



Bethlehem Baptist Church presents: **Help!** **I'm on Program!!**

Simple suggestions for being on program -
whether asked to *Preside, Read Scripture /
Responsive Reading, Prayer, Welcome Visitors,
or Offertory Prayer.*

Help!- I 've got to Preside for Morning Worship!

Pray

Prepare

- Get a program of the Sunday service
- Select Call to Worship from the back of the hymn book (begins at #603)
- Review the Program Outline:

Praise & Worship Praise Team

(Pulpit Guests enter)

Choir Processional

Call to Worship

Presider

Say: "Good Morning." Pause for response "Please stand for our Call to Worship"

Read the Call to Worship

Invocation (Prayer)

Presider

Remember - this is a brief prayer to invite the spirit of the Lord into the service.

Opening Hymn

Say: "Please turn with me to Number '_____' in your hymnbook - "_____". Say the name of the hymn.

8:15am Early Morning Service: After the hymn, say "We'll now have a Selection by the Choir, followed by Scripture by '_____' and Prayer by '_____'. The program will then be followed as outlined.

10:45am Morning Service: After the hymn, say "We'll now have a Selection by the Choir, followed by Responsive Reading by '_____'. Scripture by '_____' and Prayer by '_____'. The program will then be followed as outlined.

Practice

- Become very familiar with the program outline
- Practice reading aloud the Call to Worship
- If possible, practice from the pulpit

Present

- Arrive 15 minutes early - report to:
 - 8:15am Early Morning Service: (the Pastor's Conference Room in the Church building)
 - 10:45am Morning Service: (the Green Room in the Christian Life Center)
- Have hymnbook bookmarked to the correct page
- Remember to adjust the microphone if necessary & speak clearly
- Smile!

Remember to

Pray

Prepare

Practice

Present



Help!- I 've got to Read Responsive Reading!

Pray

Prepare

- Get a program of the Sunday service or call church office at (864) 963-3527 for Responsive Reading

Practice

- Practice reading aloud the Responsive Reading.
Say: "Good Morning." Pause wait for response. Say: "The Responsive Reading is ' _____ ' - Number ' ____ ' in the back of your hymnbook.

Present

- Arrive 15 minutes early - report to:
8:15am Early Morning Service: (the Pastor's Conference Room in the Church building)
10:45am Morning Service: (the Green Room in the Christian Life Center)
- Have your hymnbook bookmarked to the correct page
- Remember to adjust the microphone if necessary & speak clearly
- Smile!

Help!- I 've got to Read Scripture!

Pray

Prepare

- Get a program of the Sunday service or call church office at (864) 963-3527 for Scripture

Practice

- Practice reading aloud the Scripture (*NKJV Bible is the bible of reference used in the pulpit*)
Say: "Good Morning" Pause wait for response. Say, "I will be reading from the NKJV Bible. Today's Scripture will come from the book of ' _____ ' ; chapter ' ____ ' , verse ' ____ ' . I will be reading from the ' ____ ' version." Pause for everyone to find the scripture.
After reading the Scripture, say "May the Lord add a blessing to the readers, hearers, and doers of His word."
• If possible, practice from the pulpit

Present

- Arrive 15 minutes early - report to:
8:15am Early Morning Service: (the Pastor's Conference Room in the Church building)
10:45am Morning Service: (the Green Room in the Christian Life Center)
- Have your Bible bookmarked to the correct page
- Remember to adjust the microphone if necessary & speak and clearly
- Smile!

Help!- I 've got to Pray!

Pray

Prepare

- This is a general prayer for the church, sick, and any other petition you would like to make to God.

Practice

- Say: "Let us pray..." Pray from your heart. End the prayer by saying, "...in Jesus name, Amen"

Present

- Arrive 15 minutes early - report to:
8:15am Early Morning Service: (the Pastor's Conference Room in the Church building)
10:45am Morning Service: (the Green Room in the Christian Life Center)
- Remember to adjust the microphone if necessary & speak clearly
- Smile!

Help!- I 've got to Welcome Visitors

Pray

Prepare

- A sample greeting: "Good Morning Church." Pause wait for response. Say: "At this time we would like to welcome all visitors. As I call your name will you please stand. (Call out the visitor's name from the visitor's cards, and whom they brought with them and where they are from.) If there is anyone who did not receive a card but would like to be recognized would you please stand at this time. On behalf of Dr. Baldwin and the Bethlehem church family we would like to extend to you a warm and friendly welcome. (Start clapping)
- **1st Sunday (Even Months Only)** - At this time we would like for all new members who **HAVE** attended New Membership Orientation but have **NOT** received the right hand of fellowship would you please assemble in the foyer. Thank you. (Next walk to the lobby and give the visitor's cards to the church secretary)

Practice

- Practice reading aloud the Welcome - try to memorize it.

Present

- Arrive early - sit close to the front (on the organ side - near the podium/microphone)
- Inform Greeters & Ushers as to where you will be sitting so they may bring you any visitors cards. The welcome is right after the second selection from the choir and right before the Pastor's reflections.
- Remember to adjust the microphone if necessary & speak clearly and Smile!

Help!- I 've got to do Offertory Prayer!

Pray

Prepare

- This is a prayer to God that He blesses the tithes and offerings so that it may be used for further kingdom building.
- After the ushers have brought the offering to the front of the pulpit, Say: "Has anyone been omitted? Pause wait for response. Pray.

Practice

- A sample prayer: Say: "Let us pray. Dear God, please bless these tithes and offerings so that it may be used for further kingdom building. In Jesus name - Amen."

Present

- Arrive 15 minutes early - report to:
 - 8:15am Early Morning Service: (the Pastor's Conference Room in the Church building)
 - 10:45am Morning Service: (the Green Room in the Christian Life Center)
- Remember to adjust the microphone if necessary & speak clearly
- Smile!

Pulpit Attire

Girls

Tights or some type of hosiery
Dress length should be below the knees
If a sleeveless dress is worn a jacket or sweater is to be worn also
No sandals or flip flops

Boys

Dress Pants
Dress Shirt
Ages 11 & up: A tie should be worn, as well as a belt
Over age 18: An attire with jacket or suit must be worn

What time / Where do I go?

1st Service - please arrive at **8:00am** / Report to the **Pastor's Study** in the **Church building**.
2nd Service - please arrive at **10:30am** / Report to the **Green Room** in the **Christian Life Center**

