

As followers of Jesus Christ, we are called to do many things; but no calling is more important than the call to worship our God. As a worship service leader at our Family Bible Hour, *it is your responsibility and privilege to ensure that the entire service flows in a way that will enable God's people to fulfill that calling without distraction.*

Recognizing the importance of your role, the Elders of WGC have established a few guidelines designed to help you fulfill your responsibility. We ask that you become familiar with these guidelines and follow them.

- **Pay attention to your relationships:** We ask you to make sure that your relationships with God and people are in good order. If a relationship is not in good order, we urge you to make every effort to make it right before you lead (Matthew 5:23-24).
- **Connect with the musicians:** We ask that you connect with the music leader (or the entire music team) early in the week, that you take part in compiling the song list and that you pray with the music leader (or the entire team).
- **Contact the Chapel's office:** We recommend that you call the office before the Thursday prior to the service to find out:
 - What special presentations will be made
 - What computer presentations will be made
 - Who the speaker is and what his topic is
 - Who the computer technician is
 - What announcements need to be made
- **Contact special presenters:** Contact people who are making special presentations. Determine where they best fit into the service and how they will be called to the front. If they have a computer presentation, make sure the presentation guidelines are followed.¹

¹ **COMPUTER PRESENTATION GUIDELINES:** If anyone has a presentation that needs to be loaded on to the Chapel's computer, make sure it gets loaded before Sunday. *No new presentations will be loaded Sunday*

- **Connect with the speaker:** On the day of the service, connect with the speaker in order to determine where he fits into the service, how he will be called to the front and how the service will be closed. We encourage you to pray with the speaker before the service. If the speaker has a computer presentation, make sure the presentation guidelines are followed.
- **Communicate with the computer technician:** Make sure the technician receives the song presentation from the music leader and any presentation that needs to be loaded on to the Chapel's computer. Also make sure that the technician knows about any computer that needs to be connected into the Chapel's system and about any audio-visual presentation that needs to be rehearsed before Sunday.
- **Write up an Order of Service:** Once you know what is happening in the service, write up an Order of Service. We ask that, on the day of the service, you give this Order to everyone involved in the service.
- **Prepare the announcements:** When you call the Chapel's office, find out what announcements need to be made. Keep the announcements short and sweet. Encourage people to read their bulletins.

Avoid announcing things that are a part of the Chapel's regular schedule. Only announce things that are endorsed by the Chapel. If you have questions about an announcement, please talk to one of the Elders.

mornings. If someone intends to bring their own computer, the computer technician will connect it to the Chapel's system Sunday morning. *If the computer does not connect easily, the presentation will be cancelled.* We require that all audio-visual presentations (DVD's, VHS's, computer presentations with sound, etc.) be rehearsed before Sunday.

- **Pray about your words:** The songs we sing in the service are a response to God. We encourage you to start the worship time off with a short scripture to which people can respond as they sing. We suggest that you ask the speaker for a scripture that pertains to his talk. We also ask you to pray at some point during the worship.

Whatever you say, we ask you to remember that you are there to lead God's people in worship, *not to teach, promote an issue or make a point. Keep your words few.*

We recommend that the speaker be given the opportunity to close the service. Should you close a service, however, we ask that you lead the people in response to what was said and leave them with a blessing. *Please refrain from commenting on the sermon, adding to it or qualifying it in any way.*

- **Pay attention to your actions:** How you behave on the platform has a powerful effect on the people you lead. Eye contact when you're speaking tells people that you are *there*. Keeping your hands visible tells people that you *care*. When you're singing and worshipping, show it with your body. Through your behaviour, you set the tone and lead.
- **Participate in planning and training:** We ask that you make an effort to take part in planning and training events for worship service leaders and music teams as they are provided or recommended by the Chapel.
- **Pay close attention to your lifestyle ...** because others are. We expect you to maintain a blameless life in your family and in the community. If any serious questions arise about your life (whether or not they are legitimate), we ask that you take a break from leading worship.

Furthermore, we expect you to remain engaged and involved in the life of the Chapel throughout the year. We ask that you attend the Breaking of Bread service and the Family Bible Hour.

Westlock Gospel Chapel

Reaching into our community with the message of Jesus Christ



Guidelines for WORSHIP SERVICE LEADERS

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