

Twelve Lessons

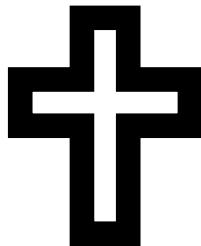
on

Pastoral Administration

Compiled and Written

by

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CONDUCTING A CHURCH SERVICE – LESSON 1

Introduction: This lesson is to teach the student the mechanics of conducting a normal Sunday service. Normal Sunday morning should have some pattern that is consistent and is easily recognized. In general people do not like change in their perception of a Church service. People need some measure of comfort to receive the most from the service. Organization is the Key to the Organism. Disorder breeds Disease. “Everything rises and falls on Leadership.”

Lesson Goals:

1. Teach the student the importance of consistency in Church services
2. Make the services a time conscience, considering the amount of instruction reception a student can handle.

Definitions of Important Terms/Phrases:

1. Superintendent – One who has the oversight and charge of something, with the power of direction. (Webster’s 1828 Dictionary).
2. Worship – To adore; to pay divine honors to; to reverence with supreme respect and veneration. (Webster’s 1828 Dictionary).

I. SUNDAY SCHOOL – Time is the Key – The Pastor & Sunday School Superintendent should set the example by arriving at least 30 minutes ahead of time. The same applies to the Musicians.

A. Promptness – If the Sunday School is to begin at 9:45 a.m. you should start promptly.

1. There should be at least 5 minutes of music prior to the opening song.
2. Order of Service
 - a. Welcome
 - b. Outline of Sunday School Lesson
 - c. Birthdays, Anniversaries, etc.
 - d. Note: The Sunday- School Superintendent must be considerate of the time and should allow 5 minutes between dismissal of the opening assembly and entering the classrooms. Which means he should take no more than 10 minutes to complete his responsibilities.

B. Classroom Preparation:

1. Things to Discuss at the Teacher's Meeting, Order of Sunday School Time
 - a. Five minutes is ample time for prayer requests. Sunday School is exactly what the name means. It is a time for teaching not praying, testifying, or discussion. Is it being Non-Spiritual to teach the Word of God?
 - b. It is important for the teacher to have plenty of time to teach the lesson she or he has spent in preparing. It is very inconsiderate to take the teacher's time for other things.
 - c. The teacher must be told to take command, stop the interruptions, and begin teaching.
 - d. The teacher is under the authority of the local church and is to stay within the time frame and stop the lesson when the bell rings for the close of the Sunday School.
2. Uniformity in all classes: It is important that all material for the Sunday school be consistent and in accordance with the church doctrine and approved by the Pastor. (Exception- pre-school)

C. All Material should be prepared before Sunday Morning. Any copies, books, or materials should be in hand in by Wednesday night. Give the secretary ample time to obtain any materials needed for Sunday School.

II. SUNDAY MORNING WORSHIP: The Order – Many Sermons have been voided by overextended opening formalities.

A. Time Element – All of the below should be done within 30 minutes of the opening song:

1. Opening Congregational – This song should be a fast uplifting type of song instead of some slow doxology. Although, we are dependent upon the Holy Spirit of God to do the work, a good song will set the tone of the service. Attitude plays an important part in the service. The Song Leader and the Pastor should be in agreement on the song that is used and both should be involved in the singing. The Director of Music should inform musicians of all songs to be used prior to the opening assembly. If the Holy Spirit can give a Pastor the sermon ahead of time, the Director of Music should also be sensitive to His leadership.
2. Welcome and Prayer – A good slogan is "Brief is Better." This should not be a time of recognizing everybody in the congregation to the extent that it takes more than a few minutes.

Also avoid long prayers and people who pray long prayers. The opening prayer is not a time to catch up on your prayer life.

3. Choir Songs – Two choir songs is the minimum not to exceed three. Although you cannot build a church without good singing, we must remember that it is through the "foolishness of preaching" that men are saved. Again, the musicians must be informed ahead of time. Requests from the choir or individual members should be ignored as the one making the request probably hasn't prayed about the service.
4. Announcements – A good way to prevent lengthy announcements describing the coming week's events is to have a weekly bulletin with a full description of the week's events. A brief acknowledgment of each is sufficient.

E. Offering – Again, a sermon is not needed over the offering and a brief dedicatory prayer is enough.

Ushers should be well-dressed and conduct themselves in a reverent manner. This is not a time of conversation with members as they receive the offering.

F. Special Singing – One or two special songs by quartets who are ready to sing. The groups should be notified before the service begins and should be ready to sing upon being asked. Singers should be as faithful and prepared as the Pastor.

G. Get Acquainted Song – This should be a time when the congregation is asked to stand, shake hands, welcome visitors, and fellowship with members. This will give the congregation time to stretch their limbs and give the pastor time to put on a cordless microphone, find his scripture, and lay out his sermon outline.

H. Ushers should make sure every visitor is given a visitors card and after it is filled out returned to them, they should turn it in to the office so it can be filed for future reference.

I. Message and Invitation – This is the most important time of the Sunday Morning. The pastor, I contend, should be in the pulpit within thirty minutes of the opening song.

1. The Message – Probably the greatest error in the pulpit is getting into a rut. A "rut" is a depression and will eventually depress the congregation. I believe a good outline to follow is a Salvation Sermon on Sunday Morning, a Separation Sermon on Sunday Night, and a Doctrinal Sermon or Exhorting Sermon on Wednesday Night. One may switch these around to fit the need, but to preach Separation on Sunday Morning, Sunday Night, and Wednesday does not make good sense or good members. I suggest the pastor should evaluate his sermons over the past six months and see if he has been preaching the same subject. A "hobby horse" sermon or carrying the problems of the church to the pulpit will just lead to contempt. A preacher that preaches sermons that have been given during the week by a member will cause division.
2. The Invitation – Definite Step in securing an adequate response to the evangelistic message. The Director of Music should be informed on the type of sermon and have the appropriate music. Example: If the pastor preaches a message on divorce, "I'll Fly Away" would not be an appropriate song. The Pastor should have altar workers watching for opportunities to pray with the lost and with members of the church.
3. Time Element – Sunday Morning visitors should be given consideration. A lengthy sermon and invitation could discourage a "lost" person from coming back.
4. The Congregation should be notified ahead of time not to monopolize the pastor's time at the end of the service as this is an excellent opportunity for him to meet and greet visitors. A person could be appointed as a "watch dog" to run interference for him to allow him to escape such a person.