

# Wings for Worship - Leaders Pack

## ***Workshops building lay confidence in leading worship***

*(originally devised and produced by  
members of Durham Diocesan Liturgical Committee  
and used by Exeter Diocese with permission)*

### **HOW TO USE THIS PACK**

#### **Important 'terms and conditions'**

If the workshops in this pack are to be used as *Wings for Worship*, a member of Exeter Diocesan Liturgical Committee (DLC) must be involved in the planning and oversight process. Other ministers and lay people are welcome to be involved in the delivery of the workshops. This is to ensure even-ness of approach and quality, as we foresee that these workshops might be used as preliminaries to further training opportunities. Proper records of those attending *Wings for Worship* workshops (name, address, and church) must therefore be kept, and passed on to the Exeter DLC.

As well as involving a member of the DLC in the oversight of the workshops we recommend that you send all or some of the planning group to experience them elsewhere. This is to familiarise the leaders with the material and the way it is used. If time is short, there can be an overlap between that cycle and your own – as long as you are able to run your own workshops based on what you have learned.

We strongly advise that you run the workshops without significant alteration.

#### **Contents of the pack**

This pack contains the information you need to run a *Wings for Worship* cycle of five workshops: these introductory pages, and folders containing 'how to run this workshop', masters of handouts (usually as pdf files), and speaker notes.

At all workshops it is important to stress the need for team working – the sharing of information between those leading different parts of the service, and with the incumbent (especially if he/she will not be there). Many decisions (eg on lectionary choices) will vary with the church and with the season, and need to be applied consistently week by week.

At each workshop it is helpful to display some relevant books and resources. Most authorised ministers (and many other people) will be able to contribute suitable titles for participants to browse through.

You will also find that each workshop recommends one or two Grove Booklets, and there's a full list of recommended titles on page 5. The titles are chosen for particular relevance and are useful in helping leaders to prepare for the workshop as well as for participants to follow-up on what was said. They are available direct (post-free) from Grove Books, who have a sale-or-return scheme (phone to ask) and are contactable on 01223 464748 or through [www.grovebooks.co.uk](http://www.grovebooks.co.uk). Grove offer a discount for bulk orders which might enable you to give a small reduction in price.

## **WHAT IS *Wings for Worship*?**

*Wings for Worship* is a cycle of workshops designed to give lay people an introduction to, and confidence in, leading aspects of worship. The workshops combine a certain amount of background and theory with some very practical hints and tips but there is not always time for much practical work, particularly if a large number of people attend. So they all need to be followed up with practical experience in the parish, which includes encouraging and constructive feedback. If you are co-ordinating a cycle of workshops, stress to your leaders / trainers that they need to keep the information they give to the essentials, keep the tone very practical, and tell participants they will need to ask their ministers for information.

Each workshop stands alone, and can be run as a one-off event in an evening or a half day. However, the five of them build into a course and so it is advisable to run them from 1 to 5. There has to be a little repetition between workshops, but we have kept this to a minimum of essential information.

It is important to remember that *Wings for Worship* is not a substitute for training to an authorised ministry such as Reader or OLM - although experience in leading worship, with the help of *Wings for Worship*, may play a part in discovering a calling to further ministry.

It is a good idea to ask for comments at the end of each workshop, and there is a feedback sheet for this purpose. It helps you to sort out things like comfort issues early on. If you have definite proposals for improving the workshops please email us through [wings@durham.anglican.org](mailto:wings@durham.anglican.org). The fifth workshop has a different feedback sheet, because there is an opportunity to talk about further available courses, and for participants to express an interest.

## **THE WORKSHOPS**

Workshops are designed to run 7pm to 9.30pm, with a short break for refreshments in the middle. They could equally be run on a Saturday (morning or afternoon).

### **The pattern of an evening**

The recommended timetable for a *Wings for Worship* workshop looks like this:

6.00pm	Leaders arrive to set up and make sure everything is in place
from 6.30pm	Participants start arriving, sign in, browse resources and bookstall
6.50pm	Latest time participants are requested to arrive on publicity
7.00pm	(prompt) Start – opening prayer and introductions etc
7.05pm	First session starts
8.00pm	Refreshments – 15-20 minute break and changeover period, browsing time
8.15pm	Second session starts
9.15pm	Aim to close – final prayer, comments sheets
9.30pm	Latest closing time

## Summary of topics covered

### ❖ **Preparing for take-off** - the practicalities of leading parts of a service

#### *Be heard!*

- speaking in church and using a microphone
- preparing what to say

#### *Reading the Bible*

- understanding what we read
- preparation and presentation
- bringing the text to life

#### *Leading the intercessions*

- content and style
- practicalities
- doing it differently

### ❖ **Getting airborne** - the opportunities offered by Common Worship

#### *Setting the scene*

- Who is the God we worship?
- How then should we worship?
- How leading changes our own experience of worship

#### *How does Common Worship work?*

- Key elements in an act of worship
- Choosing texts to suit the particular circumstances
- Frameworks for worship and how to find resources

#### *Creating a Service of the Word*

- What will make a fulfilling act of worship?
- Working as a team to produce a Service of the Word
- Sharing in that worship and reflection

### ❖ **Being the co-pilot** - assisting in the running of a whole service

#### *Before the service*

- What kind of service – different rites, different set-up needs
- Finding what you need and walking it through
- Preparing yourself and the church for worship

#### *During the service*

- Different models of assistance
- Who do you think you're talking to?!
- Nuts and bolts of being the Server

#### *Being up front*

- How others see you and what they might expect
- Being there for others
- They'll tell you what they won't tell the Vicar...

#### *When crisis strikes*

- Basic resources to fall back on
- Being prepared if the priest doesn't turn up
- Possibilities and permissions

❖ ***Flying solo*** - leading an entire act of worship

*What and where?*

- Different services, different contexts
- Fleshing out the service card or 'usual'

*Getting ready*

- Finding what you need
- Hints and tips on the calendar, lectionary and collects, hymns and music
- What to wear, where to stand?

*The buck stops here*

- Liaising with other people
- Keys, lights and stuff

❖ ***Breaking the sound barrier*** - ways of handling 'the Word'

*What are we doing?*

- the purpose of the Sermon
- issues of authorisation

*Engaging with scripture*

- exploring some alternatives to the 20-minute monologue
- handling discussion and group-based activity

*When, who and how?*

- planning the sermons
- appropriate leaders, supervision and support
- some practical tips and resources

## WHAT YOU NEED

### Workshop Leaders

Experience tells us that you need a minimum of two leaders at each workshop, so that there is variation in voice and approach.

You will also need people to act as 'hosts':

- to set up and clear away chairs etc
- to welcome participants as they arrive and sign them in
- to serve refreshments (at the halfway point is recommended) and clear up afterwards
- to deal with the bookstall if you sell the recommended Grove Booklets (see below)

### A Venue

**Comfort** is important, so a well-heated hall or church is essential, as are comfortable chairs (pews get very hard if you are not up and down singing hymns!) and sufficient toilet facilities for the expected numbers.

**Access issues:** you will need reasonable parking in the local area, disabled access and toilet, and an amplification system with microphones and a hearing loop.

**Refreshments** can be served once (in the middle of the workshop) or twice (on arrival as well as in the middle). You will need at least somewhere to serve juice and wash up glasses, although tea, coffee and biscuits are very welcome. It models good practice if everything we serve is Fairtrade.

## **Preparation time**

Do allow enough time to get ready to lead a workshop. These notes are as full as we can reasonably make them, but you will need the time and the knowledge to be able to flesh them out, and if necessary do some background reading.

Resources need gathering, Grove booklets need ordering, handouts need copying, and all this takes time and energy.

## **Recommended Grove booklets**

The following are all useful to give basic grounding in the subject of the workshop under which they are listed, and are an excellent basis for a small bookstall each month.

We strongly recommend them to those who are leading a workshop, and also to those who attend - for further reflection, and for 'on-the-job' development.

### ***In general***

**W199** How to share the leadership of worship *Trevor Lloyd & Anna de Lange*

### ***Preparing for take-off***

**W169** How to lead the prayers *Liz Simpson & Anna de Lange*

**W177** How to read the Bible *Anna de Lange & Liz Simpson*

### ***Stretching your wings***

**W130** Understanding Anglican Worship *David Kennedy*

**W201** How to choose hymns and songs for worship *Mark Earey*

### ***Being the Co-Pilot***

**W195** Mapping Common Worship *Phillip Tovey*

**W199** How to share the leadership of worship *Trevor Lloyd & Anna de Lange*

### ***Flying Solo***

**W183** How to lead Evensong *Gilly Myers*

**W184** How to use symbol and action in worship *John Leach*

### ***Breaking the Sound Barrier***

**W207** How to engage with scripture *Anna de Lange*

**R38** How to preach a good sermon *Mark Tanner*