

PREACHING MASTERCLASS

Creating & Using a
Worship Design Team

Who Should Be On the Team:

- Preaching pastor(s)
- Worship Leader(s)
 - Traditional
 - Contemporary
- Possibly accompaniest
- Children's Director or Person Who Leads Children's Moment

Who Should Be On the Team:

- Person representing team that does aesthetics/decorations for worship area
- Two or Three Creative Lay Persons
- Make sure all services are represented
- No more than 12 persons – preferably six or seven

Mechanics of the Team:

- Meet as early in the week as possible
 - Helps to better review previous Sunday
 - Gives maximum time to get ready for next one
- Have a team covenant
 - We decided on things together by consensus
 - If consensus couldn't be achieved, pastor had final decision

Mechanics of the Team:

- Typically met for two hours, but not unusual to run longer
 - We met during the day, but that will depend on who's on the team
- Used 3Ls: Loving, Learning, Leading
- Often ate together
- Made sure we had fun
- Everyone brought laptop – also used white board

Mechanics of the Team - Loving:

- Had a time of devotion/worship
- Took time to pray for everyone
- Did a check-in with each person
- Reviewed covenant and talked about whether needed to be changed & how doing living it
- This IS the work – don't rush it

Mechanics of the Team - Learning:

- Sometimes would read a book together
 - Book about worship
 - If upcoming series based on a book; we read it together
- Sometimes we would watch other church's worship services and glean from them
- Sometimes if started using new technology – would take time to learn how to use it

Mechanics of the Team - Leading:

- Every meeting had following components:
 - Review previous Sunday's worship services
 - Nothing was off limits – INCLUDING sermon
 - Requires trust and honesty to talk about things that didn't work
 - This part of the meeting was confidential
 - Primary questions we asked:
 - How did the various parts of the service help people to connect with God?
 - Where did we hit the mark? Where did we miss the mark?
 - How were transitions?
 - How was the quality of music, sermon, creative elements, visuals?

Mechanics of the Team - Leading:

- Every meeting had following components:
 - Go over in details upcoming Sunday's worship service – each person would review tech sheet on their computer
 - Go over details of Sunday two weeks away – in less detail
 - Review next sermon series and discuss:
 - Creative Elements
 - Decorations/Aesthetics
 - Bumper/Visuals/Slide Themes
 - Pick hymns for next series – discussed any contemporary songs wanted to use

Mechanics of the Team - Leading:

- Every meeting had following components:
 - Review any upcoming special Sundays: Advent, Lent, Christmas, Easter, Thanksgiving, Pentecost, All Saints, Sundays near patriotic holidays, Wesley Covenant Service, Mother's Day, Father's Day

Mechanics of the Team - Leading:

- By Email:
 - Team met on Monday
 - Final Tech Sheets ready by Wednesday
 - Sermon written on Wednesday w/ info to team re: videos, props, etc. being used
 - Announcements cleared by email by Thursday
 - Worship slides ready by Thursday and reviewed

Mechanics of the Team - Leading:

- On Sunday Morning:
 - Team met at tech booth 45 minutes prior to first service
 - Quick run-through of slides and compare to tech sheet
 - Discussion of transitions
 - Any last-minute changes
 - Meet with ushers to share any special requests
 - Tech details/microphones

Yearly Rhythm

- Quarterly One-Day Retreats:
 - Winter: review survey-results from congregation on series they want to hear and how worship is going
 - Spring: Pastor would submit series matrix for upcoming year – collectively review and edit
 - Summer: (Usually July) Planning day for Advent/Christmas
 - Fall: (Usually November) Planning day for Lent/Easter

Highly Recommend

- Planning Center
 - Web address: Planning.center
 - Has ability to do entire church management
 - Worship Module:
 - Schedule musicians, soloists, usher teams, tech volunteers
 - Each person on team can have login
 - Can change tech sheet in real time
 - Depending on presentation software – can connect