**ENGAGE SUMMIT: SUNDAY SERVICE HOST TRAINING**

*By Vince Diaz and Joshua Holec 2/20/21*

**3 Simple Things to Focus on for Success as a Service Host:**

**1) TONE:** You are setting a tone and atmosphere. You have your hand on the thermostat of the service. The tone is: **WARM**, **WELCOMING** and **WORSHIPFUL**.

**A. WARM**: smile, project, eye contact, confident & energetic

**B. WELCOMING**: VERY mindful of the outsider and first time guest. Be their advocate and don’t use terms they don’t understand. Ie. “Covered by the blood”, or even names of ministries or things around the church that outsiders don’t know. Ie. “Fusion, Soul Purpose”, etc. Better is “Soul Purpose our youth ministry for grades 6-12”.

**C. WORSHIPFUL**: faith-filled. People need hope and help from God on Sundays. Project your belief that something amazing is happening in God’s presence and turn up the heat.

**2) TIME:** stick to the agenda (at MDW we use Planning Center) and adjust to fit time parameters. If one part goes long edit to always hand off to preacher by the time set for him to begin (at MDW 10:00a in first service and 12:00p in second service).

**3) TAKEAWAYS:** Don’t say too much or they won’t remember. Your announcements should lead to action and be memorable so be **CLEAR**, **CREATIVE**, **COMPELLING**. This takes preparation and an understanding of the things being announced.

**A. CLEAR**: people know what you’re talking about.

-Short: do the hard work to boil down your message to the least words possible without losing the point.

-Refer people where to get more info. Don’t read the bulletin.

**B. CREATIVE**: If you're sick of saying it they might be sick of hearing it. Be creative. Think of fresh and inspiring ways to say the same things you say every week.

**C. COMPELLING**:

-Sell (decision based) don't Market (information based). More passion & personal use.

-Answer the question all humans ask: "What's in it for me?" How does this help me Grow in God GPS

-Celebrate and thank. Don't always just ask.

**\* IN OTHER WORDS:**

**i) INFORM**: here's what's on the horizon and how to learn more.

**ii) INSPIRE**: here’s the why behind the what.

**iii) INVOLVE**: here’s what to do about it. Clear action step.

**BONUS ROUND: Walk through a typical Sunday**

**1) WARM WELCOME**: welcome everyone to our celebration ESPECIALLY GUESTS!

* **\*\*\*ADDRESS THE PERSON WATCHING ONLINE!**

• **Welcome to New Life** Community Church (& Online audience):

•**1% VISIONL**: 1 Church currently in 28 locations around Chicagoland and 8 other international cities outside the US.

• **Thank you** for worshipping with us today.

• **Welcome First Time Guests** - Its a privilege to have you with us today. We’ve been expecting you. It’s our prayer that you would experience the life changing love of God today in an authentic and personal way. What to expect…

o **Free Gift** at the Welcome Center to remember us by \_\_\_\_

o **First Time Guest Card**: so we can pray for you and help you take your next step

o Can be filled out at seat, Online or at our Welcome Center

o Great way to stay up to speed with the great opportunities at New Life

* **Greet someone** next to you. (Possibly here or after offering) “You have a great smile. Use it right now to help someone feel like they are in the right place and let’s not let anyone feel all alone in a crowded room.”

**2) RELEVANT ANNOUNCEMENT**

-Announcements to highlight will usually be listed in the PCO Service Plan.

-Direct People to our E-bulletin (if available)

-offering envelope explanation (& honor online giving: “hold up envelop or phone if you give online”)

**3) OFFERING OPPORTUNITY** (Giving Talk): These are two of the most important minutes of the service. Express thanks for supporting the ministry of NL.

• We want to give you an opportunity to be generous and shine a light in a dark city. As we receive your offering this morning thats exactly what you can do. - Ushers come forward. \*Have an envelope in hand and hold it up.

**• Thank You** – For your generosity, Faithfulness, Obedience, Supporting the ministry - for saying “this is my church”.

• **Highlight Any Examples of what God is doing** through your giving (IF ANY)

• **Share a Scripture** or Encouragement on Giving

o ex. 2 Cor. 9.6-7/ Acts 20:25/ Matthew 6:21

• **How to give**

o Envelopes – Can be found in the back of the pews.

o Offering box – If you missed the offering time.

o Online – on website or through our NL App.

• **Pray for Offering** - ex. “God use this act of love to fuel the Gospel in our world and to build the faith of the giver in the provision of our heavenly Father.”

• **Dismiss Kids** (if applicable)

• **Greet someone next to you**.