

# **REMEMBER THIS:**

## **WHEN LEADING THE CONGREGATION IN PRAYER**

- [1] Remember that you are speaking to God. This isn't just a ritual.
- [2] Remember that the goal is to please God, not impress people.
- [3] Remember to speak from your heart, not recite what you have heard other people say.
- [4] Remember to prepare in advance. Think carefully about what you want to say. Write down a few thoughts and take them to the podium with you.
- [5] Remember to speak into the microphone so people can hear you.
- [6] Remember to speak up and speak clearly so that you can be understood.
- [7] Remember the purpose of your prayer and make sure your words accomplish that purpose.
- [8] Remember to read the Psalms to find ideas for your prayers.
- [9] Remember not to go on and on. This is not your personal, private prayer with God. You are leading the congregation. Take them into account when making a decision about how long to pray.
- [10] Remember the truths found in these scriptures. Use them to inspire your prayers:

Philippians 4:6-7; I Peter 5:6-7; Psalm 66:16-20; Psalm 18:1-6; Colossians 4:2; Psalm 146:17-21; I Thessalonians 5:16-18

# **REMEMBER THIS:**

## **WHEN READING SCRIPTURE FOR THE CONGREGATION**

- [1] Remember that you are reading the VERY WORDS OF GOD. This is serious business.
- [2] Remember to prepare in advance. Know your passage. Read over it out loud several times before reading it for the congregation.
- [3] Remember to figure out how to pronounce any difficult words or names so that you will not stumble over them.
- [4] Remember to announce your passage twice so that everyone can turn to it.
- [5] Remember to give people time to get to the passage so they can follow along. Wait until the rustling of pages begins to quiet.
- [6] Remember to look up while you are reading so you can keep the attention of your audience.
- [7] Remember to read with inflection in your voice. The Bible is exciting – monotone reading is boring!
- [8] Remember to speak into the microphone so that everyone can hear you.
- [9] Remember to speak clearly and distinctly so that people can understand you. Don't rush through your words.
- [10] Remember not to make additional comments unless you are asked to. You may be intruding on a point that is to be made later.

# REMEMBER THIS:

## WHEN MAKING ANNOUNCEMENTS TO THE CONGREGATION

- [1] Be Prepared! You cannot throw this together at the last minute and expect to do a good job.
- [2] Start Early! Even before you get to services you can begin collecting information, i.e. about the sick, coming events, etc.
- [3] Make A List! Don't try to get up in front of the church and "wing it." Have a list of the things you plan to mention.
- [4] Practice! Rehearse in advance exactly what you will say.
- [5] Be Brief! Our primary purpose for gathering is to worship God, not to hear announcements. **WORK VERY HARD TO KEEP THIS PART OF OUR SERVICE VERY BRIEF.**
- [6] Speak Up! Avoid mumbling or speaking too softly. People need to hear you. Be sure to speak into the microphone.
- [7] Look Out! Know what you are going to say well enough that you can look at the audience as you speak to them.
- [8] Include  
Opening Call To Worship:  
  
Short scripture reading focused on worship  
Reminder of what we are here to do  
Welcome visitors  
Briefly mention sick to remember in prayer  
  
Closing:  
  
Welcome to visitors  
Brief mention of the sick  
Reminder of important coming events  
Invitation to come again