**Workshop**: Feb. 26, 2022 |, Saturday | 10:30AM RH Church.

**Notes By: Jerome Trinidad**

Program **Schedule** is as follows:

10:30AM - Having a clear united vision for our service presentation.

10:45AM - Notes for Public speaking / presentation or standing in front of people to lead worship

11:25AM - Public Speaking / Presentation for all involved in pulpit ministry

12:00PM - Lunch

12:45 PM - Discussing our Pre-Service Preparation To Do Lists

1:30 PM - Discussing our Service Program

2:00 PM - Workshop

3:15 PM - Service Simulation

4:30 PM - Maximum / Dismissal

The **Goal** and objective of this workshop is to **train** all saints involve in worship service to **help** **deliver** a:

**CLEAR**, **CONCISE**, **COMPELLING** worship service with - no dead spots or wasted time. Eliminating every distraction and unpleasantness that will take the focus of the people to be fully engaged in this sacred, sanctified time of worship service for Jesus. Preparation is key to engaging in a service and predictability (not too much) is also something that is very important that people can say I can come back to this church, aside from feeling the wonderful presence of God.

What can be a list of distractions:

1. Feedback
2. Stage is too dark
3. Or Music is competing with the EMCEE like drums are so loud or other instruments louder than someone who needs to be heard.
4. Or MC is yelling
5. The music team is not loosed in a manner that they are not relaxed or comfortable at this moment to lead and engage everyone in worship.
6. Squeaky Doors

**To Do List by Ministry**

**Church** **Projector** (MacMini): Bro. Allan or whoever is assigned

Setting up **MacMini** Pro Presenter for church projection.

1.) Prayer List for Prayer time in service - Prayer slide for pre-service prayer

2.) Follow-up on songs

3.) Presentation

4.) Illustrations

5.) Verses

6.) Announcements Promos and Countdown Layouts

7.) Graphics Promotions

8.) Preaching verses and titles

9.) VERY Important - Music should be on pre-service and very right after the service to avoid dead spot consider yourself like a DJ - coordinate with SOUND Board operator to make sure iMac sound is turn on. --- Also make sure iMac Sound is off during countdown to avoid copyright infringement, this void all of our Live service and will waste all of our effort for the whole day. Make sure FB Live was cut off, then play music right away after the service, Important to Have NO Dead Spots.

10.) Display all graphics and announcements during countdown along with countdown using the messages.

11.) Get all Prayer List and Praise Reports to be projected when the EMCEE steps in for it.

12.) Memorize books of bible sequentially for effective projection of verses

13.) Start Songs for preservice prayer at exactly 9:00AM and stop at exactly 9:24am -- and make sure song with no copyright issue will play from iMac coordinate with both audio and iMac operator -- no dead spot with music transition

14.) Be keen to pull out some illustrations that might be related to preacher or teacher's topics.

**Facebook** **Live** (iMac): Bro. Nics or whoever is assigned

Setting up **iMac** for Live Service online.

1.) Setup all cameras

2.) Setup Facebook Live

3.) Setup OBS layouts

4.) Setup ProPresenter - Countdowns, Announcements, verses and lyrics layout

5.) Setup Audio of OBS make sure decibel it is not going red and all inputs are in good volume level

6.) Don't show unwanted images, for example camera angles that shows saints fixing their clothes etc... or anything that can cause embarrassment or bad representation of the service. E.g. like when pastor or leaders or coordinators telling someone what to do, don't show this in live camera feed, it is very important to have quality content.

7.) Start Live Broadcast and Countdown at exactly 9:25am

**Audio** **Mixer** and **Sound** LiveTrack20: Ptr. Jojo or whoever is assigned

1.) Sound check of each mic to make sure it is going OUT to FB Live, Main House speakers, to in ear monitors if needed. Mixed and in right volume.

2.) Sound check - and make sure in-person service is not hearing too loud of the music - use Apple Watch to measure decibel level shouldn't be in red or far yellow, during sound check.

3.) Coordinate with FB live operator to confirm sound is coming out.

4.) Check al in -ear monitors for drummer, keyboard , mixer and iMac operator.

5.) Check mic of service director

7.) Fix all feedback / to make sure there will be no very distracting feedbacks all through out the service.

8.) Prepare songs for pre-service prayer at exactly 9:00AM coordinate with MacMini operator

9.) Stop all music that may interfere with copyright live - at exactly 9:24am - coordinate with both iMac and MacMini Operators

**Worship Leaders and Musicians:**

1.) Practice at least an hour on Saturday, better yet even days before Sunday.

a. Know all songs LYRICS and CHORDS for musicians

b. Know all sequence / if all sequence is not known, be sharp in listening to the leader, the KEY is AWARENESS, be aware of the sound of the whole band... Listen , listen, listen swiftly and sharply. Feel the leading of the Spirit.

2.) Always do two songs for Altar Call - one song to build or help the atmosphere of surrender, worship, repentance something that calls people to action, and then second song to build the service to a greater, higher and deeper climax, not allowing them to leave empty.

3.) Before service check mic volume/sound, "DO NOT" change the channels, there is the turn on button and the channel button make sure you press on/off button only.

4.) Know where to stand in the platform. It is very important to SPREAD EVENLY.

5.) Presentation: **Apparel**, Adornment, Hair - Holiness Standards

6.) Prayer before service is the most important part of preparation.

7.) Lead worship from the pew, when not assigned and not from the platform only, also very important.

8.) Be Punctual - time most important commodity of a man. -- 8:30AM in church is actually a must to assure spiritual readiness, to condition your mind and heart, and have a smoother less complication within the whole service.

9.) Don't leave preacher hanging in altar call, energy is needed, completing the lines of the song is needed - the overall point is do not quench the Holy Ghost - or suppress down the flow of the Spirit.

10.) Make Sure you are already standing in the platform, playing the piano, and on your instruments and positions, 45 seconds to the countdown, no more fidgeting or any distraction, just lock in for worship to open the service in worship.

11.) Guitar and Bass Guitar make sure you have a good time in altar call prayer first before going back to your instruments.

12.) Do not go anywhere after you play instruments, and do not play with friends, meaning don't hang out and talk at the back or back rooms, it is very disrespectful to preachers. Being a worship leaders as we have said needs to be leaders from the pew as well, sit where you are visible, don't be afraid to lead from the pew, raise your hands in worship from the heart it's good our next generation will see us worshipping God will all life and exuberance.

13.) Stage Presence is also very important, meaning - Raise Your hands high, wave them, when you are lock-in in the atmosphere of worship the congregation see that and they follow.

a.) Lead in worship - don't wait for people to worship, lead or do it first and people will follow.

b.) Prepare 4 or 5 statement clauses to deliver compelling words/statements to call to action/worship such as, "The Lord inhabits, the praise of His people! How many of God's people do we have in this house today?" --> to whoever is the lead or doing the solo.

c.) showing off is a NO NO, pride and ego is a NO NO, close mindedness is a NO NO, Hard Headedness is also a NO NO. Always listen to the band, play your part for harmonious t teamwork.

14.) For musicians, when it is time to CUT, Cut and let words and accapela arise, specially for drums, stop playing when it is time to cut the instruments, don't keep playing, then enter in again , listen coordinate, make eye contacts and communicate with band mates and everyone in team.

15.) Be sure to be in the platform right after Sunday Schedule step in while the Sunday School teacher is Praying... followed by Worship Leader's energetic, exuberant intro leading to first wave of worship and first song.

15.) Have a teachable spirit.

16.) Refrain from talking or any embarrassing gestures in the front and camera, like fixing clothes in the platform, some anger and outbursts in platform, try to lay low and avoid any unwanted communication.

17.) Some keywords, Presence of Mind, Confidence, Energy, Worship, Eye Contact or Communicate Effectively.

18.) Prepare for moments between songs, this is again to avoid dead spots and to continue the flow.

19.) Develop orderly, effective, process in creating a worship song list.

**EMCEES**: Master of Ceremony

1.) Be sure you know the Program and Announcement List

2.a) Be sure to be on platform as opening song is ending and give a clear direction of breakout classes classes for ages and which room, youth, etc... be very detail, and concise, one minute or less to give instruction and give to sunday school teacher.

2.b) Be sure to be on platform in right timing as last song of Singing Inspiration ends to transition to announcements and giving.

3.) Be sure the ways to give no more paypal and no more facebook giving just EMail transfer which is the #1 option, by cheque payable to: Richmond Hill Apostolic Church and online which is [www.christianbroadcast.ca/give](http://www.christianbroadcast.ca/give)

4.) Avoid taking too much time when doing statement fillers or exhorts, be direct and go to the flow of the service program.

5.) We have programs but be sensitive and be ready to set aside program when Holy Ghost is moving.

How to become a more engaging MC?

1. Ask yourself who are you talking to, are you talking to a teenager who is having a hard time. Maybe to someone who has never been to church and all these things are strange, or to someone who thought and felt they never belonged.
2. Read the meeting, what is going on, are the audience a little noisy, is it a little lack of lock inness for the worship time.
3. Bear in mind that your time is critical.
4. When reading the announcement like, meet the usher to fill up a guest form, we should ask ourselves like what is an usher, for event, why is junior camp so important, think of questions and answer yourself to make even outsider know what is going on and feel that they are included… what is the purpose of a youth conference, why do we have to go there.
5. Think of language that will lift the service, connect to the outside, connect people to Jesus, connect people with one another.
6. There is a tendency that MC can become lazy as to just reading the list of activities, and people would just be like, is that for me, or maybe that’s not for me and ending up with no idea.

**USHERS**:

1.) Check Attendance - Most important of all

2.) Get names of guests and give it to emcee and preacher

3.) Be Seargent of Arms and make sure children are not shouting or running in hallways specially during preachings

4.) Make sure there are tissues on all tissue dispenser for hands and toiletries.

5.) Make sure baptistry has fresh water, warmed up, and ready for baptism every Sunday.

6.) Make sure that there are robes and towels ready every Sunday.

7.) There is now a black secured mailbox on the wall out of the admin office, please direct people to drop their cash or envelope donations in there.

8.) Direct people to where they should be seated / If there is seating arrangements

9.) Make sure there are enough donation envelopes for the next two Sundays

**SUNDAY SCHOOL TEACHERS:**

1.) Be in platform after Emcee announce breakout classes

2.) Finish on time

3.) Refer to notes about public speaking / English only in morning services

4.) this is in nots about public speaking but avoid mannerism and too much fidgeting and fillers such as, halleluiah, umm, ahh, and so etc.

5.) Be prepared w/ Presentation / at least one graphic is always great for illustration and to remember the lesson and topic but not required.

6.) Feel your audience, know your audience, are they sad, is something bothering them. Try to connect them so we can serve them better.

1.) Preparation is key to engaging worship service.

2.) Predictability - set songs and standard sequences.