



HOPE ROCK
CHURCH
AT LAKE TRAVIS

HOW TO LEAD A MEETING



"TO KNOW CHRIST AND MAKE HIM KNOWN"



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WORSHIP IN SPIRIT AND TRUTH

John 4:23,24

"[23] the hour is coming, and is now here, when the true worshipers will worship the Father in spirit and truth, for the Father is seeking such people to worship him. [24] God is spirit, and those who worship him must worship in spirit and truth."

Our purpose for gathering in corporate meetings as a local church is quite simple: **to worship Jesus in spirit and truth.** Jesus is the way, the truth, and the life (John 14:6) and Jesus said we are sanctified by the truth, which is the Word of God (John 17:17 - "Sanctify them in the truth; your Word is truth.")

- *Truth* is about the gospel of Jesus Christ. This gospel produces faith (Romans 10:17) and is the power of salvation (Romans 1:16).
- *Spirit* is about the presence of this Jesus who "blows where [he] pleases" (John 3:8) and is actively working in His people today. Those "born of the Spirit" (John 3:8) are those who hear and know His voice (John 10:10) and keep in step with His Spirit (Galatians 5:16). Wherever the Holy Spirit is, that's where the Kingdom of God is, and God's Spirit dwells within and through His people into the world today. His Spirit is speaking, guiding, and comforting his people. (Romans 8:14; John 16:13.)

The Spirit of God works in and through the Word of God, the gospel of Jesus Christ—a word that is "living and active, sharper than any two-edged sword, piercing to the division of soul and of spirit, of joints and of marrow, and discerning the thoughts and intentions of the heart." (Hebrews 4:12.) It is this Word that is called the "sword of the Spirit" in Ephesians 6:17. This is why we are both "Word" and "Spirit" people.

These two words "spirit" and "truth" therefore not only tell us our motivation for

meeting but also provide the content and way a meeting unfolds.

1. We are to proclaim the Word of Jesus (the gospel). This is worship in *truth*.
2. We are to let the Holy Spirit work in the hearts of people as He pleases, listening to Him and adjusting in response to His leading. This is worship in *spirit*.

For many, the concept of proclaiming the Word makes sense, as this preaching usually revolves around methods and ways we're comfortable with (using our voice, preparing ahead of time, providing points and arguments and counter-arguments, etc.). But we have to remember that proclamation is a spiritual matter. It certainly makes use of our minds and understanding and obvious faculties, but the result of the proclamation is in the hands of the Spirit of God. However, the point here is that preaching the Word is something we're used to seeing and have become comfortable with in churches.

Leading with the Spirit, however, for many, sounds like a scary concept. It's important to remember from the outset that this does not mean a lack of order or letting chaos reign. 1 Corinthians is clear about that. What it does mean, however, is that ***the preeminent principle in our meetings is not to follow a program but to follow the Spirit.***

This is clearly a New Testament pattern. For example, if the Antioch church was not open to the Spirit's leading in their meetings, would they have sent Paul and Barnabas to do their apostolic work?

Acts 13:2

"While they were ministering to the Lord and fasting, the Holy Spirit said, 'Set apart for Me Barnabas and Saul for the work to which I have called them.'"

Let's unpack in more detail.

A BIBLICAL PATTERN FOR MEETINGS

The first place to look is simply the ministry of Jesus. It's worth noting that Jesus frequently responded to unexpected interruptions and used those to both minister and teach. He appeared to be very open to this and even seems to encourage it. When people brought their children spontaneously to Jesus to pray for them while Jesus was teaching, the disciples rebuked them, but Jesus rebuked the disciples in turn. (Matthew 19: 13-15; Mark 10:13-16.) All throughout the gospel accounts we see Jesus responding in the moment to people and situations who often interrupt his teaching. This appears to be a model for ministry not an exceptional circumstance. He allowed the Spirit to move and this resulted in impactful, powerful ministry.

Examples abound, but we'll look at one.

Luke 5:

17 On one of those days, as he was teaching, Pharisees and teachers of the law were sitting there, who had come from every village of Galilee and Judea and from Jerusalem. And the power of the Lord was with him to heal. 18 And behold, some men were bringing on a bed a man who was paralyzed, and they were seeking to bring him in and lay him before Jesus, 19 but finding no way to bring him in, because of the crowd, they went up on the roof and let him down with his bed through the tiles into the midst before Jesus. 20 And when he saw their faith, he said, "Man, your sins are forgiven you." 21 And the scribes and the Pharisees began to question, saying, "Who is this who speaks blasphemies? Who can forgive sins but God alone?" 22 When Jesus perceived their thoughts, he answered them, "Why do you question in your hearts? 23 Which is easier, to say, 'Your sins are forgiven you,' or to say, 'Rise and walk'? 24 But that you may know that the Son of Man has authority on earth to forgive sins"—he said to the man who was paralyzed—"I say to you, rise, pick up your bed and go home." 25 And immediately he rose up before them and picked up what he had been lying

on and went home, glorifying God. 26 And amazement seized them all, and they glorified God and were filled with awe, saying, "We have seen extraordinary things today."

Note:

- Jesus was in the middle of teaching (it was a formal meeting).
- He did not rebuke the men for interrupting him, but praised them for their faith.
- He did not lecture them for ruining His venue (or, in fact, disrespecting someone's property! Can you imagine how the owner of the house [possibly Peter] felt about all this?). Jesus seemed quite pleased with the "chaos" of the moment.
- He used the moment, the interruption, to teach the skeptics and the religious leaders about Himself and the heart of the Father.
- Yet despite all this chaos it seems it was brought under control. This is because Jesus led the moment.
- God was glorified through this whole interruption. Interruptions and changes and flexibility to the Spirit glorifies God!

From this we can glean a certain biblical approach to ministry and our meetings—that God will do things we don't expect for His glory!

The New Testament further encourages us to be open to change in our meetings and have a willingness to hold things in a way where we are prepared to adjust or alter our plans in response to what we see happening—what it seems the Holy Spirit is doing. Making plans is a good thing and is what we should do, but being flexible and ready to change should also be our heart and mindset. We will see this now in Paul's letter to the Corinthians. Change can happen in our planning ahead of time but can also (and often does) happen in the moment. This requires discernment which we get better at with time, but we've got to start somewhere!

The key to effective discernment in a meeting lies in the way God has commanded us to lead: **in team**; this takes all of the pressure off of you and focuses our attention on Jesus.

- No single person has every gift, so we need each other in the local church, and sometimes God manifests a gift in a meeting through a person who might not usually operate in it. As per 1 Corinthians 12:7, "To each is given the manifestation of the Spirit for the common good."
- Leadership is not just about exercising your own gifts but it is even more about recognising the gifts in others and facilitating their growth and development, to the point that they can do the same for others.

With this backdrop in place, can we find more in the Bible as to how meetings are led? Yes. Let's take a look at 1 Corinthians.

WORSHIP BY THE PEOPLE

1 Corinthians 4:26

*"What then, brothers? When you come together, each one has a hymn, a lesson, a revelation, a tongue, or an interpretation. **Let all things be done for building up.**"*

The Christian Church has a long history in its worship and has often been on the forefront of the Arts. Gregorian chant and polyphony were early Church innovations, and the Church has also often taken folk or popular music and adapted it to serve worshipful purposes.

However, in many times in history, a peculiar trend occurs where worship moves away from 1 Corinthians 4:26 above, where the whole church contributes to worship, and becomes primarily the duty of the "clergy" or paid professionals or musicians, who, in a sense, worship on their behalf while the rest of the church watches. (This especially occurred in the cathedrals of the middle ages and even post-reformation, where large choirs led the worship and composers were paid for by these cathedrals to put on concerts.)

Despite the "low church" (low-key and non-

liturgical) approach to worship of most modern churches, we still have a tendency to move in this direction. In the New Testament, worship is about the whole church participating, but in our times the church too often merely watches the band play and sing, watches the leaders make announcements, read a Psalm, and preach. What becomes important to many is the sound, the lights, the delivery, the talent. This is a far cry from the Biblical pattern of participation.

As is noted above, the motivation and outcome of biblical participation in worship is that we build each other up.

Ephesians 5

"[18] And do not get drunk with wine, for that is debauchery, but be filled with the Spirit, [19] addressing one another in psalms and hymns and spiritual songs, singing and making melody to the Lord with your heart, [20] giving thanks always and for everything to God the Father in the name of our Lord Jesus Christ, [21] submitting to one another out of reverence for Christ.

The Biblical pattern of worship, therefore, includes the participation and contribution of the whole "priesthood" (1 Peter 2:9), i.e., the "saints" (all of us). God inhabits the praises of His people (Psalm 22:3), not just a select group of individuals! The whole church is the "worship team"!

Therefore, when we come together we must remember that this is a team effort and we must look to facilitate the whole church into worship and create space for contribution and participation. This will automatically challenge the program. There is nothing wrong with having a program—if you don't plan ahead, you're going to be in trouble—but only that we should be flexible and make sure the "program" makes room for contribution. Everything has to be about motivating and releasing the worship of the whole priesthood.

SPIRIT-LED WORSHIP IS FIRST FACILITATED BY ELDERS

Elders in a local church carry the call of governance. They are responsible for the discipline, doctrine and direction of a local church, as well as the building up of others and releasing them into their gifts and call. This means that ultimately the elders are responsible for how worship is facilitated in a church meeting.

In 1 Chronicles we see how David, the leader of Israel, prepared the temple and worship through organizing the Levites (the Old Testament priesthood). 1 Chronicles 25 shows us that part of this included the arranging and organizing of the chief musicians and their subsequent ordering and appointment of musicians and singers. **Governmental leadership is imperative and at the forefront of worship.**

To clarify further, a meeting is not divided into two parts - the "worship" and the "preach", with the "worship" part led by the "worship leader" and "worship band" and the "preach" led by the "preacher". It is also not strictly divided into the traditional form of "Word" and "Sacrament". This is not the kind of order Paul is highlighting in 1 Corinthians. There is only one meeting facilitated by the leadership team, which includes the elders, chosen MC, musicians, band leader, and any other administrative components. The leader / MC is ultimately responsible for the flow of the meeting but all the elders and leaders work to encourage participation of the whole church. Everything, however, is under the governance of the elders who release or 'take over' as necessary, as they are ultimately responsible for the direction and doctrine of the meeting.

With the biblical call to build others up, "elder-led" worship is not "elder-controlled". What it does mean, however, is that the elders carry the ultimate responsibility for meetings, the releasing of others in their gifts, and the direction a meeting is going. Elders therefore

need to discern and watch where the Holy Spirit is leading. This would include the preparation of a meeting and its program, but would also comprise the ability and discernment and flexibility to move off the program or run sheet when required.

The elders, with (or through) the leader of that meeting (the "MC") are responsible for facilitating all of this. We'll get into practical ways this is done later. But what we're highlighting here is that leading a meeting is a delegated authority from the elders. The leadership team in a meeting is responsible for leading the worship as much as the musicians are. It is a team effort.

THE ORDER OF 1 CORINTHIANS

1 Corinthians 14

"[26] What then, brothers? When you come together, each one has a hymn, a lesson, a revelation, a tongue, or an interpretation. Let all things be done for building up. [27] If any speak in a tongue, let there be only two or at most three, and each in turn, and let someone interpret. [28] But if there is no one to interpret, let each of them keep silent in church and speak to himself and to God. [29] Let two or three prophets speak, and let the others weigh what is said. [30] If a revelation is made to another sitting there, let the first be silent. [31] For you can all prophesy one by one, so that all may learn and all be encouraged, [32] and the spirits of prophets are subject to prophets. [33] For God is not a God of confusion but of peace.

"[39] So, my brothers, earnestly desire to prophesy, and do not forbid speaking in tongues. [40] But all things should be done decently and in order."

Often, the Spirit will use those in the church (whether they are deacons, other leaders, or anyone without formal responsibility) in the meeting to set an unexpected direction. This can be in the form of prophecy, a lesson, a revelation, a hymn, a tongue, an interpretation—effectively, all what we might

call a 'word' in our day. Some 'words' might need clarification from the (or a) leader after it is given, who then leads the meeting into a certain direction in response to the word. The band leader might also pick up a word and choose to play a different song (depending on the skill of the band) or a prophetic hymn. The amount this might change the direction, tone or even atmosphere of a meeting is obviously variable.

The heart behind this is the building up of everyone in the church to participate, contribute, and grow in their callings, giftings and ministries, but in an orderly way governed by those called to eldership. This way we can also avoid creating 'superstars' or facilitating a celebrity culture, which is highly problematic and very much condemned in scripture (1 Corinthians 3:4—it's interesting to note that part of the chaos Paul is warning about in the Corinthian church is fueled by celebrity culture).

Therefore the 'order' encouraged by Paul in 1 Corinthians is not a set order of service or a run sheet as much as an ordering of functions, giftings and contributions that might occur in the moment.

1 Corinthians 12

"[4] Now there are varieties of gifts, but the same Spirit; [5] and there are varieties of service, but the same Lord; [6] and there are varieties of activities, but it is the same God who empowers them all in everyone. [7] To each is given the manifestation of the Spirit for the common good. [8] For to one is given through the Spirit the utterance of wisdom, and to another the utterance of knowledge according to the same Spirit, [9] to another faith by the same Spirit, [10] to another the working of miracles, to another prophecy, to another the ability to distinguish between spirits, to another various kinds of tongues, to another the interpretation of tongues. [11] All these are empowered by one and the same Spirit, who apportions to each one individually as he wills.

[12] For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. [13] For in one Spirit we were all baptized into one body—Jews or Greeks, slaves or free—and all were made to drink of one Spirit."

- When we put everyone in their appropriate functions, giftings and call we can facilitate a healthy, encouraging freedom with prophecies and tongues and the more 'charismatic' gifts, as well as the natural gifts such as music or reading or preaching (which are all a kind-of prophecy anyway).
- **We are not to compete in our giftings and our revelations**, which is part of what seemed to be happening in Corinth and was creating chaos.
- A person bringing a 'word' must assess whether the word is for the church for the building up of the church, not for their ministry, and also not just for themselves.
- Likewise, the leader of the meeting should assess whether the word is right for the moment or even right at all, before letting it be shared.
- Public prophecy cannot be shared all at the same time, and the church should let those who are leading lead, while the leaders should encourage contribution and be flexible.
- The clock does not have to be ignored but a skill should be learned in fitting all this in when appropriate. The band should be ready to drop a song if needed, etc.

In this way, everything is done in order but we are not stuck to a *rigid* program / run sheet / liturgy. Again, this does not mean an order of service is wrong and should not be used altogether. In fact, it can be a very healthy starting point, but we must be *intentional* in encouraging contributions or being open to a different flow, otherwise we'll fall back on simply 'going through the motions' and missing an opportunity for powerful, dynamic ministry.

We can hit the Biblical call to order *and* the Biblical call to not despise prophecy (1 Thessalonians 50:20-21), to fan into flame

the gifts (2 Timothy 1:6), to have contributions from all (1 Corinthians 12), and to let the Holy Spirit flow and lead our meetings, bringing people to repentance, revelation, and healing (1 Corinthians 14:25 - this verse also indicates that unbelievers are drawn to authentic worship, not safe, sanitized forms).

THE END RESULT

1 Corinthians 14

"[1] Pursue love, and earnestly desire the spiritual gifts, especially that you may prophesy... [3] the one who prophesies speaks to people for their upbuilding and encouragement and consolation."

Paul clearly notes that prophecy is about encouragement, building up, and consolation. This gives us discernment in deciding which words may be relevant in a meeting and which are not.

Even more, as it says here and as 1 Corinthians 13 so beautifully says, the motivation behind all the gifts and contributions is *love*, and **the purpose of the gifts is to move us further into love of God and each other**. When prophecy has reached its goal, which is love, it 'ceases'. This does not mean that the gifts of the Spirit have ceased for the church, only that all gifts are not an end (and should not be treated as the 'main event') but merely a means towards perfecting us in love. Each plays its part in getting us there (as Ephesians 4 further highlights). The gifts are for the building up of others, not the building up of individual ministry or the fulfillment of ambitions.

A CHANGE OF LANGUAGE

All this does mean that some changes in language could be helpful. Here are some suggestions:

- The whole church is essentially the 'worship team', not talented individuals, as much as we encourage their talent!

- The musicians are the *band* leading the musical part of our worship (NOT the "worship team", which implies that they are responsible for ushering in God's presence when they are merely a part of that).

- The band consists of *singers* (or a choir, if you prefer) and a *band leader* (not a 'worship leader'. Sometimes the band leader doesn't even need to sing but does act as a composer or director, as well as an administrator). Musically, a good band leader knows how to direct a band so that each member in the band can have a certain amount of creative and prophetic freedom under the band leader's direction, but we don't have space here to go into detail on that.

This is merely a suggestion, not to be prescriptive, judgemental or nitpicky about the use of words. It is simply a way of thinking about the roles more clearly.

The 'praises of the people' as well hearts directed to Jesus and the proclamation and preaching of Jesus as King and savior who forgives our sins, as well as an openness to the leading of the Holy Spirit, is what 'ushers in' God's presence, not a 'worship leader' or 'worship team'. For after all, He is the ultimate leader of our meetings and the one who is "in our midst" when two or three are gathered in the name of Jesus. (Matthew 18:19-20.)

This does not invalidate call and gifting and anointing. You can be anointed to lead people into worship musically (and in other ways) and like with all anointing, this will be a matter of natural talent and experience in combination with spiritual gifting and call. However, the heart of this is to help encourage participation from all, and also encourage teamwork as the **elders and leaders and musicians and other ministries realize they must work together** in a meeting rather than work in a silo fashion.

WORSHIP IS DOCTRINAL

It may be helpful to note a few points on song selection. The songs we sing teach doctrine to the church and those that participate, who are ultimately proclaiming this doctrine with their mouths and bodies. Discernment of which songs we sing is therefore quite important.

This does not mean that our songs are to always be an exposition of scripture and doctrinally perfect, but they are to encourage response to God both emotionally and intellectually in a Christ-glorifying way. The Psalms provide some very good guidelines in terms of the types of songs we sing. These include praise, lament, thanksgiving, exaltation, remembrance, wisdom, and even imprecatory Psalms (in New Testament terms, “warfare” against spiritual enemies through the work of Jesus). Songs should generally be “Christ-Centered” (talking about Jesus and what He has done and does) and not “Church-Centered” or “Me-Centered” (many songs are about “me” and “what I do” rather than what Jesus did and does), although there is space for songs around who we are in Christ and what God is doing with us as his people.

EXCELLENCE IS NOT THE GOAL

Since the purpose of the gifts is love, it stands to reason that the goal of our meetings is **not excellence**.

Os Guinness, an apologist, once said that in his study of history, when the Church has sought to be excellent it has become irrelevant, but when it has sought to be faithful, it has become incredibly relevant to its surrounding cultures.

Pursuing excellence is a moving target. What is excellent today is no longer excellent tomorrow. However, a pursuit of faithfulness will lead to creativity, and creativity will lead to excellence in all seasons, cultures and cultural change.

If you worry about the professionalism of your meetings and media you create a culture of professionalism where excellence becomes your highest value. When that happens, Jesus, the people, the nations, the call, family, and everything else a church is called to, becomes secondary (or nonexistent) to the need to always keep things slick, to keep the hype going, and to put on a good production. This creates pressure in the community that is unhealthy and creates a “volunteer culture” where people merely see their role as “volunteering” rather than as a call specifically from God.

Meetings are not ‘productions’ or ‘shows’ or ‘experiences’. They are about the people gathering together to worship, to have the gospel proclaimed, to love and to grow.

ENCOURAGING CREATIVITY

Musicians, media specialists and artists: In much of church culture today, there is a lot of imitation rather than a pursuit of originality. We all minister in a local context. Simply importing, copying and pasting the methods, styles and songs from a large church in a different context is not a faithful way to do ministry in your context and with who God has given you and with what He has given you.

Obviously, we can learn and should honor the gifts God gives the universal church. So we do sing the songs others write, read the books they publish, or learn from their preaching and podcasts and methods. However, to learn is not to copy and imitate. Take stock of your context, your culture, and pursue faithful creativity!

PRACTICAL SKILLS FOR LEADING A MEETING

Now that we have covered the heart and mindset, here are some practical notes.

Elders lead the meeting. Others may MC but elders are ultimately leading the meeting.

Texts to study

1 Corinthians 11-14

Acts 2

James 2

Prepare yourself

- Arrive at the meeting prayed up and full of faith. It needs to be evident that you have spent time with God.
- Ensure that your family is in order - preferably no babies on the hip!
- Please make sure that your grooming is in order!
- Stay focused and ensure that you are not distracted in any way.

Prepare for the meeting

- Know how the mic works.
- The Sunday schedule will be sent to you.
- Check the run for the meeting. Baptisms? Testimonies? ...etc.
- Check the announcement video and any announcements you need to draw attention to.
- Know what the music team has prepared.
- Check with the preacher if there’s a particular way he would like the meeting to flow.

Your attitude to people and the meeting

- Be full of compassion, positive and strong.
- Remember courage is contagious.
- But don’t command or bark at people!
- Know your crowd. Are they unsaved? What age, language, church history ...etc.?
- Is glorifying Jesus your main focus? If so, you’ll see fleshly manifestations easier. Avoid drawing attention to yourself.

Come with a plan, but come expecting God to mess it up

Have an outline, not a straight jacket!

Get everything (things and people) in place behind the scenes

- Know who is doing what.
- Know who the band leader is.
- Know where the elders are.
- Know who is on sound and AV.

Read when the meeting is peaking or dipping

It’s much like a wave. Get off it before it dies. Recognise the peaks.

The actual meeting

Opening.

Start on time.

Singing

- Remember you are singing to God.
- There are various moods and atmospheres that God creates.
- Flow with the Holy Spirit.
- Tip: pay attention to the songs. The musicians would have prayerfully considered these songs. There could be a line or a particular song that seems to be important in the Spirit. If so, you might want to highlight that line on the mic and encourage prayer or ‘free’ worship (when people sing their own songs or respond to God in their own way) to what you are singing.

How to communicate with the band leader

- Speak beforehand and find out what songs are being sung when.
- Discuss any obvious spots where something might happen, or where you and the band leader think something might happen (for example, you’re breaking bread that morning, maybe do it between the third and fourth song—communicate that.)
- If the band is using tracks, discuss which song(s) are particularly difficult to interrupt (but the band should try and be flexible).
- Develop some ‘sign language’ between you and communicate these. For example, when you lift the mic up slightly, the band leader knows that the band needs to back off and give space for a word; when you roll your fingers, they can go to the next song.
- Don’t jump right in, wait for the band to

finish the chorus / verse and give you a signal that you're able to jump in.

Tips for musicians

- Know each other's' hand, foot and vocal signals, particularly the band leader. Keep an eye on them!
- Band leader: Keep your eyes on Jesus but also the MC and leader(s) of the meeting! If they need to interrupt for a word, keep your eye on them and nod or give them a signal that you've noticed and will give them space to do so.
- Signal then to your band to quieten down, hold a progression, or transition into another song etc.

If all hand signals and gestures fail, rather just talk to each other than continue to miss each other! This will be far less distracting for the congregation and give them the confidence that you're leading!

Gifts and contributions

- Work in team and draw on the team of elders.
- Let the elders vet the contributions.
- Don't swamp a meeting with contributions. Discern which are necessary. Some words are meant for confirmation only. Once it's been prophesied we don't need another couple of confirmations presented.
- Jesus taught us to judge a tree by its fruit. The messenger can disqualify the message. Be careful who you hand the mic to. Not to strangers, the unstable, the casual or the immature, etc.
- Get the timing right, because often a prophetic moment is messed up with bad timing.
- Two or three contributions are fine—we need to sing and respond to the words too, not just fill up space with talking!
- If there are contributions which don't seem to match the flow, tone or direction the meeting is going, politely and lovingly refuse them but encourage those that brought them to keep bringing words—it's a moment to teach others discernment while encouraging them to contribute in future.
- Help people respond by focusing on the

headlines of the prophecies. Please don't preach them!

How to discern a word

1 Thessalonians 5:19-21

"Do not quench the Spirit. Do not despise prophecies, but test everything; hold fast what is good."

- Remember that New Testament prophecy is usually about encouragement, building others up, consolation (1 Corinthians 14:3). If the word matches these qualifications, it would be good to let it be shared.
- Remember, prophecy is not usually 'directional'—a word that clashes with the vision of the church or with scripture etc. is obviously not from the Lord.
- Don't allow harsh words that are judgemental and discouraging. This kind of prophecy (if it's genuine) needs to be handled with maturity by the elders.
- Sometimes people bring words that are actually for them privately. You need to weigh this up.
- If a word seems to take a major turn from where the direction of the meeting is going (based on other words, the preach coming up, the choice of songs) it's usually not for the congregation.
- Take note of who is bringing the word and if the word is self-seeking.

Encouraging contributions

- You might want to encourage people to bring words by simply saying over the mic that they're welcome to do so (and tell them who to speak to if they have one).
- Sometimes just getting people to pray for each other (rather than having the leaders minister to them) is a great way to get people involved. They can pray for whoever is next to them, etc.
- There are moments when you want them to share prophetic words for each other and moments when not. Remember, 'prophecy' is not usually 'directional'—so you can encourage them not to share 'directional' words.

Baptisms

- Remember this is a celebration.
- Allow room for God to minister.
- Involve everyone, and not just the people being baptized.
- Use it as a teaching, or worship, or celebration, or salvation moment.

Welcome visitors

- Welcome visitors—remember we love having them!

Testimonies

- Hear it before you release it.
- Get the timing right.
- It must be short and it must have a purpose (sometimes, it's helpful to hold the mic so that you can take it away if they're going on for too long!).

Family matters

- Use names, and ensure you have the correct details.
- Smile and be sincere.

Announcements

- Don't re-announce the video announcements.
- Don't turn the announcements into a moment to preach or teach—just get through the facts.

Introducing the preacher

- Remember many don't know their name or why they're preaching.
- Remember they don't need the glory, God does.

Transitions

- If you are using media, practice it so as to avoid break downs and delays.
- Not everything needs a connecting statement.
- Be clear where you are going.
- Smile and be confident.

Calls for ministry

- Decide with the elders if people should respond by coming forward, or by praying for each other, having the elders pray for them, etc.

- It costs people to respond, so treat them with dignity.
- Ministry can take place before the preaching happens, but the elders need to decide that.
- During ministry, make sure everyone who wants to be prayed for is being prayed for.
- Preferably men pray with men, women pray with women. It's not always possible, but it is preferable.
- Encourage leaders, deacons (men and women) to come and pray for people. This is a great moment for all of the church body to minister to each other.

Don't command

- Preface things you want to ask, like "be seated, stand up, pray" etc. with "please"!
- Invite and don't bark out instructions.
- If you want prophetic action, lead yourself. If you ask the congregation to do something, do it yourself as well. I.e. Kneeling, or lifting your hands, etc.

When technology crashes

- Smile.
- Don't blame the tech guy—don't take someone out and shout at them.
- Press on with the least amount of commotion.
- Have a back-up plan. Just don't panic!

Learn to celebrate

- Applaud and thank people.
- What you get excited about shapes the church.

When disturbances come

- Work as a team.
- Kill 99% with proper preparation.
- The rest sort out with love or humor.

What needs to be qualified / clarified?

- The extraordinary.
- Humor disarms well, but do it carefully and with reverence.
- Explain house quirks to visitors.
- Excesses from those who've contributed.

Big mistakes in leading a meeting

- Assuming that more words = more anointing.
- Eyes closed or down or up. Make eye contact with the audience.
- Rebuking with the mic.
- Lack of integrity.
- Insincerity.
- Religious jargon.
- Letting the needs of only a few hijack the meeting.
- Being unaware of what God wants to do.
- Speaking to the front row instead of the whole church.
- Being unaware of what the people are feeling, or where they're at.

Moving up front

- Move smoothly and naturally.
- Don't get stuck behind the pulpit, and don't race around and wave your arms around like a windmill.
- Make a direct connection with your audience—physically close, eye contact and warm towards them.
- Don't bias or sideline any part of the audience with your attention.
- Be courteous, loving and encouraging!

Ending

- If you have an end time, please stick to it.
- If you need to go over time because of ministry, at least release the people who need to go.

Afterwards

- Thank the contributors privately. E.g. Techies, musos, etc.
- Give the mic back to the sound desk.
- Thank God for the opportunity to serve.
- Don't over-analyze the meeting!

Some questions to ask

- Are the people involved?
- Is Jesus being glorified?
- Are people meeting with God?
- Is there faith?

How to use the mic

- Know how to switch it on and off, how the "mute" works, etc.

- Don't crowd the mic or hold it too far away. Practice beforehand.
- Please don't mishandle the mic. It is a sensitive and expensive piece of equipment. Don't do things like:
 - Blowing into it or tapping it to see if it's on.
 - Throwing it into the air, or tapping it on things.

When talking into the mic

- Use a conversational tone, don't strain your voice or whisper or shout or spit!
- Use good language and avoid bad habits
- Be polite.
- Avoid words like "just" or "um" or "like" or slang in general.





HOPE ROCK
C H U R C H
A T L A K E T R A V I S

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