

# Leading Worship

## *(Song Leading and Speaking)*

### Scripture Reading

- Wait until you are completely set behind the podium before announcing the location of the passage.
- Make eye contact with the congregation as you announce the passage, making sure to articulate clearly and speak loudly.
- Be sure you have read over the passage before reading it, so that any unfamiliar words have already been discovered.
- It might be helpful to follow the verses with your finger, so that if you look up and look back down, you don't lose your place.
- When speaking in front of others, we tend to speed up when we are nervous. Be sure to speak slowly and clearly.
- Don't be afraid to use expression. If you have read the passage beforehand and understand the context, you will know which words to stress and how to read them.

### Leading Prayer

- Be sure you have put as much preparation into leading prayer in a worship service as you would in reading a passage of scripture.
- You might want to remember this acronym – “ACTS” – as a tool to remember what to include in a prayer: Adoration, Confession, Thanksgiving, and Supplication (making requests to God).
- You might even think about the five fingers on your hand, and use those to help you remember different groups to pray for. The thumb might remind you of a thumbs-up sign, which represents God's blessings. You can begin prayers by thanking God for those blessings. The pointing finger usually makes the #1 sign, and it could remind you of who is number one in your life – God. It is always good to spend time in adoration of God for who he is. The next finger is our tallest, strongest finger, which might remind us to pray for our leaders: Elders, Deacons, government leaders, family leaders, etc. Our ring finger is our smallest finger, which can remind us to pray for those who are weakest (sick, hurting, etc.) We always need to keep them in our prayers. The pinky is our smallest finger, and it can remind us of ourselves. Our own needs should come last in our prayers, and we are small in comparison to the mighty god we are praying to. Yet, He still hears us when we pray.
- Again, speak loudly and slowly, pronouncing your words carefully. Be sure to show respect through the entire prayer.

# **Ten Commandments for Effective Speaking**

## **By Batsell Barrett Baxter**

- 1. Take aim: Select a goal which you can achieve.**
  - If you don't aim at a specific target, you won't know if you have been successful. Find a goal for your talk. Ask questions like – How do you want the congregation to change and become more like Christ? What do you want the congregation to learn?
  - You should be able to state the goal of your talk in a purpose statement – if you can't state your purpose in one statement, then you probably need to narrow the focus.
- 2. Choose a subject which fits you, the occasion, and the audience.**
  - Probably not a good idea for a teenager to speak on “How to have a long and fulfilling marriage.” Choose something that fits you.
- 3. Earn the right to speak by adequate work and study.**
  - People will be able to tell if you have prepared, and they will respond positively when they know you have put work into your lesson.
- 4. Touch the basic human motives – the springs of response.**
  - Think of how the text relates to our lives today. We have to find practical ways to apply God's Word for a message to be effective.
- 5. Make a thorough outline.**
  - The format of the outline is not nearly as important as the process of working through all the information and designing the order you want to cover the material.
- 6. Begin and end the speech in a forceful manner.**
  - You only have a few seconds to get people's attention, so think carefully about how you begin.
  - You might want to practice the beginning and the end more than what you say in the middle, since those portions of a talk are so important.
- 7. Be concrete, pictorial, and vivid.**
  - Use descriptive language, and be sure to illustrate any concepts or ideas that might be vague.
- 8. Keep moving toward your goal.**
  - Movement is important in a talk. You always want to be moving forward, toward a goal.
  - Resist the urge to add in stories, quotes, or other content that does not directly move toward the goal of the talk.
- 9. Practice aloud.**
  - You might even want to practice in front of a mirror, watching your mannerisms as you speak.
- 10. Be enthusiastic, genial, and conversational when you speak.**
  - The goal is not to yell or to adopt a fake “preacher” voice. The goal is to speak on the level of “heightened conversation.”