

Transforming Worship

A Simple Guide to Planning and Leading Worship

Session 3 Confident Leadership: Worship Review Sheet

Honest appraisal is important after a service. We are frequently hard on ourselves when a service does not go well and we analyze our mistakes in great detail, but it is equally important to review a service that has vibrant and uplifting in order to nurture good practice. The questions below are intended as pointers to areas which might be considered; for example, not having movement in a service is not necessarily a criticism. Some questions will be more relevant than others in each particular context.

Reflect on the following areas. Which would you like to work on and develop?

Part 1: A Quick Overview of the Service

What worked well?

What would you do differently next time?

How did the worship connect with the range of ages present?

Part 2: A Detailed Review of the Service

Gathering:

How are we encouraging the congregation to come together and enter God's presence?

- How did I achieve a clear beginning to the service?
- How did I put visitors at their ease and make them feel welcome and included?
- How accessible was the worship to people of different cultures, age and ability?

The Word of God: What are we communicating about the Good News?

- How many readings were used? In which version of the Bible?
- How well did the content and flow of the service complement the readings of the day?
- How did I enable people to appreciate both the awesomeness and the intimacy of God?

Prayer: How are we offering an opportunity for people to respond?

- How did I enable a variety of responses? Thanksgiving? Intercession? Commitment or recommitment? Singing? Silence? Movement or action?
- What was most helpful? Least helpful?
- When was there active participation from the congregation?
- How corporate were the intercessions? (Or were they personal prayers writ large?)
- How were the prayers linked with the theme, readings, talk, or current situation?
- Which form of the Lord's Prayer was used? How did people know?

Conclusion: How are we equipping people to go out into the world?

- How was a clear end to the service achieved?
- How did the final prayers connect with what had gone before but also with people's home, school, work, everyday lives?
- In what ways was God worshipped?
- How did people meet with God?

Part 3: A Review of Leadership

Preparation beforehand

- Did I allow enough time for personal preparation?
 - During the week?
 - Before the service? (Any last-minute rushing around?)

At the beginning of the service

- What was my general attitude?
- How did I relate to others?
 - Those in leadership?
 - Those taking part in the service?
 - Those in the congregation?
- What practical considerations do I need to remember?
 - Appropriate directions for toilets, children's activities, collection, refreshments?
 - Information about hymnbooks, service books and notice sheets?
 - Clear instructions for the congregation to stand, sit or kneel 'if they are able'?
 - Management of my own books and papers?

During the service

- How did I achieve a clear sense of direction and flow to the service?
 - How clear and appropriate were instructions and explanations?
 - How well did I cope with continuity without becoming too wordy or using jargon?
 - Did I leave time to find the correct page in the correct book?
 - Did I leave space for reflection, personal prayer or spontaneity?
- How well did I project my voice?
 - How well did I pace my words? Or did I have a tendency to rush?
 - Could I be heard? How good was my microphone technique?
- Were there any unhelpful distractions? How could these be avoided another time?

At the end of the service

- Did I give the congregation clear permission to leave or join us for refreshments?
- Did I send everyone out encouraged and empowered?