



SUNDAY SERVING ESSENTIALS

6PM NIGHT CHURCH

This booklet is not intended to replace any training offered or encouraged by Northmead Anglican Church.

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SERVICE LEADING

Josh Russell

Thank you for serving our Lord and his people in this way. Service Leading is a very significant role and plays a big part in the gathering of believers on Sundays.

Much of what you do as a service leader is staying the same in the new congregations. You will be leading our people in hearing and responding in faith to God's word the Bible. You will be helping our people come together to pray and rely on God. It is the responsibility of service leaders to ensure church is:

1. Smooth running and well organised — orderly *cf. 1 Corinthians 14.33, 40, Colossians 2.5*
2. Intentional, clear and well presented — purposeful *cf. 1 Corinthians 9, 10.31-11.1*
3. Authentic, friendly and fun — joyful *cf. Psalm 100, Jeremiah 31.10-14*
4. Engaging, accessible and thought provoking — truthful *cf. Romans 12.1-2, Acts 20.27*

Your preparation will involve prayerfully considering how to introduce the meeting and establish the theme of the meeting, how to conclude and wrap things up, how to link elements at crucial moments and how to communicate with all people involved in the service.

What is new is the staff will prepare the run sheet of the service at their Tuesday meeting and send it to you Tuesday afternoon. This is in order to help with clearer planning and communication for our church gatherings, and to connect preaching and church life more closely with our services.

All leaders will need to be aware that our churches will have a wider range of ages and demographics and prepare accordingly.

Service Leaders' responsibilities

- Read passage and pray
- Check details of run sheet sent Tuesday
- Touch base with the preacher to establish theme and any helpful links

- Plan and prepare your introduction and conclusion and any transitions
- Contact all those serving and send out run sheet before the end of Thursday to confirm their involvement and offer input
- Arrive at church at 5pm ready to lead the Pre-Service Rundown and prayer time. Confirm involvement, order and microphone transitions.
- Give everyone involved a printed copy of the run sheet.
- Start on time

BIBLE READING

Jann van't Spyker & Dan Sperinck

- Read the passage for your own understanding and pray
- Read the passage aloud several times to practice
 - note any difficult words that need clarification
 - practice emphasis, pauses, breathing, pace etc.
- Find out the page number in church Bibles
- Arrive at church at 5pm for the pre-service Rundown and for training.
- Introduce yourself, and offer church Bibles to newcomers via ushers.
- Introduce the passage and page number and allow time for people to look it up.
- Read with a clear voice into the microphone.

PRAYER

Josh Donohoo

- Read the passage, check the run sheet for community news and things to pray about, noting if you are praying before or after the sermon
- Touch base with the service leader and plan what would be edifying for the church and honouring to God to pray about this week.
- Coordinate with the other person praying that evening so that your prayers are not repetitious.
- Shape your prayers to the gospel priorities God's word gives us, asking for those things the Bible models to us.
- Write out your prayer so it is not distracting as you stumble, but practice it so you know it and are not reading it mechanically
- Make your prayers inclusive using the words "we pray" instead of "I pray"
- Arrive at church at 5pm for the Service Leader's Meeting and Training.
- Introduce yourself
- Pray with a clear voice into the microphone

SINGING AND MUSIC

Tim Uren

- Check when you're on the roster and note it in your diary (each Band is rostered on for two weeks at a time).
- If you are unavailable for any week you are rostered on, please swap with someone else and let Tim know
- Check the roster for what songs you will be playing. Familiarise yourself with the songs in the weeks prior. Band members should practise some alternate arrangements to songs we play frequently.
- During the week before you're rostered on you'll receive a message from your band leader confirming the practice time and they'll let you know of any changes to the roster.
- Band practice will usually start at 4.15pm on Sunday and include set up, sound check and a meeting.
- After the service, pack away all of your equipment and leave the band area neater than you found it. Return all of the music to the correct folders.

Song Leaders

- During band practice, check the slides, make any necessary changes and upload the new file to the Google Drive. If there are no slides uploaded at the start of practice, please contact the person on computer for that week ASAP.
- Introduce yourself and the other singer at the start of the night.
- Communicate with the service leader as to what they want you to introduce.
- Plan (or mostly plan) what you will say as an introduction to the songs each night. You don't need to do an introduction for every song, but always introduce the song after the sermon. Notify the band leader as to when you will/won't do a song introduction.
- During the last song, tell the congregation to hand their connection cards to the two side aisles for collection.

Band Leaders

- Send out a message to the band early in the week (Monday or Tuesday) to confirm the practice time.
- Practise the songs you're leading in advance and plan some alternate arrangements for frequent songs.
- Ensure practice is thorough but efficient.
- Encourage feedback and contribution from all band members throughout practice.
- Reflect after each week's practice and service on changes your team could make the following week to continually improve.

POWERPOINT

- Arrive at church at 5pm for the Service Leader's Prayer Meeting
- Check the PPT is ready to go and matches the run sheet
- Bring up welcome slide on screen
- Confirm if any presentations need the clicker
- Start countdown timer 5 minutes before the service starts

SOUND

- Arrive at church at 5pm for the Service Leader's prayer meeting.
- Turn everything on in the correct order
- Sound check the band and get fold-back levels correct
- Check all microphones that are going to be used
- Check all batteries are charged sufficiently
- Check with the powerpoint person if there is any audio/videos to come from the computer and test them
- Walk around and check the band mix in various areas throughout the hall to check everything can be heard clearly
- Make sure everything is ready for the band to play as people walk in
- Play background music during connection cards and straight after the service.
- Record sermon
- Pack up microphones
- Turn off sound desk in correct order

