

**so you've
been asked
to...**

**LEAD A
SERVICE**

**Training
pack**

Coulby Newham Baptist Church
Langdon Square,
Coulby Newham,
Middlesbrough,
TS80RW,
10:15am sunday services

So you've been asked to Lead a Service

Your Role

The Service Leader is the person that is in Charge of bringing all the elements of the service together. Your role is to set the tone for the service and to facilitate the flow of the whole thing. When you are leading you are the boss!

Its the week before what do I need to do??

Monday - Friday Jobs:

1. Contact the worship leader and Preacher for that week and ask for them to send you and details of what they are preaching on or thoughts they had for the worship time so that you can begin to shape the order of service.

(NOTE) If we have a **guest preacher** please contact them over the phone so you can have a quick chat and introduce yourself and tell them you are looking forward to having them. They will need a reminder of the details of location and timings as well, and will probably want to be assured we have projection options for their talk. (Ask them to bring their slide, videos on a Memory Stick)

2. Find out about any **Notices** that need to be given on Sunday. Wendy Sutton or Emma Sacco will be the best people to ask about this. Have a think how those notices are best given to people, do you need to ask someone else to give that notice? does it need an image sent to the projector person? does it need a promo video played? - The key is to get a balance between really pushing the things that need to be pushed but not taking up so much time people zone out. I think the key notices need to be **PREACHED**, so have a think about how best to communicate.

3. Plan **The Family Slot** - This is best done early in the week incase you need to invite others into your plans or if you need to buy resources for what you are doing. **SEE BELOW FOR FULL DETAILS ON PLANNING THIS SLOT.**

4. **Plan your welcome** - Some Churches call this the "Call To Worship". This is the part of the service where you welcome everyone in, set the tone for the service, and you help them transition from all the business of getting to church into a place where they can enter worship. If you google "call to worship" there are some really cool liturgies that you may want to adapt and use. Or you may just want to use a scripture you have prepared.

(NOTE) Also use this time to welcome any new comers and explain that they can relax and join in with what ever parts of the service they would like to. If new people have brought kids then reassure them that we love have kids in our Church and explain that after around 20-30mins the kids/youth will head out into their groups.

5. Have 2-3 **backup scriptures/Psalms** on hand to use to help transition either into worship or out of worship. Abrupt changes in tone after worship can feel very disorienting. You don't have to use these but its best to have them ready just incase you feel the flow of the service needs it.

6. Testimonies - If you are planning on having a testimony time during the service then it may be best to prep one of two people during the week to share something that God has been doing in their lives. This will then encourage others to do this as well.

7. Bring the Order of Service together and get it emailed out to as many people as possible. Make sure it goes to Rob Atkinson on Sound, the Worship Leader, the Preacher before Sunday. And print of 5-6 copies to hand out for the Sunday morning. PLEASE SEE ORDER OF SERVICE TEMPLATE BELOW. (use this as a starting point but you can also change this up as much as you like, be creative)

8. Communion - If it is the second Sunday of the Month then we take communion together, You will need to arrange for 4 people to be servers of communion at the service. Arrange for Red Grape Juice and a loaf of un-cut bread to be bought. Also arrange with the preacher if they would like you to lead the communion or if they would prefer to lead into this themselves from their sermon. PLEASE SEE FULL PAGE ONE LEADING COMMUNION BELOW.

SATURDAY JOBS:

1. Is there anyone that you tried to contact and couldn't during the week. Saturday is your last chance to grab them before the service. Have a quick think.
2. Its also a good idea to drop Rob and the Projector person a text and ask them if they have all the info they need for the service.

SUNDAY JOBS:

1. Arrive early, the building will be open with set up people and band from 8:45am. You will want to be around early enough to liaise with worship leader, projector person and preacher before the service.

(NOTE) If we have guest preacher, can you please be there to welcome them, show them around/ get them set up with projector slide and introduce them to others/offer them a cuppa. There is nothing worse than showing up as guest preacher and no one being there to show you whats going on.

2. Make sure everyone is there. Are all the people who are on the Rota there or has anything gone wrong. You are the boss so any last min calls on the Order of Service or people roles is in your hands.

3. Gather people for Prayer. - Spend just 5mins at the front of the Hall praying with the band, preacher and sound team. Offer the service to God, and focus everyones minds on the fact that they are serving HIM as they do their bit in the service.

TOP TIPS

- **Atmosphere** - You are the setter of the atmosphere in the room. Be aware that you want your voice/body language/ to communicate the impression that people will leave of our Church. Some of the words we thought of were.... WARMTH, FAMILY, FRIENDLY, GOD-FOCUSED, ACCEPTANCE, REFLECTIVE, JOYFUL.
- **Be confident** - Being confident in the way you speak means that those coming to the service will feel relaxed and assured that they are in good hands.
- **Hold the Microphone close to your mouth** - And make sure you still project your voice loudly. A Microphone is only there to help you but it will not make up for you speaking quietly.
- **Always be ready, standing up**, with the Microphone before the end of something. - Don't allow there to be disjointed moments where we wait for someone to sit down before getting up, towards the end of the worship songs stand up and be ready to pray or read scripture as a transition. Towards the end of the sermon while the preacher is praying, signal the band to get set up so we can go straight into the worship.
- **Don't preach your own sermon**, that's not your job at this service. It's ok to bring thoughts and reflections and add the odd comment here and there, but don't fall into the trap of preaching your own mini sermon after or before we have one. Let the preachers message hit by itself.
- **Prophetic Words.** We would love to encourage more people to be sharing prophetic words or scriptures during our worship service. If the worship time is flowing well then perhaps interrupt during a quiet moment to ask if any one has a word to share. Ask people to come and whisper in your ear first and you can double check that it is an encouraging word before giving them the Microphone. If you are feeling super organised then it would be amazing to invite some people to pray earlier in the week and ask if God has any words or pictures he wants to share with people on Sunday.
- When leading the service use the sung worship time not only to worship God yourself but ask **"God what are you up to with our Church this morning"** be aware that he may want things to change plan, or he may have a word for you to share, or he may have an theme that he is wanting to be prayed into. If this is the case then signal to the worship leader that you have something to share and be confident in leading people in prayer for what ever it is.

THE FAMILY SLOT

So in any given service there is this special time after the initial worship and before the notices, where we are all together for a few minutes as one family. At the moment we don't use this time to its full potential so I want to ask you lot to BE CREATIVE. Here are a few idea that we have used in the past.

(NOTE) Always have chocolate if you want Kids involved.

(NOTE) If very few children turn up and your activity has Children in mind for it to work then its bast just to scrap it and save it for another time, it is always very strange leading an All Age activity without any kids involved.

(Time Limit) 10mins ish

Memory verse Idea - Verse written on Balloons and popped one by one as the congregation learn the verse off by heart. Or on Paper and screwed up. Or on screen and then actions are invented by the kids to help us remember.

Prayer - Use this time to pray, but think of creative ways for us to pray. Prayer with Playdough, Prayer with writing on Paper Aeroplanes, Prayer by laying on hands, Community Prayer where everyone is released to go and find something that they can pray for this week.

All Age Communion - This has always worked really well, feel free to lead all age communions with paper cups and jugs of Blackcurrant squash, ask the tables to come and help them selves to the bread and juice and ask them to serve each other. You can read some scripture and you can teach people to say "this is the blood of Christ shed for you, this is the body of Christ broken for you"

Confession Repentance Dustbin idea - Lead people to write down their "sorry" Prayers on paper and throw them into the big wheels bin.

Games: We are a family that plays together so please feel free to use this time for a game, a challenge or a quiz, bring some fun and laughter into the service.

Other Places to search for ideas.

<http://www.barnabasinchurches.org.uk/all-age/>

<https://www.freshexpressions.org.uk/guide/worship/scripture-all-age>

<http://www.allageworshipresources.org>

or simply google "All age service ideas"

Template Order of Service

This is simply a template for what we usually do, but one of the things I am excited about you guys being involved is that we will be able to mix this up a bit and have a load of fresh creativity breathed into our services.

Welcome / Call to worship - Welcome newcomers, transition people into worshipful state of mind

Sung Worship - Led by Worship Leader and Band but will need some kind of Transition prayer or scripture to lead out of this time and into the family slot.

Song 1.

Song 2.

Offering - Not every week but can we think of ways we can lead people in their giving, the Tithes box is at the back of the room.

Family Slot- See full guide above

Notices - See notes in first page of Pack

Kids and Youth Leave

Any longer "Notices" that Kids don't need to in for

Testimony time (not every week, but frequently)

Main Sung Worship

- 1.
- 2.
- 3.
- 4.

Sermon

Closing Song

Blessing - Close with a blessing and an invite to have Tea and Coffee with us.

Leading Communion/Lords Supper

There is no Magic words or Special Ministers way to lead communion. Although this is a holy moment it is also a meal. I like the language of being invited by Jesus to a meal table where we can come and have communion with him. So feel free to be creative with the way you do this.

But I also understand there many of you may not have led communion before here are some simple words and structure you can use as a starting point.

1. Explain what we are going to do for newcomer. I usually say “Jesus gave us a meal to eat with him, and we are all invited to this meal table to eat and drink the bread and the wine. If you want to respond to that invite then you are very welcome to. The wine represents the blood of Jesus that was shed for us and the bread represents the body of Jesus that was broken for us when he died on the Cross.
2. Read Scripture.

1 Cor 11

23 For I received from the Lord what I also passed on to you: The Lord Jesus, on the night he was betrayed, took bread, **24** and when he had given thanks, he broke it and said, “This is my body, which is for you; do this in remembrance of me.” **25** In the same way, after supper he took the cup, saying, “This cup is the new covenant in my blood; do this, whenever you drink it, in remembrance of me.” **26** For whenever you eat this bread and drink this cup, you proclaim the Lord’s death until he comes.

or

John 6

53 Jesus said to them, “Very truly I tell you, unless you eat the flesh of the Son of Man and drink his blood, you have no life in you. **54** Whoever eats my flesh and drinks my blood has eternal life, and I will raise them up at the last day. **55** For my flesh is real food and my blood is real drink. **56** Whoever eats my flesh and drinks my blood remains in me, and I in them. **57** Just as the living Father sent me and I live because of the Father, so the one who feeds on me will live because of me. **58** This is the bread that came down from heaven. Your ancestors ate manna and died, but whoever feeds on this bread will live forever.”

3. Pick up the bread and break it onto the plates. And invite the servers to come and take the bread and wine to their serving points. (You may want people to remain seated and the servers to take the bread and wine out to people)
4. Explain to people that that can either come and help themselves from the front table or they can go to a serving point where someone will serve them and offer them prayer.
5. Pray and ask Rob or the Band to play music quietly in the background as people make their way up.