

How to lead a worship meeting or training event

John 3:25-30

- the MC who is happy not to be the centre
- the MC who's job is pointing away from self
- the MC who is happy when people are focused on Jesus
- I must decrease, he must increase

Preparation:

- Programme (when you have responsibility for designing this)
 - o realistic – time is not elastic, things will take longer than you think, other items may be introduced to the programme at the last minute
 - o sensitive – to context (village/town, prayer/worship/celebration/training) and to people's attention span and endurance level
 - o logical – not a random collection of items, there is a flow from item A to item B to item C – e.g. we hear the Word and then we respond in worship or prayer
 - o focused on the main thing/person – the speakers, their content, the Word of God, CHRIST – e.g. put the main item in the middle, when people are there and fresh and then the items before it prepare for it and the items after respond to it
- Choose and brief speakers, prepare introductions
- Choose and brief readers & pray-ers
- Logistics – where, when, who, what
- Team work, communication with everyone involved – esp. communicate well (and submissively) with whoever is over you

On the day:

- Arrive by then so we can pray together, finalise last minute arrangements, ensure everything in place
- Welcome to meeting, explain briefly why there, introduce yourself briefly, pray for us, introduce first speaker or item
- Manage the transitions from one item to the next as smoothly, simply as possible – briefly explaining the logic of why this follows this
- At end of group sessions gather people together, restore order, get people's attention to hear from the Word and the different speakers
- Before breaks – tell people where tea served, where toilets are, encourage us to use the time well in conversation as well as eating, tell us when to be back, give thanks for the food, dismiss people
- Pray at various points through the day and encourage a warm, friendly, workmanlike atmosphere – the right balance of upbeat and serious
- Keep an eye on the clock and keep things to time as much as possible
- Get the right balance of a) confidence (so people know we are in safe hands) and managing the transitions and also b) low profile (so you are virtually invisible!) – allowing the conference to flow with minimal interruption.