

This has sometimes been called the ‘benediction’ or the ‘doxology’, but the meaning of these words are confusing nowadays. The purpose of the blessing is to dismiss the congregation with God’s blessing from his word, often taken from the end of one of the New Testament letters.

It is not really a prayer, and so the congregation may keep their heads raised and eyes open, and the leader may speak the blessing to them.

The congregation may remain standing after the final song as the blessing is pronounced. Final, short notices may also be given during this time, as well as invitation to stay behind for morning tea and thanks to any guest speaker.

### Example:

*Friends, thank you for being here today, it has been wonderful enjoying fellowship with you around the Word of God. Please feel free to join us in the hall through these doors for a cup of tea or coffee after the service and continue the fellowship.*

*“The grace of the Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all.” Amen.*

*(2 Corinthians 13:14 ESV)*

## ITEMS LED BY THE PASTOR

These items will often take place during a church service, and all that the leader is required to do is to invite the pastor, or the one appointed, to the platform to take over. The leader may then sit down until that item is over, and then resume leadership of the service.

## Baptism

At Grace, and all other Westminster Presbyterian churches, we believe in Covenant Baptism.

This means we encourage the baptism of those who come to faith in our Lord Jesus Christ, and also that we encourage the baptism of the children of believing parents, as a sign of their inclusion in the Covenant of Grace. It has no spiritual effect in itself, it is an outward sign.

Baptism is done usually by pouring a small amount of water over the head of the child or adult being presented for baptism, along with questions being answered by the parents or the individuals being baptised, and a blessing said by the pastor.

### **Communion, or The Lord's Supper**

Communion is a fellowship meal enjoyed by Christians since Jesus instituted it on the night he was betrayed (Matthew 26:26-29). Like baptism, it is an outward sign of an inward reality, as the body and blood of Christ are fed on spiritually, by faith, as we reflect together on the death of Christ to atone for our sin. The Supper concludes with a prayer of thanksgiving and of committing ourselves anew to God's purposes.



# Some books which may help you lead well

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Bennet, A. *“The Valley of Vision: A Collection of Puritan Prayers and Devotions”* Edinburgh : Banner of Truth, 1975 (Reprint 2013)

Carson, D.A. (ed.) *“Worship by the Book”* Grand Rapids: Zondervan, 2002

Chappell, B. *“Christ-Centred Worship”* Ada: Baker, 2009

Frame, J. *“Worship in Spirit and Truth”* Phillipsburg: P&R Publishing Company, 2000

Kauffman, B. *“Worship Matters”* Wheaton: Crossway, 2008

Peterson, David. *“Engaging with God”* London: IVP, 1992



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# Service Templates

These are the templates we use at Grace to plan our services.

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## 7.45am Service

DATE

CHECKLIST:                    stewards for offering  
   offering bags

WELCOME:                    notices  
   welcome visitors (welcome pack, info table)  
   Bibles

CALL TO WORSHIP:

PRAYER OF ADORATION AND CONFESSION

SONG:

COLLECTION:

PRAYER OF INTERCESSION AND THANKSGIVING

(KIDS LEAVE FOR KIDS CHURCH)

READING:

MESSAGE:

SONG:

BLESSING:

(Please announce to stack chairs facing the wall for the safety of our children)

# 7.45am Service (Lord's Supper)

DATE

CHECKLIST:                    stewards for offering/Lord's Supper  
   offering bags

WELCOME:                    notices  
   welcome visitors (welcome pack, info table)  
   Bibles

CALL TO WORSHIP:    Bible reading

PRAYER OF ADORATION AND CONFESSION

SONG:

COLLECTION

LORD'S SUPPER:            (invite pastor appointed to lead the service of the  
   Lord's Supper)

PRAYER OF INTERCESSION AND THANKSGIVING

(KIDS LEAVE FOR KIDS' CHURCH)

READING:

MESSAGE:

BLESSING:

(Please make sure chairs are stacked facing the wall for the safety of  
our children)

# 9.30am Service

DATE:

8:30am: Music team practice  
9:15am: Music team takes a short break  
9:20am: Music team prays with leader and preacher

WELCOME: Welcome to visitors/regulars, why we meet, notices

CALL TO WORSHIP: Bible reading, prayer of praise

SONGS:

PRAYER: Praise & Confession of sin

CHILDREN'S ADDRESS:

CHILDREN'S SONG:

KIDS LEAVE FOR KIDS' CHURCH (3 years old to grade 6)

COLLECTION (Instrumental music – team to select song)

PRAYER Thanksgiving and those in need

SONG

BIBLE READING:

MESSAGE:

SONG:

BLESSING:

Closing Song:(Instrumental only – team to select one of the above songs)

# 9.30am Service (Lord's Supper)

DATE:

8:30am: Music team practice  
9:15am: Music team takes a short break  
9:20am: Music team prays with leader and preacher

WELCOME: Welcome to visitors/regulars, why we meet, notices

CALL TO WORSHIP: Bible reading, prayer of praise

SONG

LORD'S SUPPER:

SONG

CHILDREN'S ADDRESS:

CHILDREN'S SONG:

KIDS LEAVE FOR KIDS' CHURCH (3 years old to grade 6)

COLLECTION (Instrumental music – team to select song)

PRAYER Thanksgiving and those in need

SONG

BIBLE READING:

MESSAGE:

SONG:

BLESSING:

Closing Song:(Instrumental only – team to select one of the above songs)

# 6pm Service

DATE:

5.00pm: Music team practice  
5.45pm: Music team takes a short break  
5.50pm: Music team prays with leader and preacher

WELCOME: Welcome to visitors/regulars, why we meet, notices

CALL TO WORSHIP: Bible reading, prayer of praise

SONGS

COLLECTION (Instrumental music – team to select song)

PRAYER Thanksgiving, confession of sin, and those in need

SONG

BIBLE READING:

MESSAGE:

SONG:

BLESSING:

Closing Song:(Instrumental only – team to select one of the above songs)

# 6pm Service (Lord's Supper)

DATE:

5.00pm: Music team practice  
5.45pm: Music team takes a short break  
5.50pm: Music team prays with leader and preacher

WELCOME: Welcome to visitors/regulars, why we meet, notices

CALL TO WORSHIP: Bible reading, prayer of praise

SONG:

LORD'S SUPPER: (invite pastor appointed to lead the service of the Lord's Supper)

SONG

COLLECTION (Instrumental music – team to select song)

PRAYER Thanksgiving and those in need

SONG

BIBLE READING:

MESSAGE:

SONG:

BLESSING:

Closing Song: (Instrumental only – team to select one of the above songs)

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# Using microphones

Info to help you use a microphone the best way

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Microphones (and PA systems) are tools to help increase the **coverage** of a sound-source, like the human voice. The microphone isn't there to make a quiet voice loud. When you use any kind of microphone, keep the following in mind:

**Project your voice as if you are speaking to the whole crowd without a microphone**

This ensures that your voice has the best quality to it, and will help you sound authentic.

There are three types of microphone that you may encounter in a church.

## 1. Dynamic Microphone

This is the most common type of microphone. When you use this microphone, try to keep your mouth within 10cm of the microphone at all times. You will find that as you move further away, the microphone rapidly stops picking up your voice. Of course, this makes it a great choice for singing in a loud band, because it keeps the voice isolated and doesn't pick up a lot of background noise.



Dynamic Microphone

## 2. Condenser Microphone

This type of microphone is often mounted on a long stalk. It is designed to pick up sound from a much wider area than a dynamic microphone, and thus allows a speaker much more freedom of movement. Try to remain at least 30cm away from this microphone at all times, because it is very sensitive, but feel free to move around more because the mic will still pick up your voice.



Condenser Microphone

### 3. Headset Microphone

This is a type of condenser microphone mounted on a harness that fits around your ear, and is connected to a wireless transmitter that you can clip to your belt. The advantage of this microphone is that however you move around, the distance between the microphone and your mouth remains the same. Ensure that this microphone is comfortably positioned, and that the transmitter is on before speaking.

**NB:** Never hold this type of microphone and speak directly into it, as you can damage the delicate components inside.



Headset Microphone





