

# MC-ing a Service

The role of chairing the service is to contribute and give support to the Word ministry. The chairperson is responsible for the overall running and coordinating of the service. This involves organizing and liaising with the speaker, Bible reader, pray-er, musicians, ushers, overhead operator and so forth, so that they understand the flow of the service.

Before the day:

- Know the passage being preached on and liaise with speaker
- Tell the Bible reader the passage
- Liaise with pray-er for relevant prayer points
- Choose songs relevant and appropriate (with the musicians) to the passage and Main Idea
- Develop an order/flow of service

On the day:

- Arrive at least 10 mins before the SWITCH to speak to the people involved in the service
- Pray with each other of the people helping out
- Make sure the overheads/song words are ready
- Check microphones are loud enough
- Announcements need not to be parroted- only the relevant ones abbreviated in your own words

In the service:

- Welcome everyone, and only mention 'welcome to newcomers' if there are actually newcomers (find out their name by introducing yourself before the service).
- There are welcomer's packs with info cards for the newcomers to fill out and to place in the offertory bag
- Pray for the service.
- Offering: Saying something like: 'We're going to collect the offertory now. If you're a Christian, and you love Jesus, please give generously. If you're not a Christian, please let the bag pass you by. The monies that are collected go towards running the building, and supporting our full time workers.' In terms of praying for the offering...eg. Thanking God for the money collected. Praying for the deacons that they would use the monies wisely, so that that more people would come to hear about the Lord Jesus Christ and place their trust in him.

## **Announcements:**

- At various times the advertising time or the announcements in church is often completely useless, because its importance is easily overlooked. The vision or goals of the church will constantly need to be put before the congregation/youth group etc, so that they begin to think, breath, walk, talk, sleep and eat these goals! Therefore, one way to keep the vision alive is to advertise well.

- Often in the service the announcement slot is open slather for anyone or anything to be advertised. Those days are over. The advertisements in the public meeting should reflect the vision of the congregation as a whole. So what do you advertise? **You advertise the key events on your program that is in line with your goals, and you do it in a way that is enthusiastic, positive, let's all get amongst it kind of way!** Things such as deacons meeting, leaders meeting and the like can appear in the bulletin and the people are trained to read this sheet for themselves. Other material that may be of interest to some could be put up on the churches notice board.
- At the end of the service, to encourage the congregation with a couple of points that you have learnt and been challenged with from the talk.  
 "We've been reminded today from the Bible that \_\_\_\_\_  
 \_\_\_\_\_"(couple of short point that you have been challenged with).

**The basic format for the 2009 program will be: (but can be varied)**

**8.50-9am** start/welcome- sharing question

Games/activities/bonding games that relate to the talk

Singing time (3) (get chairs) + offertory

Memory verse (for the whole month)

Sharing time: interviews, testimonies, issues spot, mission spot, culture spot- called scalpel, predicaments- what would you do?, sharing about what they have learnt/read

Talking to God (one person, small groups)- have prayer points printed- model prayer

Bible reading

**9.30am** Talk/ Q and A

Notices/Announcements

**10am** Discussion groups (use the hall and east Lindfield hall)

**Finish at 11am** with morning tea and organise activities

Discussion question/thought provoker to think through for the following week

Hand out Quiet time/discussions sheets for those who want to read the Bible