



Leaders' Resource 2016

Kew Baptist NightChurch

What to do before the service

Galatians 3:26-29, Matthew 28, Mark 10:45

- Seek God through prayer, scripture and meditate on the Bible reading prepared for Sunday.
- Contact the preacher by Thursday - find out theme of service, Bible reading, whether they would like to include any particular songs.
- Contact the music leader by Thursday - communicate what you have talked about with the preacher for that week, including any particular songs they have requested.
- Contact people on Sound/Data and make sure they are able to do it and let them know of any special data requirements - e.g. videos or PowerPoint displays.
- Contact the person rostered on 'Prayers for the World' to confirm they are ready.
- Contact the people rostered on for 'Prayer up the back' to confirm they are ready to be available for prayer during the last songs and after the service.

- Organise someone for the Bible reading
- Organise people to assist with the offering (3-4 people plus someone to pray for the offering)

- We have Communion on the 3rd Sunday of each month - when it is a Communion Sunday, organise (with the preacher) people to help serve the Lord's Supper (these people should be members of the church). Also keep in mind the length of the service and extra things if it is a Communion week

- Update the service plan on Elvanto and make sure the music team, preacher and sound/data team all have access to the order of service.

Preparing for the service

Colossians 3:14-16, Matthew 5:13-14

We are a Christian church. Make the gospel of Jesus explicit, not implicit. We hear the gospel every week to know that we sin, that we're forgiven, that we are loved by God. **(1 John 4:10)**

Proposed service plan (doesn't have to be in this order, and extra segments can be added to accommodate for stories, or more prayer)

- Introduction - tell everyone:
 - ◇ who we are and why we meet,
 - ◇ explicitly talk about Jesus
 - ◇ that we believe he died on the cross for our sins
 - ◇ that we live in thanks everyday for our salvation paid by Him
- Announcements (put a message on the NC Facebook page before Sunday and get people to notify you if they want to make an announcement)
- Perhaps someone to share what God's been doing in their life recently, could be an interview
- Perhaps some time for everyone to chat to others near them in the pews
- Songs
- Intercessory prayer (see next page)
- Prayer for the offering and receiving the offering
- Bible Reading
- Sermon
- The Lord's Supper (3rd Sunday of the month)
- Songs
- Benediction

A bit of explaining...

Call to worship

Looking to the Bible as a call to worship is the best way when starting the service. **Psalms 95-100 and 145-150 and the book of Revelation** have some great passages to encourage the congregation to lift their eyes and hearts to God for the service and the week ahead.

Pastoral and intercessory prayer

This covers three main topics - prayer for the world, our nation and our church.

Looking at the church newsletter is a great way to see prayer needs within our congregation and keeping up to date with world news helps with forming prayers.

You may consider a responsive prayer where the congregation is involved in praying together in groups.

Be mindful of new people who may not be comfortable praying in groups, so it is a nice idea to offer prayer together or separately.

Matthew 6:5-15, Philippians 4:6-7 and 2 Timothy 2:1-6 are good passages to contemplate when choosing people to pray and for your own prayer throughout the service.

Offering

This can be a sensitive issue so it is important to treat this area with much care. We **receive** the offering, not take it up, as the offering is a free and generous act by members of our congregation.

It is a great idea to pray either before or after the receiving of the offering, focusing on gratitude to God for our finances, acknowledgment that all our money is God's, and that we can use the funds to build God's kingdom.

The regular act of giving challenges the temptation of greed and hoarding wealth. A few good passages in response to offering is **Malachi 3:1-6, 1 Corinthians 16:1-2, 2 Corinthians 9:6-11.**

A bit of explaining...

The Lord's Supper

This is a crucial part of our worship once a month. We do this for several reasons. We are remembering the death of our Lord Jesus for our sins. We are celebrating our unity before God as we share the meal together. We are receiving grace from God to serve in the world.

If it is a communion service, check with the preacher as to how they want it run and if they need extra people to assist with different stations. It is nice to try and organise the helpers to be members of the church.

Matthew 26:17-30, 1 Corinthians 11:23-26 are good passages to pray about the Lord's Supper, but all the gospels have good accounts.

Announcements

As we often have a lot of new people at our services, it is great to keep announcements as unambiguous as possible! Try and explain any terms that people may not know and introduce yourself when making one. Try and get a notice on the Facebook page earlier in the week asking people to let you know if they have an announcement to ensure that announcements are kept short and sweet. Also a nice idea is, before the benediction, to do a quick recap of the announcements earlier in the service, so people remember them!

Benediction

Usually after the last song, we like to wrap up the service with a final blessing over the congregation. A bible verse, final prayer or reflection of the service is a nice way to end. **Psalms** are great to read out as an encouragement and a way to send the congregation out for the week.

List of relevant contacts

Senior Pastor

Nicholas Tuohy

Mobile: 0413 132 108

Email: nicholas@kewbaptist.net.au

Associate Pastor

Paul Pallot

Mobile: 0403 791 321

Email: paul@kewbaptist.net.au

What to do on Sunday night

Try and get there by 5:00pm to pray with music team etc before the service and start at 5:30pm! Don't wait for people to sit down, just start!

Check that everyone is set to do their jobs and give out running sheets.

List of relevant contacts

Kew Student Residence Managers

Stephen and Anouchka Chatelier

Phone: 9853 5402

Email: info@kewstudentresidence.com.au

Church Office

Administrator: Lauren Pickering

Phone: 9853 3292

Email: info@kewbaptist.net.au

Office hours:

Mon-Thurs 9am-4pm

The Worship Roster can be found at:

www.kewbaptist.org.au/worship-roster

Be sure to check who is rostered on and contact them first. If you have any problems, don't hesitate to contact the relevant person above.

Things to keep in mind:

- Not everyone knows what the Hostel/Res is – if you mention it, explain it (very briefly)
- Avoid in-jokes. Not everyone gets them and can exclude new members/visitors
- Be yourself! Our congregation is made up of so many talented people. We love seeing talent in action!
- Be aware that people in the service can feel uncomfortable when asked to do group prayer

CHECKLIST

- Have I contacted:
 - ◇ The preacher to find out the Bible reading
 - ◇ The music leader to arrange songs etc.
 - ◇ Sound/Data people to make sure they are able to do it and let them know of any special requests
- Have I made copies of the order of service for the music team, preacher and sound/audio people?
- Have I confirmed:
 - ◇ Someone to pray for the community and the world
 - ◇ People to receive the offering and someone to pray for it
 - ◇ Two people to pray up the back after the service
- Have I involved as many people as possible?
(Romans 12:3-5)
- Have I put on the NC Facebook page asking if people need to make announcements?
- Is it a communion service?