

I want to minister on some practical guidelines for some of the things we do in a regular church service. Things that will help your service to run smoothly and efficiently; giving it a dignity and an excellent atmosphere.

1 Co 14:40 Let all things be done decently and in order.

I THE ECONOMY OF TIME:

A- Pastor W. Mitchell used to talk about the idea of the: Economy of Time.

1. This is the idea of minimizing the amount of steps to get the maximum results.
 - a. You find ways to get things done quicker and more efficiently.
 - i. A basic practical of this is to Start things when it's scheduled (Church, Outreach, Conference).
 2. When this is in place, this helps people to be able to plan and know their time will be useful and maximized.
 3. This also helps people want to come & support more... They have a confidence that there will be structure.
 - a. Benjamin Franklin: "*If you fail to plan, you are planning to fail!*"

B- Ignoring this idea will impact the feel & flow of your service.

1. B/c things aren't thought out, you wind up losing time.
 - a. **Col 4:5** ESV Walk in wisdom toward outsiders, making the best use of the time.
 2. When someone comes into your church for the first time; What impressions will you make on them?
 - a. Lazy, Odd, Disheveled, Long, Unorganized, bizarre?
 3. Text tells us: Let all things be done decently and in order... Let it be arranged, planned out, focused.

II CHURCH LITURGY PRACTICALS

A- Opening Prayer: *I don't want to get too religious about this, but...*

1. It's important that whoever is opening the service in prayer that they be someone with some Leadership & Authority
 - a. **Leadership**: You are leading us into the presence of God... contributing to the preparing our hearts for the sermon... Helping to Cultivate an atmosphere for people to hear from God.
 - i. Remember requests have been made that are important to people personally.
 - b. **Authority**: More than a volume issue... Its a dominion issue... do you have spiritual authority.
 - i. Will people want to follow you? *I have seen some services go up, then fall in 2 minutes!*
 2. Avoid distracting prayer fillers: *Oh God, Lord God, God God, My God, You God...*
 - a. Think your words through... not every second has to be filled with a spiritual word/phrase.
 3. Remember; We pray because we believe in it... We make it part of our service because its valuable to us.

B- Giving a Report: Plan out your reports!

1. Know in advance: What did we do? Where did we do that? What happened? Express appreciation. Give results.
 - a. End with the results... Don't start with them.
2. Speak with enthusiasm. Speak with clarity. Keep it simple.
 - a. If you highlight something make it count, and make it clear.

C- Reading Event Announcement: Know the main things to announce;

1. What, Where, When, Who do I see?
 - a. Have an understanding of what you are going to say! Plan ahead of time.
2. Speak with clarity, speak with voice inflection-

a. Guy at conf. asked his cousin while listening to conference announcements: *Does he talk like that all the time?*

D- Taking the Offering: Regular church offerings are not like conference offerings or love offerings...

1. In a regular offering: People who are going to give have already come prepared to give.
 - a. So; you may have a short story dealing with money and a quick application.
 - b. You might just have a scripture on giving.
 - c. You might use the reports that were just read and reinforce the victories.
2. It's quick, It's a form of worship, It's valuable to us.