

*Wings4Worship – Chelmsford Diocese*

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- The Wings4Worship course was developed in Durham and Newcastle dioceses and has generously been made available for those in Chelmsford diocese. The authors ask only that their Grove booklets on various subjects are mentioned and promoted. These are each excellent, short and practical guides.

Grove booklets by Trevor Lloyd and Anna de Lange:

W169 How to lead prayers,

W177 How to read the Bible in Church

W199 How to share the leadership of worship

They are available from the Grove booklets website: [www.grovebooks.co.uk](http://www.grovebooks.co.uk)

- Each session should begin and end with prayer. No form of prayer has been supplied – this is up to the leader(s). There is value, though, in the prayers being themselves models of good practice and which enable the course participants to join in the framing and delivery.
- There may be other skills and functions which the group wishes to add, such as acting as a server or thurifer. As with reading the Bible and leading intercessions, a short introduction about aims and purpose should be followed by plenty of opportunities for practice.
- It is left to the leaders' discretion whether or not to give out the handouts. Some people think best with a piece of paper, some are inhibited by too much print.
- The leader(s) should try to incorporate practice in public speaking in each session.

### The Sessions

Session One: Preparing for Take Off: Leading prayers and reading the Bible

Session Two: Getting Airborne: The shape of worship

Session Three: Being the co-pilot: Assisting the leader

Session Four: Being the navigator

Session Five: Being the pilot

# *Wings4Worship – Chelmsford Diocese*

## Session One: Preparing for Take-off

### Opening Prayer

#### 1: Open discussion

What do we value about worship – and what does our worship communicate about God?

This can be in whole group or smaller subgroups. It will be useful to record the responses, perhaps on a flip chart. Each worshipping community may have different priorities. Aim to end up with some statements such as 'God is... so our worship should be... e.g. God loves all people, so our worship should be accessible'

*Approx. 20 minutes*

#### 2: Speaking in church

Use the information in the handout 'Speaking in Church and Using a microphone' to provide some input and model good practice. Emphasise the value of being able to project and enunciate the text without the use of microphones and give people opportunities to practise if possible.

*Approx. 20 minutes*

#### 3: Reading the Bible in Church

Look together at the handout: 'Reading the Bible in Church' then invite people to read a passage. They can do this with the formality – beginnings and endings – that they have at their own church. Make sure everyone has a go and identify any that need further help. (Everyone can improve in some way)

*Approx. 30 minutes*

#### 4: Leading intercessions

Give out the handout 'Preparing and Leading Intercessions.' Then ask people to write a section of the intercessions for the following Sunday and share in small groups.

*Approx. 30 minutes.*

### Further resources:

Grove booklets by Trevor Lloyd and Anna de Lange:

W169 How to lead prayers ,

W177 How to read the Bible in Church

Available from the Grove booklets website. [www.grovebooks.co.uk](http://www.grovebooks.co.uk)

Guidance of speaking clearly: There are some good tips at

[www.trainingzone.co.uk/develop/talent/practical-tips-for-projecting-your-voice](http://www.trainingzone.co.uk/develop/talent/practical-tips-for-projecting-your-voice)

- Breathe well, move lips, sound the ends of words and talk to the back of the room.

# SPEAKING IN CHURCH

## and using a microphone

### General Information

Whatever part you are playing in the service, and however small you feel it to be you play an important part in the worship and in helping others to approach God. If no-one can hear what you say, then the words are wasted.

Prepare prayerfully, and practise out loud. That is the only way to discover the tongue-twisters. Don't be afraid to ask for help with names or difficult words. And then pray some more.

### Using A Microphone

If there is a microphone do use it. Many churches have a loop to help those with hearing aids, and some record parts of the service. In both cases the microphone is the pick-up for the system.

Find out if you need to switch the microphone on and for off, and how to do it. The first time you use any particular microphone try to practise with it first. They all vary but in general:

- stand so that you are speaking towards but not 'into' the microphone; with most types there is no need to be closer than about two feet - any nearer and it might pop and hiss.
- ignore that it is there at all. It is there to reinforce your voice, not to do all the work for you. If you speak as if you had no amplification, you will be doing fine.

### Making Your Voice Carry

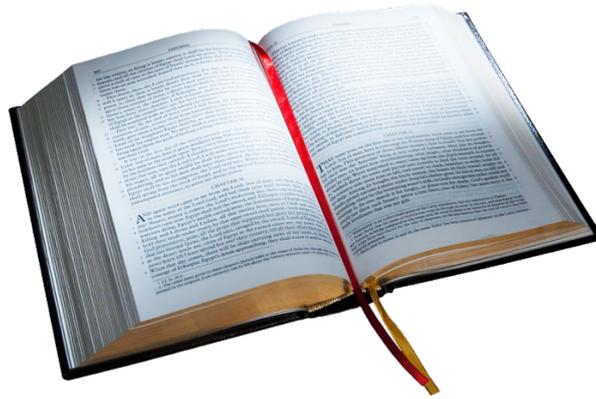
When a church is full of people the sound is absorbed very easily and tends not to be heard clearly, so take extra care. If you have practised in an empty church, remember that when it is full the acoustics will have changed. There are some hints to help you below.

- ✓ Hold your Bible, books or notes well up, so that you are looking out rather than down.
- ✓ Imagine that you are talking to someone right at the back of church. That way you will 'throw' your voice and slow your speed. If you don't know what this feels like, go into the empty church with a friend and hold a conversation with one of you at each end of the nave.
- ✓ Keep your head up as much as possible. If you stand with your weight a bit forward (on your toes rather than on your heels) you will find breathing easier.
- ✓ If you can manage some eye contact with people without losing your place, so much the better. Don't be afraid to use a finger to move down the page.
- ✓ If using a response, leave a pause before the 'trigger' line so that people are ready for it. Give them time to breathe in between the trigger and the response.
- ✓ Remember - clearly, slowly, loudly - even when praying.

## In Church On The Day

- Arrive in good time and let the person who is leading the service know you are there.
- Sit at the end of a row where you can easily get to the front.
- Make sure you know where your 'bit' comes. Follow normal custom in your church: in some churches people move into place during the last verse of a hymn, in others they wait until the item is announced. If in doubt, ask.
- Allow the congregation to settle before speaking. This may take longer than you think. Stand quietly and watch until you can see that most people are ready for this part of the service.
- Afterwards don't rush back to your seat: pause for a moment, and then return quietly and silently.

# Reading the Bible in Church



## Remember – this is a privileged task

- The Bible is the word of God for us
- We can help people to discover the Bible and get to know it better
- The Bible nourishes and sustains our faith
- The Bible binds all Christians together as the people of God
- The Bible inspires and informs our attitudes and our actions

## Understanding what we read- How can we get to know the Bible well?

- How was the reading chosen?
- What is the context of this passage in the Bible?
- How does this reading relate to the liturgical season or current theme?
- Which translation of the Bible should we use?
- What does the passage mean?

## Preparation

- Pray
- Study the passage
- Check for any difficult words
- Use emphasis and expression
- Read it aloud and practise
- Know how to introduce and close the reading
- Know where to stand and when

## Presentation

- Be ready
- Take your time
- Announce the reading
- Be heard!
- 

## You could try:

- Mime or tableau
- Dramatized or 'active' reading
- Images and sound

# Preparing and Leading Intercessions

## What are you doing?

Bringing people with their concerns into the presence of God.,

Voicing the prayers of all the church,

Addressed to God, on behalf of all,

Not preaching or giving notices!

## Consider:

What sort of service is it?

Who will be there?

And how many?

What usually happens?

## For each occasion

The liturgical season

Theme/ sermon

Diocesan and local cycles of prayer

Concerns of the world

Concerns of the congregation

Church news

Special events

## Matters of style

Be clear, and specific

What can people say 'Amen' to?

Give thanks for prayers answered

Find an appropriate response

Use a Collect OR Litany pattern

## Dare to be different

Make paper chains, leaves, flames, and offer them on a cross

Break up into small groups

Lead from somewhere unusual

Go on a prayer walk inside or outside the building

Give prayers flight with helium balloons - or bubbles

Ask the people what to pray for

## Touch the heart as well

Be multi-sensory or visual

Rhythm and repetition

Use of silence - music - movement

Incense / candles / confetti

Offer a take-away reminder

## Daily practicalities

Write all out

Listen to a last-minute newscast

Don't assume people know anything off by heart

Sit at the end of a row

Move in good time

Allow settling time

Stand well

Speak clearly and slowly ...

... even if there's a microphone

Practise writing out intercessions in the following pattern:

The Church of Christ

Creation, human society, the Sovereign and those in authority

The local community

Those who suffer

The communion of saints

# *Wings4Worship – Chelmsford Diocese*

## Session Two: Getting Airborne

The aim of this session is to help group participants see how the various elements of the service fit together and to identify what is most valued by members of their church in the tradition to which they belong.

### Opening Prayer

#### 1: Seeing the Shape of Worship

What is in an act of worship and why is it there?

The handout on the 'Shape of Worship' may be used as an encouragement to discussion and personal reflection.

- Participants should be asked to identify what happens in their churches at each of the five points of the service.
- They should then consider how the mood of the service is changed. *Approx. 30 mins*

#### 2: 'Who Can do What?'

The handouts 'Who Can do What?' with 'The Liturgical Year' can be used talk further about the times and seasons of the Church's worship.

#### 3: Small Group Discussion

In smaller groups participants should consider how they would approach planning a service for one of the following occasions: Mothering Sunday, Harvest, Remembrance Sunday, Advent Sunday. They should think about how each of the five points of the service will change. In the feedback they can explain what factors they would take into account, such as who they expected to be there.

*Approx. 40 mins.*

## Getting airborne: the 'shape' of worship

Whether we use Matins or Evensong from Book of Common Prayer or the Service of the Word from Common Worship, the basic 'shape' of worship is the same:

- Gathering
- Penitence
- Word
- Intercessions
- Dismissal

The structure of other Common Worship services, such as Holy Communion, echoes this, as do the marriage and funeral services to a lesser extent.

What are the 'essential' elements in a service?

Why is it important to include them?

We can also think about the 'mood' of a service as we plan worship. How might this be set, and how might it change in the course of an act of worship?

## Who Can Do What?

Apart from ordained clergy, who can ...

*Lead Morning and Evening Prayer, A Service of the Word (including the first part of A Service of the Word with a Celebration of Holy Communion)?*

Readers, Licensed Lay Ministers, licensed Lay Workers, and 'some other suitable lay person' invited by the minister (Canon B11 – or by the churchwarden if the vicar is not there or ill)

*Lead all or part of the Gathering and Ministry of the Word?*

A Reader/LLM or other authorized layperson (Common Worship p 159, Note on Ministries).

*Preside at Public Worship with Communion by Extension?*

A Reader/LLM, Lay Worker or other lay person who has received appropriate training (Note 3 to the service).

*Distribute Holy Communion (both bread and wine)?*

Readers/LLMs, lay people authorised by the Bishop under Canon B12.3.

*Baptize?* A lay person can do this only in an emergency (B22. i89)

*Take parts of the Marriage Service?*

Canon B43 and Note 13 to the Common Worship Marriage Service (which gives a list of the essential parts of the service which must be done by the minister solemnizing the marriage) imply that a lay parson might assist in a Marriage Service.

*Take a Funeral Service'?*

Readers/LLMs, and Licensed Lay Workers and Lay Funeral Ministers authorized by the Bishop, with the goodwill of those concerned, and at the invitation of the minister (EA.2A, E7.5). And one of the purposes behind the extended design of the Common Worship Funeral Service was that many sections might provide some liturgical structure and words to support the actions of lay people, for instance Ministry at the Time of Death, praying at home before, on the morning of, and after the funeral. In the Funeral itself, the tribute may be by a family member or friend.

*Preach*

Readers/LLMs, Evangelists and Licensed Lay Workers, and ...at the invitation of the minister ... another person may preach with the permission of the bishop of the diocese given either in relation to the particular occasion or in accordance with diocesan directions' (B18.2). In A Service of the Word the Notes say that 'sermon' includes drama, interviews, discussion and breaking the sermon up into parts.

*Read the readings (including epistle and gospel at Holy Communion)?*

Anyone invited by the minister (B12.4).

*Lead intercessions?* Anyone invited by the minister (B12.4).

*Lead the music?* Anyone invited by the minister (B20.1).

Numbers in brackets refer to the Canons, which can be found at [www.churchofengland.org/more/policy-and-thinking/canons-church-england](http://www.churchofengland.org/more/policy-and-thinking/canons-church-england) (Link correct May 2020)

# The Church's Calendar

Season	Alt	Starts	Ends	Notes
Advent		4th Sunday before Christmas	Christmas Eve	The Church's year begins
Christmas		Christmas Day	5 <sup>th</sup> January	White or Gold
Epiphany		6 <sup>th</sup> January The feast of Epiphany	2 <sup>nd</sup> February	White or Gold
The Presentation of Christ in the Temple		2 <sup>nd</sup> February	2 <sup>nd</sup> February	White or Gold
Ordinary Time		3 <sup>rd</sup> February	Shrove Tuesday	Sundays before Lent
Lent	L.A.	Ash Wednesday	Easter Eve	Purple or Lent Array 4 <sup>th</sup> Sunday of Lent is also Mothering Sunday 5 <sup>th</sup> Sunday of Lent is Passion Sunday (Passiontide begins)
Holy Week (The final week of Lent)		Palm Sunday	Easter Eve	After the Maundy Service the church is stripped for Good Friday and Easter Eve
Easter	<i>not Gold</i>	Easter Day	7 weeks (50 days) after Easter	The Thursday 10 days before Pentecost is Ascension Day (White or Gold)
Pentecost		Pentecost Sunday	Pentecost Sunday	Used to be known as Whitsun
Trinity		The Sunday after Pentecost	The Sunday after Pentecost	White or Gold
Ordinary Time		After Trinity	31 <sup>st</sup> October	Sundays after Trinity
All Saints		1 <sup>st</sup> November	1 <sup>st</sup> November	Can be kept on the 4 <sup>th</sup> Sunday before Advent
Sundays before Advent		4 <sup>th</sup> Sunday before Advent	2 <sup>nd</sup> Sunday before Advent	Red or Green Includes Remembrance Day/Sunday
Christ the King		Sunday before Advent	Sunday before Advent	White or Red
Advent ...		4th Sunday before Christmas	Christmas Eve	The Church's year begins

# *Wings4Worship Chelmsford*

## Session Three Being the Co-Pilot

The image of being a 'co-pilot' in a service applies to those reading, leading intercessions, introducing a particular aspect of an all-age service, those administering the chalice at Holy Communion, acting as a server and others.

### Opening Prayer

#### 1: Being Co-Pilot

Three principles when leading worship are suggested:

- being in relationship with God and others,
- being prepared and
- being transparent, that is, enabling others to see God through us.

In full or smaller groups invite suggestions for ways to fulfil these principles. This would include individuals' relationship with God and with the congregation, practice, body language, tone of voice and so on. *Approx 30 minutes*

#### 2: Group Exercise

The service for Christchurch Anytown is used as a practice to enable as many people as possible to take part in leading worship. Ideally, this is done in as real a setting as possible. It can be divided into sections and there are spaces where additional material can be chosen and added.

Leading worship involves a mixture of ways of speaking, including declaration, encouragement, invitation and commissioning. Those who are leading should think about their own posture and movements, their voice and their interaction with the congregation. When should the leader look at the congregation and when lead by example? Much of the work of the leader is introducing material for the congregation to join in with. How much introduction is needed – or expected?

- i. Look through the service and decide what tone of voice, posture and approach is appropriate at each point.
- ii. Allocate roles and take this service, ideally in a setting which requires voice projection. Change roles to allow several to practise.

*Approx. one hour*

#### Resource:

Grove Booklet W199 *How to share leadership of worship.*

# CHRIST CHURCH, ANYTOWN

## MORNING PRAISE

Any notices are given.

### Greeting

Welcome in the name of Christ.

God's grace, mercy and peace be with you  
**and also with you.**

This is the day that the Lord has made. Let us rejoice and be glad in it.

O give thanks to the Lord, for he is good, and his steadfast love endures for ever.

### Opening prayer

*Almighty God, to whom all hearts..., or another suitable prayer, or*

Lord, speak to us  
that we may hear your word.  
Move among us  
that we may see your glory.  
Receive our prayers  
that we may learn to trust you. Amen.

### Confession

*Authorised words of confession, or*

In a moment of quiet we think of all God's goodness to us:

life, food, health, shelter, talents, and the love we receive from others.

But we also remember the shadows in our lives:

the things that we have done and said, or left undone and unsaid, the things we have taken for granted.

Gracious God, we pretend to be good when we are not. How quick we are to find fault in others.

Lord, have mercy.

**Lord, have mercy.**

Merciful God, we turn our backs on those who need us. How slow we are to do good.

Christ, have mercy.

**Christ, have mercy.**

Holy God, we often place our own needs and desires above everything else.

How slow we are to seek your will.

Lord, have mercy.

**Lord, have mercy.**

May the God of love bring us back to himself, forgive us our sins, and assure us of his eternal love in Jesus Christ our Lord.

**Amen.**

### Thanksgiving

*Suitable words of thanksgiving, or*

Let us thank God for his goodness to us:  
For creating the world and for preserving it until now; for the wonder of nature and the beauty of the earth;  
and for the regular return of day and night, and of the seasons:

we give you thanks, O Lord,  
**and praise your holy name.**

For our memory, which enables us to learn from experience; and for our imagination, which opens up to us a wider world:

we give you thanks, O Lord,  
**and praise your holy name.**

For the grace by which you have revealed yourself to us; for your patience with our waywardness and your forgiveness for our sinfulness:

we give you thanks, O Lord,  
**and praise your holy name.**

Above all, for the promise of all things new, and for new life in Jesus Christ:

we give you thanks, O Lord,  
**and praise your holy name.**

## Old Testament Reading

This is the word of the Lord.

**Thanks be to God.**

## Hymn or Psalm

## New Testament Reading

This is the word of the Lord.

**Thanks be to God.**

## Sermon

## Response

*This may be prayer, a hymn, silence, or action*

## Creed

**I believe in God, the Father almighty,  
creator of heaven and earth.**

**I believe in Jesus Christ,  
his only Son, our Lord,  
who was conceived by the Holy Spirit,  
born of the Virgin Mary,  
suffered under Pontius Pilate,  
was crucified, died, and was buried;  
he descended to the dead.  
On the third day he rose again;  
he ascended into heaven,  
he is seated at the right hand of the  
Father,  
and he will come to judge the living and  
the dead.**

**I believe in the Holy Spirit,  
the holy catholic Church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and the life everlasting.**

**Amen.**

## Prayers of Intercession

*In our prayers this response may be used*

Lord in your mercy

**hear our prayer.**

*The prayers end with the Collect  
(Prayer of the Day) and the Lord's Prayer.*

**Our Father in heaven,  
hallowed be your name,  
your kingdom come,  
your will be done, on earth as in heaven.  
Give us today our daily bread.  
Forgive us our sins,  
as we forgive those who sin against us.  
Lead us not into temptation  
but deliver us from evil.  
For the kingdom, the power, and the  
glory are yours  
now and for ever. Amen.**

## Hymn and collection

## Conclusion

**Be with us, Lord,  
as we go out in your name:  
may the lips that have sung your praises  
always speak the truth;  
may the ears which have heard your  
word listen only to what is good;  
and may our lives as well as our worship  
be always pleasing to you,  
for the glory of Jesus Christ our Lord.  
Amen.**

## Hymn

*Common Worship: Services and Prayers for the Church of England (2000), and New Patterns for Worship (2002), material from which is included here, are copyright © The Archbishops' Council*

# Wings4Worship Chelmsford

## Session Four: Being the navigator

To plan the service it is necessary to be familiar with both the regulations and resources of the Church of England and with the practice and expectations of the local church. In many churches the order of service will already exist and the leader of worship may need to do no more than choose or check hymns. In other situations, particularly where there had previously been services of communion and a priest present every week, there may be much more preparation to do.

The following assumes that the service is for a mixed congregation within the church at the main service.

### Opening Prayer

#### 1: Review

Look back at Session Two, the shape of the service: Put the following in the order in which they usually come. (The leader may prepare cards with these words on, to be placed in order)

*Confession, blessing, intercession, sermon, notices, Bible readings, praise and thanksgiving, offering.*

Why should they come in the order chosen? What are the differing moods of each part of the service?

Are there other parts included in the participants' churches, such as lighting a candle, having a prayer ministry or exchanging the Peace? What part do these play in setting the rhythm and feel of the service? *Approx. 20 minutes*

#### 2: The Lectionary

Look at the lectionary together. It will be helpful if the sheet relating to that time of the year could be duplicated for each member of the group. See how the time of the year determines the readings, the liturgical colour and the collect. *Approx 15 minutes*

#### 3: Available Texts

Find the texts listed below in Resources, both in hard copy and online. If some group members come from churches that use the Book of Common Prayer, this should also be introduced.

Using the handout, 'Putting the Service Together' frame a service for a particular occasion in the year, showing how one puts together all the elements that have been considered.

*Approx one hour*

### Resources

The following texts may be downloaded or read online:

<https://www.churchofengland.org/prayer-worship/worship/texts.aspx>

**Principle Services** (including *A Service of the Word, Morning and Evening Prayer on Sunday, Morning and Evening Prayer from The Book of Common Prayer and Holy Communion*)

**Daily Prayer, New Patterns for Worship, Times and Seasons, Festivals, Christian Initiation, Pastoral Services, Ordination Services,**

## Putting the service together

Working as a team with other service-leaders as you plan is invaluable, and essential for your first few times. With experience comes confidence and trust from other people too.

### Looking at the shape

When leading a service, it's important to understand the structure and the mood of each part. There's a beginning and an end, but what happens between? Where are the high points and the reflective points likely to come? Where will people be challenged?

### Texts to be used:

You must identify on which point in the church's calendar the service will happen. This guides everything else. The diocesan podcast is one source of information, or a lectionary or the Common Worship website

Certain parts of the service are 'proper' to that occasion such as:

- the colour of any hangings,
- the readings to be used – if your church follows the lectionary
- the psalm if that is part of your church's practice,
- the Collect (special prayer for the day or week) - this is most often used as part of the Gathering at the start of the service, or to end the intercessions.
- the introduction to the words of confession, to the Gospel and the blessing may also vary according to the church's season.

### Texts you may change in a limited way:

The Creed and Confession in any service establish the church's doctrine and the Church of England does not allow free choice of words. There is, however, a considerable range of options available to us.

Authorised forms of confession and absolution and authorised creeds and affirmations of faith are downloadable. <https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/daily-prayer/forms-penitence>  
<https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/common-material/new-patterns-worshp/resource-section-themes/e-creeds-authorized-affirmations-faith>

### There is free choice of words for

- Hymns (which will probably be chosen for you)
- Any greeting and closing words
- Any links or introductions during the course of the service
- The sermon
- The prayers of intercession
- The notices

The Church of England's website gives many suggestions.

Remember that what you say needs to reflect and complement the seasonal parts of the liturgy, and be in keeping with the style of the service.

### Working through the service

- A service-sheet does not have to be long or complicated; a single sheet of A4 is usually big enough to take everything the congregation needs, and can be used many times.
- As you plan this service you will find it helpful to print out the structure or headings, and write in the hymn numbers, Bible references, the Psalm, the Collect any other reminders such as receiving the collection.
- If other people will be taking part, make a note of who they are and exactly what they expect to be doing.

There is very good advice on preparing service sheets in Producing Your Own Orders of Service Paperback by [Mark Earey](#) CHP 2000.

Also recommended: 'How to choose Songs and Hymns for worship' by Mark Earey, Grove Booklets W201

# *Wings 4 Worship Chelmsford*

## Session Five: Being the pilot.

The purpose of Wings for Worship is that no-one should need to 'fly solo' in a service, as others will be co-pilots. However, it is vital that someone takes overall responsibility for a service.

### Opening Prayer

#### 1. Preparing to Lead

As a whole group look through the list of questions in the handout: 'The Practicalities of Leading an Act of Worship.' Then, in pairs, identify which participants can answer 'yes' to now and which need further investigation.

Then tell your partner all the practical things that are needed to make a service happen in their own churches. Include as many items as you can - nothing is too small.

*Approx 30 minutes*

#### 2. Personal Checklists

Each person should make their own, personal checklist of things they need to know before an act of worship.

*Approx 20 minutes*

#### 3. Final Act of Worship

Decide together how you would like to end in worship and then pray together.

*Approx 40 minutes*

## The Practicalities of Leading an Act of Worship

The Canons of the Church of England set out what constitute authorised services. For the purpose of this workshop we assume that we are using one of the authorised services.

First, some practical things. If this is your first time and it is at all possible go into the church and have a walk and a look around.

- Who will let you into the church, if you don't have keys yourself?
- Do you know how to turn the lights and, if necessary, the heating on?
- Is there a microphone, and if so do you know how to use it?
- What will you wear? What is local practice and what is expected?
- Where will you lead the service from?
- Where will you be sitting? How will you get to your seat at the beginning, and where will you go at the end?
- Will there be a collection, and if so how is it taken and brought forward?
- What order of service are you going to use? Options include the Book of Common Prayer and the various forms to be found in Common Worship (including in Daily Prayer, and additional material for Morning and Evening Prayer).
- Where are the service books/sheets will you use?
- Who else is taking part in the service (such as those to read the lessons, lead intercessions, play music, choose hymns).
- Ideally all taking part could pray together beforehand.

### Before the service

Time spent going through the service is never wasted!

- Go into the church with a helpful and honest friend and read through the service.
- Ask your friend to check you can be heard. Are you speaking too fast or too slow? Are you clear?
- Are your mannerisms etc distracting? Unless you're very good at speaking off the cuff it's best to write things down. This will help you to avoid meaningless extra words and jargon, such as saying 'And we come now to our time of intercession' rather than 'Let us pray'

For the service itself arrive in plenty of time and get everything ready. Give yourself time for prayer and calm before the service. If many people want to talk to you ask them to come after the service.

Try to start the service on time and in the customary manner.

Remember that you can set the tone for the service. If you are warm and welcoming people will feel more relaxed. If you are gushing people may feel embarrassed and awkward, though if you are rather timid they might be worried for you.

Try to lead the service at a good pace – not rushed but not too ponderous. Try to ensure, by giving out page numbers and instructions, that nobody is lost but don't be too fussy.

If the church is quite full you may need to speak more loudly than when you were practising - and probably a little slower.