

SERVING GUIDE: SERVICE LEADING

Background information

Standard Structure of Church

The service leader leads the church family through the service. The service structure is organised to lead God's people through three (3) stages;

1. Preparing to hear God in His Word
2. Hearing God in His Word
3. Responding to God in His Word

The standard service structure is designed to ensure the three (3) stages are addressed;

Stage	Service Component	Team Responsible
1. Preparing to hear God in his word	Song	Music Team
	Welcome	Service Leader
	Kids talk	Kids church team
	Short break - please limit to 5 minutes	Service Leader
	Announcements	Service Leader
	Prayer	Service Leader
2. Hearing God in his word	Bible Reading	Bible Reading team
	Bible talk	Pastoral staff
3. Responding to God in his word	Song	Music Team
	Service Close	Service Leader
	Chat & home	

Service 'Big Idea'

As you lead the service you must aim to convey the one big idea from the part of God's Word we are studying that week. The reason for this is that no matter how hard we might try to get multiple separate points across, a member of the congregation will usually only remember one single concept taken from the service. So rather than trying to say multiple things in multiple ways in a service, we aim to have our service say the one thing, but say that one thing in multiple ways, helping people to remember and apply it to their lives.

As a result everything in the service needs to be directed towards this 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 the kids talk 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.

Detailed Description of task

1. Before Church – during the week

- Read the Bible passages yourself
- Refer to the Sermon synopsis provided by the Preacher. If you have any questions, phone the preacher for that week
- Check Google Docs for service outline which provides details of people involved, sermon “big idea”, announcements, anything extra for the service (eg Lord’s supper, interviews)
- Plan what you are going to say at each part of the service
- Prepare some prayers that revolve around the “big idea” – also prepare prayers using the ‘service guide on prayer’
- Know the roster – who is responsible for each task within the service
- Pray about the service

2. At Church – before the service begins

- Arrive no later than 8:30am (before 9am service) 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
 - music team
 - computer sound
- Gather for prayer with those involved prior to the service commencing

3. Service Component 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 preacher’s message. Say something that makes people look forward to hearing more about the “big idea”. See the sermon synopsis which often has helpful ideas.
- Give a ‘conversation starter’ question for members to discuss with others in the break

4. Service Component 2: Break

Halt the break at a maximum of 10 minutes and bring people back to their seat to resume the service.

5. Service Component 3: Announcements

Announcements and interviews should be organised prior to Sunday morning. Any last minute requests may need to be politely declined to ensure the service keeps its big picture narrative and finishes at a reasonable time. The best announcements are ones connected to our Church’s purpose, vision and values. As you introduce an announcement try to construct a sentence in line with one of these three aspects of WEC to encourage and inform the Church family.

When announcing items, 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. The most memorable announcement will be the one where someone else comes up to give it other than you. Keep this in mind as you prepare the Announcement section.

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

6. Service Component 4: Prayer

Leading prayer is a vital part of the service. Please see the additional document '*Serving Guide - Prayer*' to provide guidance for this component of the service.

7. Service Component 5: Service Close

- 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 restate the big idea. You can use the Service Close to encourage and remind people to reflect on key aspects of the passage/application questions, and then invite to morning tea

8. Other Tips

- No "in" jokes
- Please start with words that reflect what is really important to us, that is; gathering together around the Word of God to hear what God has to say. Likewise, remind people of WEC's purpose, vision and values and why we gather.
- Avoid long monologues – keep the service moving