

**** Year of the good warfare ****

Orderliness in ministry

Guidelines and procedure for running
the Sunday Worship Service

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Elements of a dynamic Church

❖ Core factors:

- The pulpit is dynamic. Preaching is balanced. The service is inspiring. There is good “flow”.
- There is effective discipleship programme.
- There is consistent emphasis on victorious living. No sin or hypocrisy in members and/or leaders.
- Members are led to personal commitment to the Lord, His body and His work. Challenging environment for growth, and service.
- Activities are meaningful. There is spiritual content. There is focus both on members and on outreach.

❖ Contributory factors:

- Necessary care and personal attention.
- Respect for members; sensitivity to their needs.
- Attractive church infrastructure (neighbourhood, facilities, childcare, distance, service time, transport, etc).
- Discipline in time management and keeping appointments.



Code of conduct for ministers

❖ Authority:

- Your authority comes from heaven. Ensure heaven approves of your lifestyle. Be holy. Be blameless.
- Prepare yourself in prayer. You will determine the spiritual atmosphere during your ministration.
- Know your subject; acquire required skill for your part.

❖ Appearance:

- Be decent in your dressing, hairdo, etc. Be neat, presentable.
- Do not dress traditionally to minister. This is peculiar to us as a missionary Church. Be culturally aware.

❖ Attitude:

- Be sober. Use appropriate (non-vulgar) language.
- Respect the people. Let your language be polite and courteous. Learn to say “please”, “kindly”, “thank you”, etc.
- Let your speech be encouraging and conciliatory. Affirm and appreciate every contribution even if you will still correct.



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The order of service

“Let all things be done decently and in order.” – I Corinthians 14:40

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Purpose for an order (I Corinthians 11:40)

- ❖ **The order of service is an agreement of sequence of events in the house of God as we come to worship.**
- ❖ **An order is necessary to ensure we do all we need to do within the time available.**
- ❖ **An order avoids confusion as we allocate time and sequence to all events.**
- ❖ **An order makes preparation meaningful.**
- ❖ **An order improves the flow of the service.**



Pattern of the order

Timing (Morning)	Activity	Remark
ab:cd – 00:00	Preparatory prayer	Timing to be set locally
00:00 – 10:05	Congregational Song 1	This could also be worship
00:05 – 00:50	Junior/Senior Sunday School	Possibly separate classes
00:05 – 00:30	Search the Scriptures	
00:30 – 00:45	Summary	
00:45 – 00:50	Congregational Song 2	
00:50 – 01:00	Intercession, offering, newcomers, announcement	
01:00 – 01:08	Bible reading	
01:08 – 01:20	Worship and/or choir	
01:20 – 02:10	Message	Kids, JSS, SSS separated
02:10 – 02:20	Closing prayer	



Service leadership and conduct

❖ Leadership

- A service coordinator should be appointed for each Sunday, who
 - » Handles the opening prayer, intercession, announcement, offering, newcomers, etc, presides over the Bible Reading, and closes the service with prayer if necessary.
 - » Ensures the infrastructure (PA system, equipment for Bible Reading and, if applicable, the system for showing GS' message) functions properly.
- The coordinator shall be exempted from other activities (except STS teaching) during the service for as much as practicable.
- The pastor (in most cases) or his delegate announces the congregational songs, takes the summary and the sermon.
- A chorister leads the song from a place outside the pulpit.

❖ Conduct

- The service should be solemn. There should be no trifling.
- Walking around should be highly discouraged during the service. Leaders should show example.
- Children (up to JSS) are not allowed to take offering or officiate. Other children who officiate must be born again just like adults.



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Precision in the order

“And look that thou make them after their pattern, which was shewed the in the mount.” – Exodus 25:40.

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Opening prayer

❖ The form:

- The objective is to commence the service in a solemn way.
- One or two worship songs should be enough, not compulsory

❖ Mandatory prayer points:

- Thanksgiving and worship
- Praying for the abiding presence and power of the Lord
- Removing every obstacle from the way
- Praying for newcomers
- Praying for the ministers and their ministration
- Praying for the children ministry
- Praying for the needy – that God will meet their needs
- Personal needs for the day

❖ Note: Do not make it a demon-chasing session! Make people more conscious of God's power and presence.



Search the Scriptures

- ❖ This should be a time for high interaction. Goal is to pass knowledge to people through participation.
- ❖ The structure:
 - Spend the first 5 minutes to read the text and make connection to the previous study.
 - Then spend the 5 minutes to summarise the study.
 - Then spend 10 minutes on the body by asking questions in a way to involve as many people as possible, passing short comments where necessary.
 - Conclude.
 - Let people pray on the subject for at least 5 minutes.
- ❖ Scriptures:
 - The people should read as much Bible as possible
- ❖ Timing: keep the timing to 25 minutes.



The summary

- ❖ Summary should complement and clarify the teaching
- ❖ Ask how many people have questions.
- ❖ Take all questions at a time to save time and enable some grouping.
- ❖ Answer questions precisely and concisely. If you do not know the answer, defer it. Keep to the Bible!
- ❖ Do not redo the study; rather summarise and conclude it with a main point.
- ❖ Let the people pray.



Intercession, offering, etc

❖ Points for intercession:

- People's needs, the nation, our sister Churches, missions, etc.
- Leaders, starting with General Superintendent, then the European and/or National Overseer, Pastors and Workers.
- The message of the day, the children ministry and the interpretation.
- Specific or special programmes.

❖ Offering: ask people to lift up their offering and pray. Do not make a show of it (like singing, playing keyboard, etc).

❖ Announcement

- Be specific and concise.
- Avoid making it a preaching time; refer people to the bulletin.

❖ Newcomers:

- This is what comes last. Ensure they have your attention.
- Let each newcomer introduce him- or herself.
- Greet them and appreciate them; give them the first-timer's card.
- Let the church welcome them and pray for them.
- Ensure they are cared for at the end of the service.



Worship, cong song / choir

❖ Make the worship inspiring:

- **Be filled with the Spirit.**
- **Do not be dull; lead the people to express themselves to God.**
- **Let there be a mix of worship songs and choruses. Be contemporary in your songs and clapping!**
- **Avoid rowdiness. Let things be done in order.**

❖ Sing the cong song or choir piece:

- **Let the song be led by someone who can sing very well and also knows the song. This is not necessarily the minister!**
- **Precision in singing is essential. Keep to the tune and rhythm.**
- **Let the Spirit modulate the session.**
- **Do not sing vernacular songs (Yoruba, Twi, Ibo, etc)!**

❖ Key point to consider:

- **Pastor should ensure the singers are properly dressed. Open chest, high heels, short skirts, curled hair, etc, are not consistent with vigilance and sobriety!**



The message

❖ The content:

- The outline is provided; that is your message for the day.
- Seek to understand the subject and make it your own.
- Do not digress from the content; there is enough freedom in the delivery.

❖ The delivery:

- Be presentable. Simple and smart dressing is key. Be neat.
- Be soaked in prayer; be filled with the Spirit.
- Speak clearly and at a steady pace.
- Maintain eye contact. Speak to everyone.
- Keep to the subject and make progress.
- Do not over-illustrate; keep it simple.
- Refrain from entertainment; preach the Word!
- Be positive and motivating. Give the people hope!
- Be conclusive and let the people pray well.



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**“If ye know these things,
happy are ye if ye do them”
– John 13:17**

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