

Logistics for Worship Leaders (Nov 8, 2017)

"Things to Pay Attention To"

- Ring bowl 3 times immediately before the service to settle folk -- in foyer, back of sanctuary and front.
- Please use the words "Please rise in body or in spirit" when preparing for singing (avoid "please stand") -- this is more inclusive of those with physical limitations.
- Cover the cable to the podium mic with the protector strip ... and ROLL UP the cable gently after the service and put it in the bottom drawer of the podium.
- Take the hand-held mic to guests so that everyone can hear them introduce themselves. Remind the congregation to always use a mic so that everyone (including those using the hearing assist devices) can hear.
- Please explain that using the mic is important since those with the hearing-assistance devices can hear ONLY what comes through the sound system.
- Break the wax off J&S candles before the service starts (it saves time and frustration during the service).
- Hold the intention of a Call to Worship, whether you call it that or not -- shift from "business" to a time of worship.
- Check in a few days before the service with your setup and sound helpers (listed in the online worship calendar) -- also be sure to identify ushers and be sure they know their responsibilities. Identify someone to count heads - we track how many people attend each service.
- Practice with the new podium mic -- don't get too close or you'll "pop" and "hiss". Use your diaphragm -- but the sound tech can adjust volume.
- Print out your "script" large enough you can read it easily and practice placement on the podium.
- Check the news on Sunday morning -- we've had events happen that need to be addressed at the service.
- When there are new people or guests speaking, be sure to think through all your logistics -- what mics to use, using a stand or holding a book, etc. And be sure they do an adequate mic check.

- Don't remove the ribbons on back chairs until 10 am. We routinely have a LOT of people who arrive after 10 and there need to be some seats available at the back.
- Be sure to say "Thank you" for the offering before moving on in the service.