

# Service leading

'God is deserving of all worship, and people need help and good leadership to turn their attention towards him. Our job really is to help turn humanity's attention to an eternal God that sits on the throne. As worship leaders, we should always be developing and deepening our understanding of WORSHIP, but also developing our LEADERSHIP.'  
Dean Ussher (Hillsong Church)

## **Every element of our worship should be done with the best that we are capable of giving.**

See KBC Service Leader's resource: 'What to do before the service'

### **PREPARATION**

Prepare as much as you possibly can. This shows respect to your team and gives honor to God. It gives you peace of mind, confidence and calms the nerves.

*'Prepare as if everything depends on you, pray as if everything depends on God.'*

By the THURSDAY before, check with pastors/admin/convenor/music team leader/audio and data people to know what items need inclusion, Bible reading and topic. (This can guide your reflection and choice of songs.) There may be guests or video clips to include in the program. Prepare an order of service for everyone who is involved in the service.

**BIBLE READER AND PRAY-ER:** Contact the people who are rostered on for these jobs.

**ANNOUNCEMENTS:** put a message on the NC Facebook page before Sunday

**OFFERING:** Organise 3-4 people to assist with the offering before the service. Make sure there are bowls ready.

Personally pray for the congregation, the team, the preacher and message and your role. God will work through you. Ask friends to pray for you too.

Sketch out some notes to keep you on track. Not having notes is not a sign that you're across this, it can say that you haven't prepared. Telling the congregation that you haven't prepared is demonstrating that at KBC we don't value excellence in our service to God.

**ON THE DAY** Be at the church by 5pm. Check that the participants are ready to go. Begin as close to 5:30pm as possible.

### **PHYSICAL PRESENCE**

**BE A GOOD HOST.** Imagine you're inviting guests into your home. Be warm and welcoming. Let your face show that you believe we have the best news on earth! Then, take them on a journey that draws them closer to God. Lead clearly and confidently. Never apologise for your nervousness. Avoid 'in' jokes.

**STEER THE SERVICE.** You're in charge of the timing. Keep things moving. Nearly everyone is used to doing church.

**STANCE:** Using your body, eyes and manner to take charge of the room and help people feel included and relaxed. Own your space and move with a purpose.

**VOICE:** The microphone is your friend. Speak into it. Practise beforehand with the audio crew if you need to. Speak slowly. Public speaking is very different from the way we use our normal speaking voice. Your job is to be clearly heard and understood. Do not mutter or rush. Pause and take a breath to destroy the CURSE OF THE 'UM'.

**MODULATION:** A moderate range of vocal inflexion makes you easier to listen to and easier to understand, but take care that you always stay in the audible range.

'The real practicalities of worship come from knowing who you're leading and adjusting your approach to suit and serve the audience. It's important to make people feel welcomed, at home, as they worship. We can improve our skills, that is a given, but we need to grow in our leadership to create an inviting atmosphere during the service. We should know how our worship leading translates to others. Figure out who we are: we're here to serve. Identify what people need to turn their attention to Jesus, and then help them to draw near to God.' – Jad Gillies, Hillsong Church

## PROCEEDING THROUGH SERVICE

### OFFER A WARM WELCOME:

Call to worship. Using a Psalm, short Bible passage or reflection sets up the atmosphere of meeting with God to learn about him and to tell him we love him. Please don't start the service with – 'Welcome to KBC – 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. At KBC we usually state why we're meeting. (See Leader's Resource p3) This will include: who we are and why we meet, explicitly talk about Jesus, that we believe he died on the cross for our sins and that we live in thanks every day for our salvation paid by Him.

**The following items all need inclusion, but there's no hard and fast rule as to the order.**

### MUSIC / SONGS

**SHARING:** If there is time in the service, you may ask someone to share what God's been doing in their life. Perhaps an interview format will make the sharing easier for your guest. (Consider the questions and advise them beforehand.) There might be time for breaking into small groups to share or discuss a question.

**ANNOUNCEMENTS** Now may be the time to instruct where the toilets are. Remember that not everyone knows 'Max' or 'Sally' etc. Clarify who is to be seen re a certain event, where places around the church or off site are, particularly for newcomers who may not know where the hall or Res is. Clarify dates and times with the announcers if they've been less than clear.

**OFFERING** The offering is an act of worship. It is a moment to reflect on all God gives us and a chance to offer ourselves back to him. See the handout on the Nightchurch Offering. Remind visitors that they are our guests and to feel free to allow the plates to pass. Declutter this time. Include an Offering prayer either before or after the bowls go around. Music can be used as a background for this time.

**BIBLE READING:** make certain that you have a reader in place AND that they know when they're on during the service.

**CORPORATE PRAYER:** again make sure someone is ready to do this and advise them of when to expect it in the service.

**TEACHING:** Introduce the person who is speaking and pray for them when they come to the lectern.

**COMMUNION:** On the third Sunday of each month, communion will be led by a pastor or someone else.

**FINAL SONGS:** The speaker has set up an atmosphere, a challenge or mood. Your job is to keep that rolling along. Honor what the Holy Spirit is doing in peoples' hearts and minds. If you've been challenged, you can say so, but it's still not about you. Don't ever reiterate what's been said and give a second sermon. It's usually best to just get the music rolling when the speaker concludes.

**CONCLUDING THE SERVICE:** Remind people about the prayer opportunity up the back along with inviting everyone to supper and announce where the dinner will be. Give the address if it's off site and invite people to see you for directions if they would like a ride etc. Prayer of blessing on the people in conclusion or perhaps read out a Psalm or Benediction.

**DEALING WITH THE UNEXPECTED:** When an audio link does not work or when someone doesn't turn up, **DON'T PANIC.** Move on to the next item on the program and perhaps it can fit in later in the service. Having notes will remind you where you are and keep you on track.