

Morning Service Planner/Leader Guide

Table of Contents

| | |
|---|----------|
| INTRODUCTION..... | 1 |
| OVERVIEW | 2 |
| PURPOSE | 2 |
| ITEMS TO BE INCLUDED | 2 |
| TIME CONSTRAINTS | 3 |
| PLANNING AND PREPARATION | 3 |
| RESOURCES..... | 3 |
| SERVICE PLAN ROTA | 3 |
| CHILDREN’S CHURCH CONTRIBUTIONS..... | 3 |
| SONG CHOICES | 4 |
| ORDER OF SERVICE GOOGLE SHEET | 4 |
| DELIVERY..... | 4 |
| AFTER SERVICE | 5 |
| OTHER KINDS OF SERVICES..... | 5 |
| COMMUNION | 5 |
| BAPTISM | 5 |
| DEDICATION | 5 |
| ALL AGE..... | 5 |
| MISSION | 5 |
| REMEMBRANCE SUNDAY | 5 |

Introduction

These notes are designed to assist service and worship leaders and planners in the role they have been asked to fulfil at Frimley Baptist Church for a Sunday 10:30 service. This service is complex because of the time constraints, the different groups that meet, the live streaming etc.

Unless stated, the main body of the notes relate to a “regular” 10:30 service and there are additional notes at the end for special services such as communion, all age etc describing any deviation from these general notes.

Overview

Purpose

Matt 18:20 For where two or three gather in my name, there am I with them.

Our time meeting together as the Body of Christ is a precious opportunity and privilege and we seek to provide an environment where everyone, whatever age or stage in their faith, can have the best opportunity to engage with God by his Spirit. We cannot be responsible for everyone’s response, but we do what we can to encourage spiritual growth.

Items To Be Included

The following items are typically included in a Sunday 10:30 service

- Sung worship – typically 5-8 songs, often in 2-4 blocks, depending on what else is happening in the service.
- Bible Reading(s)
- Message
- Led prayer – from someone leading intercessory prayers and/or the service leader
- Family news
- Collection for the Community Care Fund or special offering
- Prayer ministry

The following items are often included

- Children’s talk and or children’s song
- Open prayer

The following items may also be included from time to time

- Communion
- Dedication
- Baptisms
- Testimonies

Time Constraints

The service starts at 10:30. This is signalled by a “jingle” played into the room over the PA which indicates both the service and that the live stream via YouTube are starting.

Typically, the service will finish between 11:40 and 12:00.

Within that 70–90 minute period there is some freedom of what happens when; however, the start and end sections do have additional constraints.

In the first 15 minutes or so before the children and young people go to their groups, content should broadly be appropriate for everyone of whatever age. Family News should be given during this time so that everyone is available to hear (or give) it.

The children and young people are then free to go to their groups which will last about an hour, and they will return into the main hall around 11:45, irrespective of what else is happening.

At the end of the service, those serving refreshments need about 10 minutes to prepare in the kitchen and lounge, so please always include two songs at the end of the service during which time they are free to do so. Ideally this will be around the same time as the children’s church is finishing to avoid congestion in the lounge area.

Planning and Preparation

Resources

All resources listed below (and the latest copy of this document) are linked from the Worship Leader Resources page under the Resources menu of the church website. These are also accessible from <https://www.fbc.org.uk/wl>.

Service Plan Rota

There are different rotas held in the church website system for the many different areas of contribution but there is also a single rota that pulls these all together available on the Worship Leader Resources page. Use this to check who is performing what role and liaise with them ahead of time if appropriate and check if they are there on Sunday morning before the service starts.

Children’s Church Contributions

Children and young people are a vital part of our church family, and we seek to ensure that the early part of the service is accessible and inclusive for them. It is helpful therefore to liaise with the Children’s Church leaders to see if they would like to contribute or recommend a song that would be beneficial during that early section.

There is a WhatsApp group with current Worship Leaders and Children's Church leaders in. Contact Pete Carlisle if you would like to be added to that group.

Song Choices

The songs we sing vary in style and different leaders have different stylistic preferences. That is a good thing. The only guidance I would give is

- Songs should be theologically sound
- It is helpful to include a mixture of declaration of truth about the Lord and personal response
- Be mindful that the congregation is made up of a wide variety of ages, cultures and backgrounds.

Links to SongSelect and the online OpenLP database are available on the Worship Leader Resources page.

Order of Service Google Sheet

There is Google sheet that is used to record the order of service available on the Worship Leader Resources page.

It is essential that the Service Planner creates a new sheet for each service following the instructions shown. The google sheet is used both for communication and some aspects of the service tech are driven automatically from it.

Delivery

Ensure to give a warm welcome to all those in the room, and those worshipping (not watching) remotely/online.

Over the next 15 mins, ensure the worship is suitable for everyone or at least there are aspects that are appropriate for everyone, and call us to worship.

Include Family news so everyone can hear before the children leave. When the time comes for the children to leave, give guidance, which may just be referring to the PowerPoint slide, of where children should go. Also consider praying for them and their leaders.

In the remaining time, the leader has freedom to lead songs and other service items in the way they see fit, but be encouraged to keep open to the Spirit's leading.

Please make sure to announce the offering and what it is for. Usually this will be the Community Care Fund but may be other causes at different times.

Please be clear about the end of the service, to those in the room and online.

Encourage Prayer ministry and tea and coffee.

After Service

Please put all music away back in the folders. The order is alphabetical based on the title, or first line if no specific title, of the song, ignoring spaces and punctuation. There are usually spare plastic A4 wallets in the stationery cupboard in the office if you need them.

Other kinds of services

Communion

Check with the preacher if there is a desire to specifically have communion before or after the sermon. If not, feel free to decide. Typically, communion takes 10-15 mins so take this into consideration when planning the number of songs.

Baptism

Usually follows pre-defined order and will include songs and reading chosen by / for the candidates. Liaise with the Minister.

Dedication

Typically involves a slightly extended period before the children leave for their groups. Liaise with the Minister.

All Age

The structure of All age services are usually planned entirely by the person speaking / leading that service. Liaise with them about what role they would like you to take as a Worship Leader.

Mission

The structure of Mission services are usually planned entirely by the person speaking / leading that service. Liaise with them about what role they would like you to take as a Worship Leader.

Remembrance Sunday

We aim to hold a two-minute silence as near to 11:00 am as possible. Fitting other things around this, in terms of timings and appropriate content is a challenge. If in doubt, liaise with the Minister.