

Tips For Pulpit Ministries, Public Speaking and Presentations

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- I. **Tips for Preacher / Teacher / Speaker to improve Stage Communications & Audience Connections**
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"If you can't explain it simply, you don't understand it well enough." - Albert Einstein

"Ask yourself, 'If I had only sixty seconds on the stage, what would I absolutely have to say to get my message across.?' - Jeff Dewar

Be Concise. Be Clear. Be Consistent.

I. **Tips for Preacher / Teacher / Speaker to improve Stage Communications & Audience Connections**

#1 Manage Your Anxiety

How to manage your anxiety?

- By physically **warming up** like push ups or walk around the building
- Do a quick **tongue twister**
- **Be at the moment.** Listen to music to help you be present at the moment

#2 Start slowly and clearly and **avoid talking too fast** right away

#3 **Pronounce** the **last letters** of the word

#4 Record yourself

What to look for?

- ***Look for mannerism*** - like saying hallelujah 50 time a minute.
- Listen and list-in the words you have hard time pronouncing properly and practice

#5 Get "Yourself" out of the way

The one that is usually hindering the message and the recipients of the message is our self. So **avoid talking about much of yourself** unless it is necessary and related to the message. If you notice that you are not making too much sense, try to get out of the way or proceed to next thought.

#6 Be a good story teller. **No matter how great the idea if we can't get it across someone it is not that profitable.** Story can get your message across.

#7 **Organize** your thoughts by building structures. Remember speaking is more of an art than a science. There is no one perfectly right structure and you don't have to be perfect.

Examples of Communication Structures:

- **Structure your delivery** around questions: The "What? So what? Now what?" structure. Start first by talking about what it is. Secondly, why it is important . And then what the next steps are.

- **Structure** to benefit and to never lose “Connection” with your audience. The "Problem > Solution > Benefit" Structure. You firstly start talking about what is the problem. Then talk about a way to solve the problem. And then talk about the benefit of solving it.

#8 Make delivery “**Conversational**” to establish and sustain great connections.

#9 **Don't jump to conclusions without gathering enough information.** So understand and be in touch with the listeners and receivers to fulfill your obligation as a communicator.

#10 We are more than just public speakers. We are preachers/teachers, messengers and ambassadors of our Holy Lord so it is important to mind that every time we go behind the Holy pulpit sanctified by the Lord there are always eternal if not long term consequences.

Add-on Tip: Providing a conducive place where the saints can receive the word of God is very important.

IV. Do's & Dont's when presenting, speaking, emceeing or leading from the pulpit.

Do's and Dont's

1. ✗ **Rambling & Long Winded**
 ✓ **Organized & Concise**
 - When you are rambling and disorganized, it is hard to follow the flow of thought for your listener.
 - A good example of an organized flow of delivery is:

INTRODUCTION		
#1	#2	#3
CONCLUSION		

2. ✗ **Bad Eye Contact** - Don't look on wrong places, e.g. floors or ceiling or heads. A tip is one thought = one look . One look on one person, finish the thought then, look on to the next person.
 ✓ **Direct Eye Contact** - If you are looking you are connecting and you are making an impact.
3. ✗ **Cluttered Notes** - When we cluttered our notes with too many details. We tend to look locked in our notes rather on our audience. This also means you need to really study and know your subject matter.
 ✓ **Simplified Notes** - makes speaking in a conversational style and have a good connection with them in your natural personality. Example of Simplified Notes is below:

Takes an audience-centered approach.

4 Ways:

- **Listeners' psychology**
- **Listeners' Interests**

- **Audiences' Age**
 - **Audiences' Gender**
4. ✘ **Complex Slides** - When our slides are loaded with texts and jammed pack with the details, it's very hard to follow what is going on.
 ✓ **Clear, Simple Slides**

The rule of thumb is: if you are spending 2-3 minutes on each slide you are most likely wasting your time, an example of a simple clear presentation is below:

USE A CONCISE TITLE

- > **Bullets are clear**
- > **Simple**
- > **Help you make a point**

5. ✘ **Fidget** - Don't fidget with your hands, or with your feet, or phase back and forth endlessly because you are nervous.
 ✓ **Confident Posture & Gestures** - Make a confident posture where you stand in one place for a little while, and then if you want to move with a purpose, share the message, and then move in one place again with a purpose. The same thing with your hand, you want to use gestures with your hand that emphasize ideas and thoughts, rather than fidgeting them in your pockets, or playing with your pen. These unnecessary gestures will distract your listeners.
6. ✘ **Too soft & Fillers** - The use of your voice is important avoid too much uhhh or mmm's. Ahh and so... praise the Lord, mga kapatid, hallelujah like 100 times in 5 minutes.
 ✓ **Confident, Loud Voice with pauses** - Loud voices, and **clear volume** to reach to the back of the room. Emphasize your keywords with the sound of you voice, and then lastly is pause after you emphasize a key thought or idea.

III. Reminders for Emcees

- A. Master the program!**
 > This is perhaps the most important job of the Master of Ceremony.
- B. Make a great 1 to 2 minute exhortation**
 > e.g. about the power of praise, worship, worship or anointing of God. Collect great verses & pointers about these topics, when the word of God is released by the Master of Ceremony followed by strong opening prayer the people can be loosed and healed from all spiritual hindrances on that service, allowing the presence of God to move freely.
- C. Do not preach**
 > but move in the Spirit. So unless compelled by the Holy Ghost do not push it too much and eat up so much time; perhaps the anointing of the preacher or man of God in that hour will break the yoke in the service.
- D. Be respectful of time.** E.g. if the pastor or preacher needs to have the mic by 9:45AM, be flexible and artistic to accomplish that timely transition.

VI. Pointers for Worship Leader

- **Memorize** the words of the songs for Sunday.
- Prepare a **list of songs according to the allotted time** frame.
 >e.g. If allotted time frame is 20 - 25 minutes take note of how long the songs are:
 - How Great is our God - 5 minutes
 - Greater - 5 minutes
 - The Blessings - 10 minutes
- Practice transitions from one song to the next, specially the transition of last song back to the Emcee.
- Have two sets of chord progression with musician in regards to praise breaks.
- Prepare a filler
 > Not all fillers are bad, a **10 seconds to 30 second-filler**, like a quote or brief, concise verse exhortation on beginning of worship (don't do this, when Emcee already did this job, just start right away with worship songs, redundancies and being reiterative kills momentum) songs or between songs makes singing inspirations more engaging.
- **Prepare a youtube playlist of songs** for promotions and people practice and get familiarized with, before Sunday worship.

V. Spiritual Sensitivity

Spiritual Sensitivity is very important in any worship service after all we are not performers but an usher into which we are God's instruments to guide the people into the place of worshipping God in spirit and truth. Cultivating an environment, perfect and conducive for God's presence to move is our main responsibility so make sure that before the service:

- 1.) You have **prayed up** and had a breakthrough in the spirit. - you cannot lead people to where you've never been.
- 2.) You have cleansed and **purified** yourself from all corruption and filth and lust of the flesh through your personal prayer devotion before the service.
- 3.) Be **punctual!** Nothing is worse than a man or woman who will be leading the worship service and is 1 or 2 minute late and all the people are all ready and excited, it kills momentum and will most likely create problems with the event that we have all prepared all week long. Unpunctuality on worship service may create insensitivity to the spirit.