

Warrensburg Church of Christ

Training for Service Guide

May 2011

Welcome and may God richly BLESS you as you read through and absorb this information.

The only intent of this material is to assist and challenge you to serve God in the very best way that HE has equipped you to serve HIM. The motivation of any leadership in the Family of God has to be centered on passages of scripture like Ephesians 4:11-14 & II Timothy 2:2.

As Christians we are called to be responsible and accountable for what God has gifted us with to serve, II Timothy 3:16-17. And whatever we do we are called to do it with the desire to please and Honor God Colossians 3:17.

Ephesians 3:19-20

... and to know the love of Christ which surpasses knowledge, that you may be filled up to all the fullness of God. Now to Him who is able to do far more abundantly beyond all that we ask or think, according to the power that works within us,

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Why a Men's Training Class?

1. To help equip the men of this congregation to efficiently serve the church in public worship. As Christians we should be concerned about anything which will aid or enhance scriptural worship.
2. As individuals we need to be constantly concerned about our spiritual growth; hence, we should be always looking to increase our abilities in every part of God's service (**II Peter 3:18; Hebrews 5:11-14**). This course affords us with an opportunity to help in that growth.

WHAT ARE OUR GOALS?

1. To learn to do things in the work of the local congregation which you would like to do but never felt you could.
2. To help you do that which you are now doing but which you would like to do better.
3. To prepare you to do work in the local congregation that you may never expect to do, but which may be forced upon you some day through unforeseen circumstances (**Titus 3:1**).
4. To convince you that you are neither too old or too young to develop further in your service to the church.

SOME THINGS YOU FIRST NEED

To be successful in these areas of public service, you must:

1. Be living a good Christian life. The old mottos of "Practice what you preach" and "Actions speak louder than words" are really true. You cannot expect to influence others or gain their respect if they know you are a hypocrite in your life (**Titus 1:16**).
2. Have a real desire to learn more and do more. In almost every field, if you **want** to badly enough, you **can**. It is true in this realm as well.
3. Adopt the motto: "I'll try." No high pressure will be exerted on anyone, but we do want to encourage you to stretch to your maximum potential (**Matthew 25:14-30**).

WHAT TO DO ABOUT BEING AFRAID

Stage fright is a natural bodily reaction.

1. In times of emergency the body adjusts itself for response. True stories are told of people lifting cars single-handedly because of this.
2. Several normal body functions are accelerated (heart rate, breathing rate, etc.) due to adrenalin secreted into the blood stream.
3. Thus a large amount of energy is available for rapid use.
4. In the case of stage fright, however, there is no apparent means of using this energy that has been suddenly generated. The results are trembling hands, dry mouth, shortness of breath, and the like. It will pass.

HOW TO GET OVER STAGE FRIGHT

1. Being afraid is a great hindrance to public service in the church, but it can be overcome.
2. Remember what you are doing is important and has great value.
3. Realize the audience is composed of your friends/family who want you to succeed.
4. Be prepared. Know your material thoroughly.
5. Seek every opportunity for practice.
6. Don't expect your fear to suddenly disappear. It will fade gradually.
7. You can do certain physical things to take your mind off your fear. Take a small drink of water or inhale deeply.
8. Don't allow yourself to dwell on the fact that you are afraid.
9. Don't give up!

Realize that a certain amount of fear is necessary to help you perform your best. Some of the best public speakers are actually very nervous about each performance. If you ever do get totally over your stage fright, you'll need to find a way to bring some of it back.

If you're not just a little bit nervous before a match, you probably don't have the expectations of yourself that you should have. - Hale Irwin

Making Announcements

INTRODUCTION

Making announcements in the assembly is an expedient way to relay information needed by all members of the church. It is also a time when visitors can be welcomed and information about the schedule of services can be made known.

The man assigned to this task may, by manner and presentation, add to the reverence of the assembly and help prepare the audience for worship.

THINGS TO CONSIDER

1. Since the announcements are made first, they will set the mood for the entire service.
2. Remember that you are representing the congregation to our visitors.
3. Like all tasks, it deserves preparation.
4. Understand the facts you are presenting, such as times, places, or people, so you can present the information clearly
5. The purpose of an announcement is to let the audience know what they need to do.
6. Keep the announcements brief. No sermonizing. Emphasize the vital points and facts.
7. Speak clearly and loudly so you can be heard and understood by all.
8. No announcement at all is better than announcements that are misunderstood.

WHAT TO DO

1. The person making the announcements is largely responsible for gathering the information. Most people will come to you with information, but you may have to track people down, especially for follow-ups to previous announcements.

2. Since the person making the announcements is the first to go before the congregation, it is his responsibility to call the assemble to order. It can be as simple as walking to the front and waiting for the group to quiet down or saying "It is time for us to begin."
3. Wait until the congregation becomes quiet and give them a moment to get their thoughts focused on worshipping the Lord.

THINGS TO INCLUDE IN THE ANNOUNCEMENTS

1. Welcome those gathered, especially the visitors. Part of the welcome should include a schedule of services and inviting those present to return at those times.
2. Remind people of the upcoming events for the congregation, such as gospel meetings, singings, classes, and studies.
3. Announce the activities of surrounding congregations that members might wish to attend.
4. Give up dated news concerning members, such as sickness, deaths, births, baptisms, traveling, those who recently placed membership, and those who have been restored.
Please remember this is not just a time to announce everything about the ailments and diseases of the sick.
Refer people to read the newsletter fro additional information.
5. Give the schedule for the service. Be sure to announce who is responsible for what activity (sometimes people forget to look and this is their last chance to get prepared) as is customary for each congregation and worship period.
6. Limit announcements to spiritual activities. The congregation has gathered to worship; this is not the time to announce social or recreational activities. These are not a part of the church's work.

Public Prayer

INTRODUCTION

Congregational prayer is authorized in 1 Corinthians 14:1-16, among other passages. One man leads a prayer while the whole assembled body prays along with him. Since the man is leading the congregation, he should pray for things that pertain to the whole congregation. He is giving a voice to the minds and hearts of everyone. This responsibility requires preparation because it is of great importance.

All of our worship must be in truth and spirit (John 4:24). (that is with the "correct" Attitude and Action)

PRAYING IN TRUTH

Only a child of God may lead the congregation in prayer.

1. Jesus taught us to address our prayers to "our Father" (Matthew 6:9). One cannot call God his Father unless he has been born again (John 3:3).
2. All spiritual blessings, including prayer, are found only in Christ (Ephesians 1:3). In order to be in Christ we must believe and be baptized (Galatians 3:26-27).
3. Applicable Old Testament principles: Psalm 34:15-18; 66:16-20; Proverbs 15:29; 28:9; Isaiah 59:1-2.
4. God is pleased to hear prayers from those who are pleased to hear him (Acts 10:1-4).

Speak only as the Oracles of God (1 Peter 4:11). It is just as possible for a person to pray or sing something in error as it is to teach something erroneously. Preparation will minimize error.

PRAY IN SPIRIT

1. Sincerity: Jesus condemns the prayers of play actors (Matthew 6:5).
2. Humility (James 4:10). As our Savior prayed "Thy will be done" (Luke 22:42).
3. In faith (James 1:6-8; 1 John 5:14).
4. Persistently (1 Thessalonians 5:17).
5. May we live as we pray.

THE CONTENT OF OUR PRAYERS

1. We pray to God the Father (Matthew 6:9). Jesus is our mediator (I Timothy 2:5).
2. Give praise (Matthew 6:9).
3. With thanksgiving (I Timothy 2:1).
4. Making supplications (I Timothy 2:1)
 1. Confession of wrong (Matthew 6:12; I John 1:9).
 2. Prayers for the sick (III John 2)
 3. Concerning our physical needs (Matthew 6:11)
 4. Help in facing temptation (Matthew 6:13)
 5. Any lawful desire (Philippians 4:6)
5. Intercessions on behalf of others (I Timothy 2:1; Luke 22:32; John 17:9; James 5:16; Matthew 5:44; Romans 10:1).
6. Discuss the acronym A.C.T.S.

SUGGESTIONS FOR PUBLIC PRAYER

1. Remember you are leading the congregation, thus "we pray" is more appropriate than "I pray." In addition, the things we say needs to pertain to the congregation. Some things for which we privately pray, such as things at work or incidents at home, are not fitting for a congregational prayer.
2. Prayers should be appropriate for the occasion. Give consideration to the purpose of the prayer. A prayer at the Lord's Supper should give thanks for the memorial of the bread and fruit of the vine. A prayer at the end of the assembly should wrap up our thoughts and dismiss us.
3. Remember you are praying to God, **not your brethren**. Praying is not the time to preach a sermon.
4. Speak from your heart in a natural, yet reverent, manner. The purpose of prayer is not to impress others with our eloquence (Matthew 6:5). Remember you are addressing an audience of ONE on behalf of all your brethren. You are the Aaron for Moses so to speak..
5. Speak so that all can hear and understand. Do not mumble or speak so softly that your words cannot be heard. When leading the assembly, it is best if you come to the front and face the congregation. If the assembly cannot hear or understand you, then they cannot say "amen" to your words (I Corinthians 14:15-16).

6. Think about need to pray for ahead of time. Be mindful of specific needs, such as an upcoming class, a gospel meeting, outreach events, home Bible studies, an illness, a bereavement, the elders, or the preacher. Nothing says you can't keep a small note in your hand to remind you during your prayer for who and what you should be praying. There is also nothing that says you cannot write your prayer out before the assembly time and read it.
7. Be careful of clichés.
 1. Examples:
 1. "Guide, guard, and direct us"
 2. "Go with us to our respective places"
 3. "Bless those for whom it is our duty to pray"
 4. "Bring us back at the next appointed time"
 2. While such phrases are not unscriptural, they are used so frequently people no longer consider what is meant. We need to take care that these phrases don't become vain repetitions (Matthew 6:7).
 3. When we are new to public prayer, we quickly find nice ways to say things and then fall into a habit of saying the same thing in the same way. As our faith grows, we should strive to express our thoughts in our own way.

EXAMPLE OF A PRAYER.

We are **not** talking about preaching to the congregation or making announcements to them by means of the prayer. Those are two of the most common misuses of public prayers. We **are** talking about praying in such a way as to inspire their faith and uplift their spirits.

The psalms is a rich depository of texts to inspire our prayers. Take the very first one. Suppose you prayed this way in your public prayers:

Our Father, you have pronounced a blessing on the person who walks not in the counsel of the ungodly. Help us to walk faithfully. You have pronounced a blessing on the person who does not stand in the way of sinners. Help us to surround ourselves with men and women of faith and integrity. You have pronounced a blessing on those who do not sit in the seat of the scornful. Help us to take our place among the encouragers.

Or this:

Father, you have promised that the man or woman of faith and obedience will be like a tree planted by rivers of water. O, give us stability and lasting strength. You have said it would bring forth its fruit in its season. Make us fruitful, Father, so that we may bring glory to YOU. You said its leaf would not wither, that whatever it did would prosper. Father, we long for that kind of daily consistency and productive service for YOU.

Thank The Lord And Do So Specifically.

On a blog where the host asked for suggestions on how he could pray well in public, a fellow identified only as Jesse commented:

I try to be brief and make a 'thank you sandwich'--thanking God for bringing us all there safely, asking Him to bless the activity we are gathering for, thanking Him for the opportunity to participate in the proceedings, and the ability to give money/study the Bible/have a church meeting, etc. Lastly, I try to acknowledge that all things come from Him. It takes about 20 seconds at the most. I've been teased about my short prayers, but really, I feel like if I try to do more I'd be showing off or performing.

That's one person's take on the subject. Another fellow had a good idea: *Practice, practice, practice.* He suggests you write out your prayers and then practice saying them so you'll not need the manuscript. He says, "Think about how you will address God ('God of mercy, God of grace, God of giving, God of peace, etc'). Think how you will address the situation at hand. Keep the tone consistent with the prayer type." It is OK to take a written prayer with you so that you can be sure to mention and say all you intended; after all it is for the benefit of the congregation.

BEGIN AND END YOUR PRAYER WITH PRAISE.

I think of Psalm 103, which begins, "Bless the Lord, O my soul" and ends the same way. The Lord's prayer, which begins with praise ("Who art in Heaven, hallowed be Thy name"), ends with "For thine is the kingdom and the power and the glory forever."

ASSIGNMENT:

Choose a passage from the Bible that deals with prayer. Be prepared to explain the primary thought and how it might help us improve

The Lord's Supper

INTRODUCTION

1. While no more or no less important than any other part of our public worship, the Lord's Supper should be considered as a solemn occasion that deserves careful preparation and proper execution.
2. Everything possible should be done to allow the worshipers to partake without distraction.
3. Read I Corinthians 11:27

FOR THE PERSON PRESIDING AT THE TABLE

A short talk describing what we are doing is in order. (Consider notes on giving a short talk)

1. Visitors may be present who are unaware of the Bible's teaching on this subject. As you are aware of people who are unfamiliar with this biblical practice – it may be well for you to give a brief explanation of what it is we are doing.
2. It helps all Christians to center their thoughts on Calvary and the Resurrection.
3. These remarks should be well chosen and prepared ahead of time.
4. Keep the remarks brief. THIS IS NOT THE TIME FOR A SERMON.
5. **NEVER** introduce a light-hearted or humorous thought. This is not the time or place for that.

READING SCRIPTURE IS VERY APPROPRIATE.

1. The reading should be kept to an appropriate time frame - brief.
2. The text used should make some reference to the subject at hand, that is to specifically the death of Jesus and His resurrection which we are remembering.

3. Some passages are often used, such as Matthew 26 and I Corinthians 11, but others are equally fitting. See Topical Scripture Index: The Lord's Supper for ideas in the back of a bible or a Topical concordance.

Make certain that everyone understands that the contribution is not a part of the Lord's Supper if a collection is taken up at this time. Some congregations like to separate this practice altogether.

PRAYERS AT THE LORD'S TABLE

1. We should give a prayer of thanks for the bread and the fruit of the vine in imitation of Jesus' institution of the Lord's Supper (Luke 22:19-20).
2. While there are many things for which we should pray, this is not the time to include them all. Keep these prayers brief and centered on the communion. Take time to think through the words you would like to use and make sure they focus on the subject of the moment.

GETTING THE JOB DONE

1. Men waiting on the table should sit where they can easily walk up to the table without causing a disruption.
2. Some agreement should be made in advance as to who will stand where and what part they will do. In our congregation the men meet in the library before the worship time begins to pray and make sure everyone knows what they are doing.
3. Stand straight, look neat, and dress appropriately.
4. Remember: the bread is first and the fruit of the vine is second.
5. Give a prayer of thanks before passing the plate of "bread".
6. Work in cooperation with the man at the other end of the pew.
7. Be careful not to accidentally overlook anyone.
8. Be aware of people that might need extra assistance, such as an elderly person or a mother holding on to a squirming child.
9. One person should take the tray to the nursery. Be polite and knock before entering.
10. **DO NOT** do it all over again for late-comers.

ASSIGNMENT:

Have a passage concerning Jesus' death ready to read that does **not** come from Matthew 26 or I Corinthians 11. Prepare some brief remarks that goes along with the reading.

Short Talks

INTRODUCTION

A short five to ten minute talk is often used in congregations at the beginning/end of a mid-week study or perhaps at the end of a night of worship in song. Preparing a talk is a challenge for both the new Christian and the experienced speaker. To someone who has never given a talk, five minutes seems like forever. To someone used to giving a thirty to forty minute sermon, you feel like you're barely warmed up and you're over your time limit.

THINGS TO CONSIDER

1. Keep your talk to within a few minutes of the designated time. People have already invested time in the prior study or service. Extending their stay will make people grumpy, detracting from their reason for being there.
2. You don't have to use up your entire time. If you come up short, but you have made your point, then you have accomplished your mission. That is all that matters.

PREPARATION

1. Decide what **one** point you would like your audience to take with them. Multi-points may be needed for longer sermons, but in a short talk, you only have time to develop one point; and your audience only has time to absorb one point.
2. Write this point at the top of a piece of paper.
3. Begin searching for every verse on or related to that point that you can find. Often you will have one verse in mind, so start with that one and use a cross-reference to locate more. Jot down the verse and write a brief summary of what the verse does for your point.
4. Get as many verses as you can. You will very likely come up with more than you can possibly use -- that is for what you should be aiming. Having too many verses means you have done your research. **YOU DO NOT NEED TO USE THEM ALL.**
5. Go back through your list and mark the verses that are most appropriate for your one point.

6. Now sit back a moment and, considering the verses you have found, how can you organize what you have learned so that it can be clearly understood by your audience. There should be a logical flow that leads the audience to conclude the point you are trying to get across.
7. Avoid using the passages as proof text for your point. It can create a tendency to pull passages out of context just to find a phrase or passage that gives credence to your point. Instead, think about what you have learned from the passages you have researched and work to present what God has said as clearly as you can.
8. Keep the number of passages you use to be between one and four. Too many and you will spend most of your time reading and not have time to tie the points of the passages together into a coherent whole. Yes, there are likely a number of other passages that could be used, but no one said you have to use them all. Pick the ones that best present your point. You do not have time to give book ,chapter and verse for every passage you use.
9. Finally, you need a lead-in; something to get the audience's attention and causes them to want to learn a little bit more. Often I will clip articles from the newspaper, save interesting quotes, or copy a cute story. It is these clippings that often give me the idea for the point I want to make. If you can relate a genuine situation that happen to you or you know "for sure" happened than use it.
 1. A current event will make your point relevant. People will remember hearing about it earlier and your point will give your audience something to say when the topic comes up with their friends and co-workers.
 2. A story or a quote gives the audience something easily remembered. Consider Jesus' parables. He didn't tell the story of the widow's mite to discuss sweeping techniques, but the story helps a person recall the true point.
 3. A question for the audience to start pondering can be a very good lead-in to a topic when your point answers that question.
10. Write down your lead-in and outline the major steps toward your point with the passages you will read. Don't write it out in full; otherwise, your delivery will sound like you are reading, instead of conversing. Your outline will keep you on track and once you know your next point, you can look at your audience as you make that point.

11. Unless delegated Short Talks should always be designed to be encouraging and never condemning or negative. YOU DO NOT HAVE TIME TO TEACH – SO DON'T.

DELIVERING

1. Wait until you have your audience's attention before beginning. Give them a chance to quiet down. It might be nerve racking to stand there quietly for a moment, but wait until you have most of the audience looking at you before you begin. Eye contact means they are paying attention.
2. Avoid talking about your talk. You are better off launching straight into your topic than saying, "The topic of my short talk tonight is ..."
3. Make your voice project. Speak as if you are having a conversation with the people sitting in the farthest row.
 1. Most new speakers try to get louder by straining their vocal chords. Their pitch gets higher and they sound stiff. Within minutes they are worn out.
 2. Instead, get more volume by taking deeper breathes and pushing out more air from your lungs. In other words, use your diaphragm muscles! You will sound loud, but your voice will retain a natural quality. It is still tiring, but you will last hours instead of minutes.
4. Most people talk faster when they are nervous, so counter it by speaking slowly and distinctly. It is not a race to the finish, but an attempt to get people's minds thinking about the point you want to make. Give them time to mull over the idea. Help them hear and understand your words.
5. For this reason, pauses are helpful. Most new speakers (and even some old ones) feel they must fill every moment of their talk with sound. As they try to remember their next line, they will hum, say "ah," or use repetitive catch phrases -- "you know." It is hard to believe, but the best thing you can do is be silent for a moment. It gives the audience a chance to process your last statement while you are formulating your next statement. Every "aha" "you know" "like" etc. takes precious time away from what really needs to be said.
6. Watch out for nervous habits. Keep your hands out of your pockets. Don't pace back and forth or sway as you are standing. Don't fiddle with a pencil, your paper, or your Bible. Most people resort to repetitive action when they are nervous; it gives them an outlet for their excess energy. Instead, direct your energy into your voice, facial expressions, and gestures. Use your nervous energy to help deliver your point and not to distract your audience.

7. Make eye contact with your audience as often as you can. Eye contact causes people to pay attention and to become engaged in what you are saying. As you get practiced at talking, you will be able to read your audience and know when something you said was unclear and needs to be expanded upon a bit or when you are losing your audience's interest and you need to pick up the pace a bit. Making eye contact also means your head is up and your voice is projecting outward.
8. When reading a passage, state it, then turn to it yourself. Listen for the rustling of pages to die down a bit. State the passage again and, then, finally read the passage. This gives people a chance to find it in their Bibles so they can read along with you. The passage might interest them for further study and being able to turn to it gives them the opportunity to mark the passage.

ASSIGNMENT/PRACTICE

1. Psalm 119 is about the importance of the word of God in a believer's life. The topic is approached from a wide variety of directions. Pick one of those points and use it as the basis of a short talk. Tell your audience why God's Word is so important.
2. Hebrews 11 contains a list of heroes of faith. Select one and tell your audience what that person did to demonstrate faith and how they can be hero of faith in the same way in their lives.

Reading the Scripture

The Scriptures are a revelation of the mind of God. Reading the Scriptures, therefore, provides an occasion for the words of God and a message from God to be heard. Accordingly, those who read the Scriptures in the assembly should want to read them correctly and effectively and with appropriate EXPRESSION AND EMOTION.

SCRIPTURAL THOUGHTS ON READING

1. Joshua 8:34; Nehemiah 8:8; Luke 4:16-20; Acts 13:15 : Scripture reading was a common practice among the Jews when few, if any, Bibles were available.
2. Colossians 4:16; I Thessalonians 5:27: Scripture reading, for the same reason, was common among Christians in the assembly.
3. We hasten to observe that the need for reading the Scriptures is not minimized because most members have Bibles today. People learn in different manners, such as by sight, by hearing, or by manipulating. Reading gives people an opportunity to hear what they are seeing.
4. Ephesians 3:4; Matthew 24:15: The purpose of reading the Scriptures is to give understanding. This is only possible when it is done properly.
5. Revelation 1:3: Reading the Scriptures is intended to secure God's blessing through obedience.
6. I Timothy 4:13: Let all brethren, therefore, "give attendance to reading."
7. II Timothy 3:16-17: The Scriptures are inspired of God and should be treated with the same reverence shown to God.
8. A Scripture properly read is, in many instances, half understood.

SUGGESTIONS FOR IMPROVING READING

Announce the passage you are about to read clearly and give people in the audience a chance to turn to the passage.

1. Wait until you are facing the audience before announcing the passage. The audience can hear you better when you are facing them.
2. Announce the verse in two different ways. Example: "Our reading today will be from Isaiah chapter 53, starting at verse 1. That is Isaiah 53, verses 1 through 12." People sometimes confuse two numbers that are said in a row, so put a few words between the numbers.
3. Announce which version you will be reading from. This helps those in the audience who are trying to read along with you in their own Bibles.

BE THOROUGHLY FAMILIAR WITH THE PASSAGE.

1. A thorough understanding helps you read fluently and keeps the attention of the listeners.
2. Looking at the audience periodically during a reading also helps keep the audience's attention.
3. To become familiar with a passage, read it at least five times; better still, read it ten times. After this read it aloud three times.
4. While reading the passage, note who is writing, to whom he is writing, and what the general thought that is being presented. Observe the tone of the passage; is it a word of sympathy, rebuke, narration, joy, instruction, reverence, or the like?
5. If you don't understand the point of the passage or a sentence in the passage, ask! It is difficult to speak with conviction when you are not certain what you are saying.

BE THOROUGHLY FAMILIAR WITH THE WORDS OF THE PASSAGE.

1. Being able to pronounce the words and know their meaning will help you read fluently. Hesitations and mix-ups will distract the audience.
2. Look up any words about which you have doubt; assuring yourself of their proper pronunciation. Repeatedly say the words aloud until you can say them with ease. Mispronounced words not only distract, they can give a wrong sense to the passage.
3. Be careful not to delete or add words. Be especially careful of the word "not". See Matthew 7:21 as an example.

BE THOROUGHLY FAMILIAR WITH THE PUNCTUATION.

1. Don't run over the commas. A slight pause or a change of expression is necessary when a comma is reached.
2. Don't ignore semicolons or colons. A pause longer than given at a comma is needed here. Semicolons and colons indicate that some additional thought, explanation, or example is about to be given.
3. Don't overlook question marks. A pause even longer than one used for a semicolon or a colon is due here, but more importantly the last word or phrase should rise slightly in pitch as though the sentence is left hanging in the air. Use Job 40:1-14 as an example.
4. Don't hurry past periods. The pause here is similar to a question mark, but the voice should drop in pitch. **Notice:** All verses do not end with a period.
5. At times complete sentences are broken between verses. Don't pause just because the end of a verse is reached. Read as if the verse marks are not there. See Luke 1:1-4 as an example.
6. When poetry is being read, sentences are sometimes broken between many lines. Don't pause just because you reached the physical end of a line. Select a Psalm as an example.

BE NATURAL IN TONE AND SPEED.

1. Stand erect, but not stiff. Avoid slouching or leaning on the stand.
2. If you are holding a Bible, hold it chest high and out a ways from your chest. This will make it more convenient to look at the audience.
3. Do not read in a monotone. High pitch is usually associated with a feeling of excitement, alarm, joy, rage, or extreme grief; moderate pitch is used in narration, description, explanation, or teaching; low pitch is used with reverence, gloom, despair, or devotion.
4. Avoid mumbling. Hold your head up so you don't squeeze off your throat. Read clearly, distinctly, and loudly.
5. Make each word distinct. Sometimes we will blend the ending constant from one word with the beginning constant of the next word. Avoid doing this.
6. Avoid reading too rapidly or too slowly. Some confuse good reading with the speed of the reading. Others equate slow reading with reverence. Neither is true. Read at a moderate pace.
7. Vary the pace and pitch of your reading to indicate changes in who is speaking in the text. Use Malachi 1:6-14 as an example.

PREPARATORY AND CONCLUDING REMARKS

This should not become a five or ten minute short talk. Simply set the scene or the context. State who is the writer and to whom is he writing. Give a general sense of what has lead up to this particular passage. This is only to be done if appropriate????

1. Example: "The reading this morning is taken from Galatians 2:11-16 which records Paul's rebuke of Peter for his hypocrisy."
2. Example: "In I Corinthians 5:1-13, our reading for this morning, Paul severely rebukes the Corinthians for keeping company with ungodly members."

CONCLUDING REMARKS CAN IMPRESS THE LESSON TO BE GLEANED FROM THE READING.

1. Example for Galatians 2:11-16: "May these words impress us with the importance of sincerity in all our doings."
2. Example for I Corinthians 5:1-13: "We conclude this reading with the hope that we will, for the good of our brethren and the church, refrain from encouraging any brother in ungodliness."

PRACTICAL READING EXERCISE

Passages to practice with reading aloud. Use the suggested emotions with each passage. Allow others to critique your reading so that you might know whether or not you are reading them correctly.

1. <i>Arrogance</i>	1 Sam. 17:43	9. <i>Humility</i>	1 Kings 8:23,27
2. <i>Gratitude</i>	Psalm 103:1-6, 9-14	10. <i>Righteous Indignation</i>	Matt. 21:13
3. <i>Surprise and Joy</i>	John 20:16	11. <i>Anger</i>	2 Sam. 12:1-11
4. <i>Supplication</i>	Ruth 1:16	12. <i>Admiration</i>	1 Kings 10:6-9
5. <i>Warning</i>	Proverbs 23:29-32	13. <i>Reflection</i>	Psalm 1:8
6. <i>Broken Hearted</i>	2 Sam. 18:33	14. <i>Pride and Submission</i>	2 Kings 5:10-11
7. <i>Ridicule</i>	Acts 26:24-25	15. <i>Warning and Promise</i>	Malachi 3:8-10
8. <i>Faith</i>	John 11:21-27	16. <i>Softness</i>	John 14:1-3

The Collection

INTRODUCTION

The collection is no less a part of worship than any other part. It should not be treated as an afterthought.

PREPARATORY REMARKS

1. The collection is usually taken after the Lord's Supper since the men to pass the trays are already available.
2. Make a distinction between the Lord's Supper and the collection. We don't want people thinking that the collection is payment for partaking of the Lord's Supper.
3. Note the purpose of the collection and what the funds are being used to accomplish.
4. For visitors, make note that the collection is a responsibility of the members. We are not asking visitors to pay for their visit.
5. Reading a passage concerning the collection, the work of the church, or giving is appropriate.
6. Offering a prayer of thanksgiving before the collection is also appropriate.

GETTING THE JOB DONE

1. Work in cooperation with the man at the other end of the pew.
2. Try to avoid rattling the trays as they are being passed.

ASSIGNMENT:

Select a short passage suitable for the collection to be read along with some brief remarks

Song Leading

INTRODUCTION

The song leader fills an important role. He has a definite impact on the spirit and atmosphere of our worship.

1. The leader can either put you to sleep or put you in the proper frame of mind to worship our Lord.
2. A good song leader can make a bad preacher sound good, but a bad song leader can make the best preacher sound bad.

Always remember that the purpose of our singing is to worship God and edify one another (Ephesians 5:19; Colossians 3:16).

The singing does not exist for entertainment, although there will always be some aspect of performance involved. To those unused to simple a cappella Christian worship, our services might not have a great appeal. However, every element of our worship should be done with the best that we are capable of giving.

SOME SUGGESTIONS FOR SONG LEADERS

1. Announce the number of the song twice, using a different method each time. Example: "Our next hymn will be number one hundred thirty-four; that's number one three four." This is a good practice if there is no power point to direct the order of worship. However, there may still be some who insist that the song numbers be announced. Remember, every effort is to be made not to draw attention away from worshipping GOD.
2. Speak so that all can hear you. Don't announce the song as you are walking up to the front. Wait until you have reached the front and are facing the audience.
3. Announce before the song which stanzas you are planning to sing. This is good practice even if there is a power point presentation for the singing. Give thought in advance as to which verses to include. Don't get into the habit of skipping the next to last verse simply to save time.

4. Sing out strongly, especially at the beginning of the song. Remember, you are the leader, not the follower. Stand up straight with your head held up so your voice projects.
5. The first few measures of a song are critical. It is from these first notes that the rest of the congregation will find their pitch and pick up the rhythm and speed of the song.
6. Learn to use a pitch pipe or at least give the first note of the song before starting. This will get the audience's attention and have the starting note in their head so that they start with you and not two or three notes into the song.
7. Even if you don't know how to beat a song, raise and lower your hand at the start of a song so everyone can start together.
8. Watch the tempo of the song. This critical to setting atmosphere. Cheerful songs should be sung with a lively tempo. Solemn songs should be song at a stately pace.
9. Give sufficient time between songs so that people can find the next selection. Don't be in a hurry. Watch to see that most have finished turning their pages or wait until the rustling of pages has died down. This may not be an issue with power point presentations if the words of the songs are projected on the screen.
10. Watch the time. Songs should be rehearsed so that you are aware of how long the singing part of worship will consume. This will ensure that the timing of Worship is not affected negatively. For some this may not be an issue.
11. Don't announce the song following a prayer or announcement until after the prayer or announcement. Otherwise some folks will be fumbling with their song books when they should be thinking about praying or paying attention to what is being said.
12. Announce the song for after the lesson before turning the services over to the preacher. Ask the people to mark the song of encouragement. This will allow you to start the song of encouragement immediately the preacher finishes.
13. Be ready to start the song of encouragement immediately when the preacher indicates. Sit where you can easily make your way to the front. If you are in a large auditorium, quietly move up to the front off to the side as the preacher is making his concluding remarks. This way you won't have to begin the song from the back row or draw attention to yourself as you make your way to the front of the auditorium.
14. If you feel the need to instruct the audience about a particular song, or about their singing in general, be kind and tactful. However remember there is a time and a place for most things.

SOME THOUGHTS ABOUT SONG SELECTION

1. Use a well known song for your first selection. This will get everyone's voices warmed up and their attitude into the right spirit. It is a joy and privilege to worship – help make it joyful.
2. Select songs appropriate for the occasion. Ask the preacher in advance what his topic will be and find songs that will turn people's minds to the right direction.
3. Select songs for their appropriateness in that part of the service. For example, the song "Break Thou the Bread of Life" is appropriate before a reading or sermon, but the words have nothing to do with the bread of the Lord's Supper.
4. Be careful about choosing a new or unfamiliar song. Save these for practice nights. Few things destroy the atmosphere and attention of people to worship GOD than asking them to sing a song few know. It is both uncomfortable and embarrassing for all. Use better known songs during worship on Sunday.
5. Be careful about picking songs that have a dominant part other than soprano. Be sure you have members in the audience who can sing these parts. There are times you might want to have an alternative selection in case you don't have the people to sing the needed parts.
6. Make sure the thoughts of the songs you select are scriptural. Just because they are in the song book, it doesn't mean that each is correct or appropriate for worship.

ASSIGNMENT

Be prepared to lead a song.