



# 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
- Phone the preacher and find out what the “big idea” is
- 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) or 10:30am (before 11am 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

### **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 preachers message. Say something that makes people look forward to hearing more about the “big idea”.
- 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**

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 – 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”.

### **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 and then 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.

## **8. Other Tips**

- No "in" jokes
- Please start the with words that reflect what is really important to us, that is; gathering together around the word of God to hear what God has got to say
- Avoid long monologues – keep the service moving