

**Bethany of Fox Valley United Methodist Church  
Aurora, Illinois**

**Guidelines for Worship Leaders**

Thank you for your willingness to serve as a worship leader in our Sunday worship service. Your job is to lead the congregation through the worship service, by informing them when to sit and stand, announcing what you are about to read, with page numbers and/ or book, chapter & verses and how they are to read (unison or responsively). We trust that this will be a rewarding experience for you. We also trust that you will take seriously the responsibility you have agreed to. You are asked to please remain in the Chancel area until the service is concluded. The following are some guidelines which may be helpful. Please take the time to read through them prior to the Sunday in which you will be assisting our Pastor.

Liturgy is a Greek word from “Leos” meaning people and “ergon” meaning work. It meant public work. Liturgy is what we find in the bulletin. A liturgist is the person who is the worship leader who helps lead and direct the worshipping people to focus on God. The worship leader can help direct the actions of standing and sitting and what to say so that people can focus on faith and God’s presence not worrying about what to do next.

**Read slowly and distinctly.** When you lead, speak loudly and distinctly and make sure the microphone is adjusted so that you will be speaking directly into it, so you can be heard by all. Feel free to come and practice reading from the lectern. There is a box stand if you need more height.

**The Call to Worship**

In our context, the call to worship calls people to worship. This is a time to remind ourselves why we have gathered. The call to worship is always read in a responsive manner with you reading first then the congregation. You have the fine print and the congregation has the bold. You can start by saying “Good, morning. Please rise as you are able and join me in the responsive litany as together we invite Christ into our midst.”

**The Opening Hymn:**

“I invite you to remain standing and join us in our opening hymn of praise \_\_\_\_\_, but before that, let us turn to those near us and remind each other of God’s love for us – with words like “God loves you and so do I” or “Peace of Christ be with you”.

**The Opening Prayer:**

“Please join me in our opening prayer.”

**Scripture Reading:**

Introduce the Scripture by saying, “I am reading from \_\_\_\_\_”.

Read the Scripture and then end by saying, “May the Lord bless the reading and hearing of this word.”

### **Presentation of Ourselves and Our Gifts:**

Following the sermon, or another act of worship, read the words that are provided to you for call to stewardship. After a pause, invite the ushers to receive the offering, and it is an offering – not a collection. During the Offertory response, arrive at the lectern / pulpit. After the Offertory response, invite the congregation to prayer by saying, “Let us pray...”

### **The Hymn of Sending Forth:**

Introduce the closing hymn by saying, “Please remain standing and join in our hymn of sending forth, \_\_\_\_\_.”

### **General Pointers:**

If you have never assisted before, come to the church sometime to practice. You can call to see what time you could come.

Please do not lean into the microphone, but speak loudly and clearly.

Be alert to the ending of the hymn of praise and proceed promptly to the lectern. **Do not wait for the music to stop before** you move to the lectern. Keep the service moving at all times.

Anytime the congregation is to stand please ask them to do so, rather than assuming they will notice the direction in the bulletin. (Please be sure to add the words, “If you are able” in respect to persons with handicapping situations.)

Likewise, anytime the congregation is to sit, please ask them to do so.

Please do your best and **be as enthusiastic as possible**. You set the tone for the congregation’s participation. Think about how you feel when others are doing the same thing. You can smile.

Remember there is **joy in serving!!!** There is nothing wrong with being nervous!!! It happens to everybody. Take a deep breath and remember that God is pleased because you have agreed to serve. Get worried if you are not nervous!!! God wants you to do your best and God is always there to help you.

Plan to arrive at the church no later than 15 minutes before the service so that you may review the bulletin with the pastor and receive any last minute instructions.

**IF YOU ARE UNABLE TO BE PRESENT, PLEASE FIND SOMEONE TO SUBSTITUTE  
AND LET THE CHURCH OFFICE AND THE PASTOR KNOW:**

**([Pastor@bethanyfoxvalleyumc.org](mailto:Pastor@bethanyfoxvalleyumc.org), Pastor’s cell: 815-474-6721, office: 630-851-8010).**

**IF AN EMERGENCY OCCURS, PLEASE NOTIFY THE PASTOR AT 815-474-6721.**

**THANK YOU FOR YOUR MINISTRY.**