

Thank you for serving as Worship Leader!  
See pages 6 & 7 for some very helpful tips on being Worship Leader!

## **GUIDELINES FOR WORSHIP LEADERS**

The items in **bold** are usually read by the Worship Leader.

### **Resource**

#### Books:

There is a shelf of resources for Worship Leaders in the church office.  
It includes suggested calls to worship, assurances of pardon, and prayers for each Sunday of the year.

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### **PREPARATION FOR THE WORD**

Enter with the preacher for the day and be seated up front in the chair that is by the table, accompanying the pastor.

\*\* PRELUDE

**PASTOR WILL WELCOME CONGREGATION & VISITORS AND HANDLE ANNOUNCEMENTS**

\*\* INTROIT

**\*\* CALL TO WORSHIP: Pastor will sit down after the announcements and you should go the lectern.**

You say:

**"The grace of our Lord Jesus Christ be with you all"**, to which the congregation will respond: "And also with you." Follow with an appropriate Call to Worship.

A verse or two of Scripture of your choice is appropriate; or a selection from one of the resource books or **something of your own choosing** (encouraged).

Conclude with "**Let us worship God**"

\*\*HYMN

**\*\*UNISON PRAYER:** Begin with: **Let us pray**, or **Let us join together in the Unison Prayer**. Then lead the congregation in reading the prayer as printed in the bulletin.

**\*\*SILENT PRAYER:** Leave 30 seconds for silent prayer. Please don't rush.

**\*\*ASSURANCE:** Select a reading from the attached sheet for prayer suggestions for the

Assurance of Forgiveness from one of the resource books or **something of your own choosing** (encouraged).

Follow with: **"O Lord, open our lips."**  
People: And our mouths will declare your praise.  
Follow with: **"Praise the Lord."**  
People: The Lord's name be praised

Turn toward the cross for singing the Gloria.

**\*\*GLORIA PATRI** After the Gloria has concluded, invite the congregation to be seated.

**While you are at the lectern, take the sheet provided for listing Celebrations and Concerns. You will use it later in the service, so you should also have a pen handy.**

**Please sit in the front pew of the sanctuary, and of course your family is free to sit there with you. Remain there until after the pastor has gathered the Celebrations and Concerns.**

MESSAGE FOR YOUNG DISCIPLES

### **PROCLAMATION OF THE WORD**

You remain seated in the sanctuary during this portion of the service which includes the anthem, the scripture reading, and the sermon.

### **RESPONSE TO THE WORD**

**The pastor will gather the Celebrations and Concerns, repeating them as they are offered. You should write down as many as possible on the sheet provided from your seated position in the front pew. Because the pastor is repeating them, you should be able to jot most things down. If you don't get every detail, that's okay as the pastor is often familiar with the issue and your note will be serving as a reminder.**

**As soon as the pastor wraps up the Celebrations and Concerns, please move promptly to the lectern to lead us in prayer, beginning with:**

**\*\* "LET US GATHER OUR CELEBRATIONS AND CONCERNS IN PRAYER...." AND PROCEEDING WITH THE PRAYER.**

**Since everyone will have already heard the Celebrations and Concerns, your gathering prayer should purposely not repeat each item, but rather should refer in general to the kinds of things normally brought up: illness, sorrow, happy times, etc. Of course, use your own judgment, as some things may seem worth singling out.**

**You should write this prayer ahead of time, since you won't need to worry about exactly what Celebrations and Concerns are offered.**

The resources listed have additional guidance about writing prayers or you can consult with the pastors as well.

**\*\* OFFERING: Let us bring our gifts to God.**

Please be seated up front in one of the chairs facing the congregation while the offering is being taken. When the ushers are finished, rise and cross to behind the table to receive the offering plates that are placed on the table.

**\*\* DOXOLOGY:** Sung with the congregation as you remain behind the table.

Follow with: **Bless the Lord, O my soul.**

People: And all that is within me, bless God's holy name.

Follow with: **Bless the Lord, O my soul.**

People: And forget not all God's benefits.

**\*\* PRAYER OF THANKSGIVING:** Lead in reading the prayer as printed in the bulletin.  
Lead **the Lord's Prayer.**

**At the conclusion of the Lord's Prayer, return to the pulpit area for the hymn. Remain in the pulpit area for the remainder of the service. You can share the hymnal with the pastor.**

**\*\* HYMN**

**\*\* CHARGE and BENEDICTION**

**\*\* POSTLUDE**

**Please leave the notes you took on Celebrations and Concerns on the lectern—the church office will retrieve it later in the week.**

**\*\* Worship Leader is up front.**

## **PRAYER SUGGESTIONS FOR THE ASSURANCE OF FORGIVENESS**

- 1. "Here are words you may trust,  
words that merit full acceptance:  
'Christ Jesus came into the world to save sinners.  
To all who confess their sins  
and resolve to lead a new life, he says:  
"Your sins are forgiven,"  
and he also says: "Follow me."**
- 2. Listen - here is good news!  
Christ Jesus came into the world to save sinners  
- to forgive you in your failure - to accept you as you are  
- to set you free from evil's power  
and make you what you were meant to be.  
Listen to him, for through him his Father says  
to all who come to him, as you have come to him:  
"You are accepted.  
You are forgiven,  
I will set you free. "  
Friends: believe the good news of the gospel.  
In Jesus Christ, we are forgiven.**
- 3. Jesus said, "Your sins are forgiven; go and sin no more."  
Every day is a new day to be born.  
Our life is given back to us with hope.  
Every day is an opportunity to decide again that this day  
shall not be like the other, past.  
That as of this moment, a new person is being created.  
We are free from bondage to our past.  
We are free to live fully in the present.  
The future is open.  
Arise from your bed, pick up your life, and walk!**
- 4. "The mercy of the Lord is everlasting." Such is the witness  
of our heritage, which, being interpreted for our lives, means  
that now and in every moment our past is accepted, our every  
future is open, our every present is offered to us afresh.**
- 5. The Lord of Life has said: "I have heard you. Your brokenness  
is made whole. Your weakness is strength.  
Open the door to your heart, my brother and sister, and the  
light of life shall come in."  
Do not choose to be a prisoner of yourself, my neighbor.  
By the grace of God you are accepted.  
Let us open the door to our future!  
Let us receive the power of the Lord!**

6. **Listen! Your life is good. Whatever the last moment was, this one is new. It is God's mercy that he first clears away the rubble of our lives, in order that he may plant and nourish the garden of faith. The hands that are his will battle the real war on poverty. The minds that are his will create life in the city. The hearts that are his will bring humanness to life. The last word is that the new Word is given! Arise, then, as those who know that such a Word demands shouts of joy!**
  
7. **Listen! Here is good news. Jesus said,  
"The person who comes to me I will not turn away."  
He has come to forgive you in your failure,  
To accept you as you are, to set you free,  
And to make you what you were meant to be.**
  
- 8 **You are free to cleanse your eyes with the water of possibility which takes shape in the gift of the present.  
Your heart will be full in recognizing that emptiness is a part of the fullness.  
Your hands and feet are freed to pick up the life that is before you and run with it.  
Your mind is clear, and the reality is before you that this life is all you have, and in that realization it is everything.  
The possibility of living is poured out to us. Our lives are worthy of celebrations just as they are!**
  
9. **Sisters and brothers in Christ: hear the good news of the Gospel. In Jesus Christ we are forgiven, accepted, and loved. And the abundance of God's grace has set us free from sin and free to love. Thanks be to God for this wonderful gift!**

## WORSHIP LEADER TIPS

Thank you for participating in this very important role of spreading God's Word at Sunday worship by being a Worship Leader. It is an honor to assist our pastors and they are supportive of you every step of the way.

There have been comments that sometimes the Worship Leader is hard to hear or understand and so here are some suggestions to make both your experience as Worship Leader and the experience of the congregation (your listeners) comfortable.

Preparation:

- Compile your material into one document that you will use during the service. You will have electronic copies of both the bulletin and the Worship Instructions--cut and paste the prayers, etc. into one document and save yourself from having to go back and forth between papers. Be sure you don't cut out anything by accident while combining!
- Practice reading aloud all of your parts.

--Come a few minutes early:

--take the paper provided to list celebrations and concerns; have a pen handy also. --Practice taking out the step in and out

--Also, test out the microphone: The PA system is sensitive. You will not hear much amplification on your end but the congregation does.

Adjust the Microphone: The tip of the microphone needs to be in the center of the podium near your lips—not like a singer with a microphone who looks like she's eating an ice cream cone, but close to your mouth; otherwise the congregation can't hear you.

--Breathe deeply and take your time! Pray to be a blessing to those attending the service.

During the service:

### Use the pull out step

Standing on it positions you nearer the microphone.

It will enable the congregation to see you and you will appear more natural standing next to Aaron, who is tall. You can share the Hymnal.

After the Gloria Patri, push the step back into the pulpit. Pull it out again when you return to the pulpit after the sermon.

The pastor will usually adjust the microphone for his sermon. Readjust it when you come back to the pulpit. Should the pastor adjust the microphone while you are at the pulpit it means that the congregation is having difficulty hearing – don't move it back!

Be Friendly and Conversational – this is not a performance or a lecture.

Read With Meaning – Practice reading your prayers aloud. Don't rush. Think about why you chose the prayers and what you want them to convey to the congregation.

Give Time for the Silent Prayer – 20-30 seconds.

People are praying and want to finish.

### Celebrations and Concerns:

Hopefully, the pastor leading and repeating the celebrations and concerns greatly reduces the pressure of this issue.

Please do not repeat all the celebrations and concerns individually as they will have been repeated by the pastor. Instead, offer a more general prayer.

**Thank you for serving as Worship Leader!!!**