

WORSHIP LEADER - LAY PREACHER TRAINING MODULES

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WORSHIP TRAINING MODULES

- A1 * Liturgy - theory and theology.
- A2 * Worship-who is it for? (Identical to DYS No. 2 - Gold Cover) - Revised and enlarged 2001
- A3 *# Leading a printed service.
- B1 *# Leading user - visitor friendly worship (DYS No. 1 - Yellow Cover).
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- C2 Children's Talks and Family Services.
- C3 *# Blended and informal services (= DYS No. 9 Orange Cover).
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- C7 Creative - reflective worship.
- C8 * Other practical issues.

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MODULE

A3

Leading a Printed Service

Reverend Peter Witty

for the . . .

Worship Leader Training Team
Bishopdale College
Anglican Diocese of Nelson
Post Box 100
NELSON
New Zealand

WORSHIP TRAINING MODULES OF THE ANGLICAN CHURCH OF THE NELSON DIOCESE.

This series has been developed to assist those who are leading worship and those who are seeking to understand worship more fully. They were originally prepared for seminar presentation. We now believe that much of this information can be learned through these self study booklets.

A SELF STUDY GUIDE IS AVAILABLE FOR THIS MODULE. Completing the exercises will help - even more important will be discussing the contents of this booklet with other leaders in your Church. Explore which parts apply to you and your situation and how you might implement what you learn.

Watch for and join in Worship Leader **training events** designed to assist you carry these ideas forward.

1.0 INTRODUCTION

The leading of a printed service like those found in the New Zealand Prayer Book is seen by some as an easy option.

This isn't so if we are seriously there to help the congregation to Worship God.

The deciding factor in all services of worship and how good they are is the amount of preparation we put into them.

1.1 INDEX

2.0 SKILLS AND ATTITUDES IN LEADING WORSHIP

3.0 MORNING AND EVENING WORSHIP

4.0 EUCHARISTIC LITURGY

5.0 SOME THINGS TO REMEMBER IN ALL FORMAL PRAYER BOOK TYPE SERVICES.

6.0 POSTURE IN WORSHIP

7.0 APPENDIX OF SERVICES

SONG SUNG KNEELING (Intro by Peter)

Give thanks with a grateful heart

CHILDREN'S TALK (By Gary Adams)

READING #1 Genesis 1: 1,2,20-31

read by Youth leader

READING #2 Acts 14: 13-17

read by Sunday School Teacher

SONG (Intro by Peter) Jesus is Lord

GOSPEL READING John 6: 27-35 Read by Robin Kingston

SERMON by Robin Kingston

CREEDAL SONG I believe in Jesus (Intro by Peter)

INTERCESSION PRAYERS by Judy Ellery

OFFERTORY HYMN Great is your faithfulness (Intro by Peter)

COMMUNION NZPB page 420ff (By Peter)

CLOSING SONG You shall go out with joy (Intro by Peter)

WORSHIP LEADER - LAY PREACHER TRAINING MODULES

* = Denotes units which can be completed as **Self Study Modules**. These units marked with an asterisk can be completed individually in your own time as self study modules. You can obtain them from Bishopdale College, Anglican Centre, Post Box 100, Nelson; at \$2.00 per module; plus postage of 80 cents for every five modules ordered (6 or more post free - \$20.00 for a full set of 15 modules, 16 titles).

= modules that phase 3 training will be offered throughout the diocese or in parishes who request it

DYS = the appropriate 'Developing Your Skills' Booklet which is equivalent to one of these modules. Six of the Worship Training Modules are printed as DYS Bklets.

OLD TESTAMENT READING Isaiah 45: 9-12
by Rena Copeland

SONG God is the one we seek together

NEW TESTAMENT READING Philippians 2: 1-11
by Bretta Thomson

SUNDAY SCHOOL SING

GOSPEL READING Mark 10: 13-16
by Rev Ruby Jones

SERMON by Bishop Swartz

INTERCESSIONS by Rev Ruby Jones

OFFERTORY HYMN 7 Holy, holy, holy, Lord God Almighty

CELEBRANT Rev Robin Kingston

CLOSING HYMN 417 Lord Jesus Christ, you have come to us

7.7 HOLY TRINITY GREYMOUTH

*Youth / Family - Harvest Festival service 10am Sunday
March 6th 1994*

PROCESSIONAL HYMN (Intro by Phillapa Adams)

283 All things bright and beautiful

WELCOME (Peter)

WORSHIP SONGS (Intro by Peter)

Ah Lord God & Come, come, come and bless the Lord

GREET THOSE AROUND YOU (Intro by Peter)

THEME AND CALL TO WORSHIP (By Robin)

CONFESSION AND ABSOLUTION (By Peter)

2.0 SKILLS AND ATTITUDES NEEDED WHEN LEADING WORSHIP

Keeping in mind that 'Preparation for all worship services is very important' there a few things we must always keep in mind.

2.0.1 Be **precise** and **concise**.

2.0.2 Use **inclusive** words and actions to include all people.

2.0.3 Be intentional when using **pauses**.

2.0.4 Lead with **life, energy, intelligence** and **enthusiasm**.

2.0.5 Be **sensitive** to the needs of the congregation

2.0.6 Speak **distinctly** and **audibly**.

2.0.7 Be **present** and **attentive**. (Concentrate & stay in control)

2.0.8 Show a **balance** between structure and spontaneity.

2.0.9 Use effective and appropriate **gestures**.

2.0.10 Keep the pace moving - be **on time** beginning and ending each component.

2.0.11 **Lead** the people on the worship journey.

2.0.12 Be **yourself**.

2.0.13 Be **competent**, rehearse, rehearse, rehearse

2.0.14 Arrive at least **15 minutes** before the service

2.0.15 Use the **book** carefully and selectively.

2.0.16 As the leader enabling other people to worship is **more important** than worshipping yourself.

2.0.17 Have a service **plan**.

2.1 Some of these attitudes and skills you may like to debate with your Vicar or other worship leaders. This list of suggested areas is to start you thinking about how prepared we need to be when we lead worship.

2.2 The leading of worship is not something that's done after slipping on a robe and looking through the book for a couple of minutes after the service begins.

3.0 MORNING AND EVENING WORSHIP

3.0.1 As we work through these services we will take note of the RUBRICS which are the parts in *italics*. These give an indication of what we should do when leading a formal worship service.

3.0.2 But also 'importantly' they offer times for variation. There is no excuse even when leading formal worship to just read the book. The Worship Leader is there to help the people to use their hearts and minds and not just their lips.

3.1 The Preparation (NZPB page 35)

It is important when using the Prayer book to let people know which page we are on. A visitor or newcomer will not know we always use page 35 for example.

3.2 The Minister May Greet The People

The Minister / Worship Leader should always greet the people. Even in the most formal service it's important to establish rapport between the person leading the service and the congregation.

3.2.1 Just how the people are welcomed will depend on who's there, age, regulars, visitors etc. We should want to make everyone feel welcome.

3.2.2 When welcoming and greeting people we should use words appropriate to you and your congregation.

RK After Church refreshment teams
PW Parish Visitors

RK Church Cleaners

PW Prayer group leaders and members

RK Wardens, Synod members & Vestry

Finish with Lord's Prayer

OFFERTORY The Servant Song
NZPB page 420ff

COMMUNION (Peter)
- Choir receive while music group sings and then reverse

COMMISSIONING Sunday School leaders by Robin

CLOSING HYMN Hymn 219 O for a thousand tongues to sing

DISMISSAL (Robin)

SHARED LUNCH FOLLOWS IN HALL.

7.6 HOLY TRINITY GREYMOUTH

Patronal Festival Service 6.30am Sunday May 29th 1994

THEME: Year of the Family and Patronal Festival service

PROCESSIONAL HYMN: 558 We love the place O God

WELCOME and greet those around you etc

HYMN 300 Happy the home that welcomes you

NZPB page 404ff

SENTENCE OF THE DAY Taken from Psalm 133 verse 1

How good and pleasant a thing it is when God's people live together in unity.

COLLECT

THE GATHERING OF THE COMMUNITY (Roly)

- One sentence from page 404
- Say collect for purity together on page 405
- Choir sing 'Lord have mercy...'
- One sentence from 'Jesus said...'
- Confession

ABSOLUTION (Peter)

CHILDREN'S TALK (Judy - at the front as usual & Sunday School as usual following the talk)

READINGS

- Old Testament by Rena Copeland
- New Testament by Gary Adams

GRADUAL SONG SIS 318 Jesus take me as I am

GOSPEL & SERMON (Robin)

CREEDAL SONG I believe in Jesus

INTERCESSIONS/COMMISSIONING (In place of intercessions)

COMMISSION (As per separate form)

- RK Lay readers
- PW Intercessors and Readers
- RK Sidespeople
- PW Chalice administrators & Sacristans
- RK House, Study, EFM leaders and members
- PW Musicians, choir, music group and OHP operators
- RK Flower Guild, Lawn mowing and Garden carers
- PW Youth group and Tweens leaders
- RK AAW and Friendship group
- PW Play group leaders and members
- RK Envelope recorder and Ladies Guild
- PW Hospital visitors & Extended Communion Team
- RK Magazine distributors
- PW Sharing Shed Workers

3.2.3 It is appropriate to write any words of greeting before the service, at least until you have the ability to be brief.

3.2.4 When greeting people **never** put visitors or new people on the spot. They want to be inconspicuous.

3.2.5 This can be a good time to get people to greet those around them. But it must never be more than **15 seconds** as newcomers or visitors will feel uncomfortable because they don't know everyone present and won't want to move out of their immediate area.

3.2.6 A hymn or song(s) can be used after the welcome and before starting on the prayer book service proper. Music is a good thing to bring the congregation together to concentrate their attention on the praise and worship of God.

3.3 The Sentence of the day or Introductory sentence

This is the time to establish the theme of the service so it needs to be chosen with care.

3.3.1 The sentence is taken from the Bible and is meant to show us something about God which ties in the days theme. It can also be a sentence that introduces us to the season.

3.3.2 Some places in the NZPB for finding an appropriate sentence are -

- The 2 year cycle NZPB page 550ff
- The 3 year cycle NZPB page 692ff
- If not using a set cycle then a concordance may help you to find a sentence that fits the theme.

3.4 Song Of Praise

The one given in the Prayer book is 'Great and Wonderful' but this one doesn't have to be used all the time.

3.4.1 Others can be found in daily services on page 58ff in the Prayer book.

3.4.2 Some points to watch out for when using different sections of the book than those used within a particular service are -

- Care needs to be taken that you are not changing pages all the time.
- If an OHP is available any suitable song of praise can be used or it could be printed on the newsletter.
- Try to get the song of praise to fit the services theme where this is possible.
- It is possible to keep the first hymn or song until now.

3.5 *The Minister May Read The Following The Introduction page 36.*

Note the word *may*!

3.5.1 It's a good description of what the worship is about but variation is the key. You could write your own.

3.6 *Hear these words of Scripture*

Note the rubric say's 'one' of the following.

3.6.1 You could alternate the one used or use the one that best fits the theme for the day.

3.7 *Confession (page 37)*

Again make use of the alternatives.

3.7.1 Sometimes a led silence or reflection on it's own may be appropriate.

Wayne The Absolution (as for layreader) P 38

Ministry Of The Word

Responses

Psalms 29 (by alternate verses) Page 227

M Newport

O.T. Reading Page 41

M Newport

The Steadfast love of the Lord Page 41

M Newport

N.T. Reading

M Newport

Jesus stand among us HTC364

John B

Sermon Page 48

Wayne

Creed Page 48

Prayers

Lord's Prayer Page 49

Wayne

The Intercessions - set prayers Page 50-51

Notices

The Offertory

Breath on me breath of God HTC 226

Closing Prayers

7.5 HOLY TRINITY GREYMOUTH

Commissioning Service 10.30am Sunday April 10th 1994

NZPB page 404

Music group sing before the service.

PROCESSIONAL HYMN (Clergy and Choir process from the back of the church - Introduced by music group leader)

Hymn 535 Stand up stand up for Jesus

WORSHIP SONG (Intro by Philapa introducing as symbolic of all our services joining together today.)

Bind us together Lord

WELCOME and greet those around you by Robin

SONG S3 Alleluia

A. Burrough	Revelation 5	
J. Burrough	Matthew 23: 16-20	
John	Sermon	
Pam	Creed	
	The Intercessions	
Richard	The Peace	
	Offertory Hymn	
	Jesus is Lord, Creations voice	HTC S17
	Collection	
Richard	The Great Thanksgiving	
	Blessing	
Richard	Notices	
	Concluding hymn/song:	
	Tell out my soul	HTC42

7.4 HOLY TRINITY RICHMOND

Common Worship

Sunday : Pentecost 22/5/94

Theme: The Spirit Poured Out

Who Does It	The Service	Notes
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The Call To Worship

Wayne

Welcome

Opening Hymn:

Come let us join our cheerful songs

HTC206

Sentence of the day

Opening sentence

Great and wonderful

The Confession

Page 35

Page 36

Page 37

3.7.2 Another alternative is to use another form on an OHP that suits the theme of the day.

3.8 The Ministry of the Word (Pg38)

These sentences don't have to be used every time.

3.9 Psalm

These can be found on page 198ff in the NZPB

3.9.1 The lectionary gives the psalm appointed for use on each day or one can be picked which takes in the theme for the day.

3.9.2 There are different ways of using the Psalms in public worship.

- The congregation and Worship Leader can say it together.
- The Worship Leader and congregation can say alternate verses.
- The Psalm can be sung - using either a traditional music setting or using a modern chorus based on a psalm.
- It may be appropriate to use a relevant song or hymn instead of a psalm sometimes.
- It is important to not always do it the same way as this can become very boring.

3.10 The reading From The Old Testament

By now the congregation is sick of hearing the same voice so it's ideal to get someone else to read it.

3.10.1 The reading for the day can be selected from the Lectionary or picked to suit your theme.

3.10.2 If using another person to read the lesson allow them plenty of time to prepare. As with any part of worship it's not acceptable to arrange someone as they arrive for church. Allow at least a day for preparation.

3.10.3 If you decide to use three readings then it's advisable to use the Old & New Testament reading at this point and the Gospel later.

3.10.4 Silence may (and should) follow the reading at the very least it should be a pause of 3 seconds before the closing words '*Hear what the spirit is saying...*'

3.11 Song Of Praise

As with every aspect of worship it's important not to just do the same every time.

3.11.1 This is a suitable place to use a song or hymn instead.

3.11.2 A drama relating to the reading could be used here.

3.11.3 This is where people can start to loose their place so we need to give the next page number - especially if visitors or new people are present.

3.12 Reading From The New Testament

This is another good opportunity to introduce another voice and involve another person in the worship.

3.12.1 Another song of praise can follow or if preaching on this reading it's appropriate to have the sermon at this point.

3.12.2 This is probably the best place for the sermon so it doesn't look like it's been tacked on to the end of the service.

Let our praise to you K146/350

Free Prayer

Richard Notices

Closing song

The Offertory song

Healing God, almighty Father Hyfredol

Offertory Prayer

Grace K42/247

OHP R. Martin

Welcomer

Sidesperson A. McDougall (T.Hosie)

Cup of tea J.Young - (from 11am M.Pope)

7.3 HOLY TRINITY RICHMOND

The Liturgy Of The Eucharist *Order Of Service*

Sunday Ascension 1 - 15/5/94

Theme: Christ, Sovereign over all

Who Does It	The Service	Notes
Processional	Jesus comes with clouds	HTC196
Pam	The Formal greeting	Page 404
	Collect for Purity	Page 405
People (sung)	Glory to God in the Highest	
	The Summary of the Law	Page 406
	The words of comfort	Page 407
People	The Confession	
R. Dyer	The Absolution	
	Collect etc	

THE OFFERTORY

House Band Healing to the Nations

Youth Band Time has come

Derek Blessing

Sidesperson M Thomas and kids / Jeremy

Welcomer Janelle and Nat

Cup of Tea Mertyl

7.2 HOLY TRINITY RICHMOND

Praise On the Hill

Sunday Easter 5

Theme Christ our Victory

Who Does It The Service Notes

Peter The Call to Worship

Welcome

Opening Songs:

I will enter his gates p139

Come let us sing N488

The Confession OHP

The Absolution

Collect

Newsheet

The Ministry Of The Word

M. McEwan Reading

Peter Praise Him

Richard Baptism

Peter Welcome to the family Sheet

Sermon

HTC S21 - Sheet music

Worship

Peter

All that I am N456 - Transposed sheet

Soften my heart

Jesus name above all names K21/226

3.12.3 The people are still alert to hear the message and able to respond if appropriate.

3.13 Affirmation Of Faith

Note this **may** be said, and **should** be sometimes.

3.13.1 Again alternatives could be used, either another form of creed or a creedal song or hymn.

3.14 Lord's Prayer And Intercessions

See Module B3 for information on leading prayers.

3.14.1 Intercessions offer the opportunity of using another person in the worship.

3.14.2 Watch you pace, if you drag or race it causes the congregation to stop praying.

4.0 EUCHARISTIC LITURGY

A number of the sections already covered can be applied here as well. What we will look at here are other areas to do with the Eucharist service but reference numbers will be given to make it easier to look back.

4.0.1 As the Communion is only relevant for Priests here we will cover only the Ministry of the Word, Prayer time and Extended Communion.

4.1 Thanksgiving of the People of God

- The example used here is the service as found in the NZPB pg 404.
- THE MINISTRY OF WORD AND PRAYER
The Gathering of the Community

4.1.1 *The people may be greeted informally*

See notes on page 3, section 3.2

4.1.2 *The Theme may be introduced.*

It's helpful to introduce it early on so the people know what it is.

4.1.3 *The Sentences of Greeting.*

The three are not given so we will use all three. One or at the most two are quite enough.

- It can be a good idea to alternate which one is used on different weeks.

4.1.4 *The Sentence of the Day*

This should be relevant to the theme and introduce where from Scripture it's been taken. e.g Romans chapter 6 verse 2.

4.1.5 *The Collect for Purity (Top of page 405)*

This doesn't have to be said every week.

- It's a good thing to leave out on a day when extra elements are being added into the worship.

4.1.6 *The Gloria*

It doesn't have to be used every week. It is appropriate to leave it out on a week with a lot of extra things happening.

- On a Sunday when having Baptisms it is quite acceptable to go straight to the confession from the opening sentences.
- There are a number of songs which could be used as an alternative to the Gloria.

In formal Anglican worship the Gloria is usually omitted during Advent and Lent. The reason being it's a song of celebration and is saved for the joy of Christmas and Easter.

7.0 APPENDIX OF SERVICES

On the following pages are some service examples which show how a service can be put together.

Each of these is an actual example of a service used and they are included to give you some ideas of what can be done but the options are limited only by our creativity.

7.1 HOLY TRINITY RICHMOND

Sunday Pentecost Sunday 22/5/94

Theme Commissioning of Diocesan Youth Worker

Who Does It The Service Notes

Richard The Call To Worship

Welcome

House Band Come on and Celebrate

Shine Jesus Shine

Richard Intro Prayers / Confession

Youth Band Blessed Be

Kate Frenley Readings

DYMT Person

Band You are my rock

Alice Teaching

House Band Servant King

Derek Commissioning

House Band Refiners fire

Be still in the presence

Ross Prayers / Intercessions

5.2 Anything creative can be used in a Formal prayer book service.

5.3 See the service as a whole - NOT BITS and lead the people on the worship journey.

5.4 Use 2 or 3 readings at the most

5.5 Plan the length of each element so that the service is between 1 hour and 1 hour & 15 minutes at the most.

5.6 If the service is going to be too long then you need to review what needs to be left out.

5.7 Move progressively even when leaving out chunks. Don't move backwards and forwards in the book. Always go forward.

6.0 POSTURE IN WORSHIP

This doesn't differ a lot between formal or informal worship.

Generally we;

- * Sit for listening
- * Stand for action, thanksgiving and praise
- * Kneel or sit for prayer.

6.1 Exactly which posture you use will depend a lot on local tradition.

6.2 Care however needs to be taken because -
"OUR ACTIONS SAY WHAT IS HAPPENING"

4.1.7 The Congregation Kneels

If you want the people to sit or kneel you need to tell them. Assume they can't read.

- In some smaller Churches it's possible to lead by example but it's still important to also tell them.

4.1.8 The Summary of the Law, The Kyries, and the Sentences (pg 406 and 407)

- Never use every option. Pick alternatives to suit the theme or use different options on different weeks.

4.1.9 The Confession

Allow at least 10 seconds of silence for people to call to mind their sins.

- You may need to time this silence as time seems a lot longer when you are leading the worship.
- If no Priest is present to give the Absolution as on page 408 use the one authorised for Lay people to use as found on page 38. If using this option just do it, there's no need to get the people to look it up.

4.1.10 The Collect of the Day

Better introduced as the prayer of the day or the special prayer for today.

- This prayer is meant to collect or gather together the theme of the day.
- If you wish to write your own Collects they should-
 - * Call upon God's name and would usually tell us something about God.
 - * Include a request of God and our reason for asking for it.
 - * Include a doxology (ie) To the Father, through the Son, in the Holy Spirit. Amen. For other alternative endings see the NZPB page 549.

- The collect can also be used as a concluding prayer to the intercessions.

4.1.11 *The Affirmation Of Faith*

See notes on page 8 section 3.13

- With the creed's and affirmation of faith on pages 410, 461 or 481 try highlighting the words of the one you are using. eg on page 410 highlight 'Nicene Creed', because of the way it's worded in the prayer book it can be confusing.

4.1.12 *The Prayers of the People*

See Module B3

4.2 THE MINISTRY OF THE SACRAMENT NZPB page 419ff

- 4.2.1 The Anglican Church does not allow for anyone other than a Priest to Consecrate Communion.

- 4.2.2 This means a Layperson or Deacon can lead a Communion service up to a certain point only.

- Page 404 up to 418
- Page 456 up to 465
- Page 476 up to 484

- 4.2.3 However a Deacon or authorised Layperson may use a "Service Of the Word With Holy Communion".

4.3 *Service Of The Word With Holy Communion*

NZPB page 518 to 520

- 4.3.1 In the Nelson Diocese this is known as Extended Communion.

- 4.3.2 The the bread and wine that are used will have been blessed by a Priest at an earlier service.

- 4.3.3 On page 520 in the middle of the prayer a space is given to include the time and place that the original consecration took place.

- 4.3.4 At the bottom of page 520 note the instruction that all remaining bread and wine is to be consumed.

- 4.3.5 Extended Communion can be used on Sundays, at Mid week services, Home Communions and Old people's homes.

- 4.3.6 For more practical information see Module C8.

4.4 *Prayer After Communion*

A Deacon or Layperson may take the prayers on page 428, 472 or 490 after using Extended Communion.

- 4.4.1 In all other cases the presiding Priest should lead them.

4.5 *The Dismissal of the Community*

Any blessing should be led by the presiding priest.

- 4.5.1 If no Priest is present as with Extended Communion then the Lay Worship Leader may get the congregation to say the grace together as an alternative to a blessing.

5.0 SOME THINGS TO REMEMBER IN ALL FORMAL PRAYER BOOK TYPE SERVICES.

Variation is the key and don't let the worship become all words.

- 5.1 Make use of whatever local talent you have.
- Children's talk
 - Drama and dramatic readings
 - Directed periods of silence
 - Liturgical dance