

THE GUIDE



Welcome

Thank you for downloading 'The Guide' to running the Worship Central Course. By providing step-by-step advice, this will help you plan and start your Worship Central Course. It gives you lots of helpful tips to make sure that you get the most out of the material.

We're really excited that you're going to be running the Course, and we'd love to support you, so keep in touch and let us know how you get on.

Tim Hughes & Al Gordon

What Does a Session Look Like?

To get started you need to know how a Course session typically runs. The timetable below shows all the main elements of a session along with some suggested timings.

We would recommend that you try to stick to the format and timings where possible. This is so that you respect your team's time and increases the likelihood that they will commit to the course over the period you are running it. If people want to stay behind to pray or worship then they have the freedom to do so but those that need to go can go without feeling obligated to stay.

Item	Suggested Timing	What is it?
Chill Time / Meal	30 mins	This is time just to hang out together and build relationship as a team. The foundation of all that we do on a Sunday is born out of strong relationships with each other and our relationship with Jesus. Whether you have a full 5 course meal or a cup of coffee it doesn't really matter - the important thing is that you spend some time with each other having a laugh, catching up with each other.
Worship	20 mins	Starting with a time of worship is really important. This will be a key time when God is able to refresh and speak to you individually and as a team. It may be the only time that your team feels able to receive themselves – especially if they are serving every Sunday.

Talk	25 mins	After a time of worship, one of the members of your team will give the teaching using one of the course transcripts along with personal examples and stories. The teaching is structured around the three E's of Worship Central. Encounter, Equip and Empower. Some of the sessions will look at how we Encounter God through worship and cover important theological principals. Others are more practical and will look at ways to equip the team. Lastly, there are sessions that focus on how we can become better leaders both on and off the stage.
Discussion Group	20 mins	The talks are aimed at challenging and inspiring your team. The discussion group after the talk is a key time for your team to work out what the teaching means in your context. What did you agree with? Disagree with? Where do you need to grow and be challenged as a team? Your team will break out into one or more discussion groups depending on the size and talk about how the teaching applied in your own context.
Prayer	15 mins	The evening ends by praying for each other and allowing the Holy Spirit to come and refresh and fill us again.

Four Steps to Running a Course

STEP 1: Plan your Course

1. Set the dates
2. Select a venue
3. Arrange catering
4. Appoint core team roles
5. Register your course

STEP 2: Prepare Your Talks

1. Download the transcripts
2. Add your own stories
3. Rehearse, rehearse, rehearse

STEP 3: Run your Course

STEP 4: Join the Network

STEP 1: Plan your course

1. Set the dates

Set the dates you are going to run your course and communicate them to your team – it really helps if the whole team come to as many sessions as possible so that everyone can explore the material together.

You need to think about when you will hold your course so you are able to plan around other church events and arrange a venue. For example:

- Will the course be run weekly? Monthly or perhaps over two weekends?
- Which day and time would be best for your team?
- When will the course start? Will that mean your course hits any major holidays?

Once you have set the dates get these into your team's calendars as soon as possible so that they know about them far enough in advance.

2. Select a venue

Choose a venue that will suit the size of your course and will allow you to worship freely. You may also want to consider whether you need catering facilities on-site and what other groups may be meeting at the same time as you (you will want to be able to make some noise!)

If you choose to run the course over a weekend what is a suitable venue for your team in terms of distance, cost and other practicalities. For example:

- Will your team need childcare?
- Does your team have transport or will you need to arrange that?
- What is the best time of year to go away?

Be creative with your space. You might want to light it in a particular way, set out bean bags instead of chairs. Think outside of the box and make it a fun and exciting night for the team to come to.

Most importantly – book it! Make sure you have the space booked for the dates you are running your course.

3. Arrange catering

Appoint someone to look after the catering for you. If you are a smaller group you might want to take it in turns to make a meal for each other. Otherwise it may be that whoever is in charge of food will need to organise outside catering for the team. You could either ask people to contribute to the cost each time they come or work out a total cost for the course and collect the money up front.

4. Appoint core team roles

It is important that you don't try to do everything yourself. Appoint people to look after different areas for you. Not only does it take some workload off you but it helps your team to feel involved. Areas where you will need to find people to help:

- Food – This person would either arrange outside catering or a cooking rota.

- Worship – Ask someone to come prepared and have thought through a set list for the session. They may want to invite other team members to join them and get creative. In a smaller more intimate setting with your own team you can encourage everyone to really go for it and experiment in ways that aren't possible on a Sunday.
- Talk – Will you give the talks each time or will you ask other members of your team to give some of the material? They will need plenty of time to prepare so it is best to assign the talks before you start your course.
- Discussion group hosts and discussion groups – depending on the size of your team you may need to appoint group hosts for the discussion time. We would recommend that you pre-assign team members to discussion groups and appoint a host for each group before your course starts. Discussion group size should be between 8-10 people and have a mix of band members. The hosts will keep the conversation going and encourage everyone to speak. They should not dominate or control the conversation in any way but rather encourage all members of the group to speak out.

5. Register your Course

If you haven't already, register your course. You will need to register to get the course transcripts and presentations. It will only take you a minute or two and helps us to be able to support you as we release more training material.

You will have free access to the content for a year. After one year your access will expire and you will need to register again to continue to gain access.

Please just register once for your course. See Step 2.1 Download the Transcripts and Notes.

All members of your team can download the notes without having to register. If others would like the course transcripts to give the talks you can download them and email them out. The idea is that each time a course is run it gets registered only once.

STEP 2: Prepare Your Talks

1. Download the Transcripts and Notes

After you have registered you will be able to download 1) Teaching transcripts and 2) Teaching Notes for your team. Download these and send the transcripts to those who are going to give talks and the notes to the rest of your team.

Note: Please only register once for each time you start running a new course. If other members of your team would like the transcripts either send them a copy or give them access via your own registration. Each time a course is run it should only be registered once.

You will also want to give the 'How to give a Great Live Talk: Top Tips' to those who will be giving the teaching. These can be found in Appendix A.

2. Add your own stories

After you have downloaded the transcript read through it a few times to become familiar with the material.

The transcripts have been written to allow you to take the material and personalise it by adding your own stories or examples. There are instructions in each of the transcripts that help you to do this and show you which sections can be altered by you and which should be kept as key content for the talk.

We ask that you don't totally change the core points, otherwise it will cease to be the Worship Central Course; but do feel free to change stories to make it your own!

3. Rehearse, rehearse, rehearse

We have all been to talks where the speaker has a distracting habit or stutters their way through the material. Whether you are presenting the teaching to 10 or 100 or 1000 it is important to rehearse well and be prepared.

Appendix A gives you some top tips for giving a great talk.

STEP 3: Run your Course

Now you are ready to go. This is where the rubber hits the road. Let's just recap the structure of a session.

Item	Suggested Timing	What is it?
Chill Time / Meal	30 mins	This is time just to hang out together and build relationship as a team. The foundation of all that we do on a Sunday is born out of strong relationships with each other and our relationship with Jesus. Whether you have a full 5 course meal or a cup of coffee it doesn't really matter - the important thing is that you spend some time with each other having a laugh, catching up with each other.
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Discussion Group	20 mins	The talks are aimed at challenging and inspiring your team. The discussion group after the talk is a key time for your team to work out what the teaching means in your context. What did you agree with? Disagree with? Where do you need to grow and be challenged as a team? Your team will break out into one or more discussion groups depending on the size and talk about how the teaching applied in your own context.
Prayer	15 mins	The evening ends by praying for each other and allowing the Holy Spirit to come and refresh and fill us again.

Here are some things you might want to think about as you go through the course.

Each Session

- Meet with your core team to pray before the evening. This includes those who are organising various aspects of the evening and also the Discussion Group Hosts.
- Ensure that the team know what they are doing, what the theme for the evening will be and answer any questions
- Ensure that all those helping out arrive early and are set-up and ready to go before the team arrives.

First Session

- Introduce the course to your team and set the ground rules.
 - Timings and structure for the evening
 - Importance of committing to the seven sessions and covering the material together as a team
- Introduce the discussion group hosts and assign people to discussion groups

Final Session

- Discuss what happens next – you may want to discuss as a team how you will continue to apply the things you have learned. Practical ways that you can grow. Will you start song write together? Begin to rehearse outside of a Sunday? Introduce new songs? Have worship evenings just for the team to recharge? Whatever it is we would encourage you to really go for it as you prayerfully consider how you can make an impact in the worshipping life of your community.

STEP 4: Join the Network

Lastly we'd love to stay connected. At worshipcentral.org. you will find lots of ways to stay connected. There is ongoing training for your team via online tutorials, events and conferences, forum discussions and networks of worship leaders in your local area.

We would also really value your feedback on the course and would love to direct you to the Forum set up on the website which will allow you to tell us how you have found the material. Check it out at worshipcentral.org

Appendix A

How to give a Great Live Talk // Top Tips

You may have had lots of experience giving talks or sermons or none at all. There are some things to consider whichever group you identify with.

1. Capture the group's attention.

Your teaching needs to be:

- Interesting - Capture the groups attention by making sure your talk is full of humour, illustrations and personal stories – people always remember a good story and, when chosen and told well, they can be very powerful in illustrating the point you are making. The introduction to your talk is critical in capturing people's attention and interest in what you have to say.
- Relevant to your context and to the groups' lives - Where possible refer to personal stories – be authentic, be honest and real. Share personal struggles and victories and joke about your mistakes and failures.

2. Think about your presentation style

- Practice your presentation - Make sure you practice reading through your talks out loud with your notes. We all have our own speaking style. You may want to practise in front of some friends, or in front of the mirror. It doesn't matter but make sure you practise so that you can speak confidently.
- Be confident, or give the appearance of confidence! One good way of appearing confident is to memorise the opening minute of your talk. This gives you the opportunity to make eye contact with the guests, and to engage with the audience. Other sections you should be able to speak from memory are the stories and the final part of your talk so that you engage with the listener as you speak.

- Be yourself - Don't try to be someone else. People can tell when speakers are not being genuine. Don't try to copy someone else's style – develop your own!
- Watch your posture and body language. People generally retain: 7% of the words they hear, 38% of successful communication is through tone of voice; 55% is non-verbal communication. This means that people only absorb 7% per cent of the words you say, but the **WAY** you teach – your tone of voice and your actions – make the greatest impact. This shows how critical it is to avoid bad habits in presentation style!
- Get feedback - Don't be afraid to ask friends for feedback after you have given your teaching session. Be open to improvement and suggestions!

3. Bad habits and common mistakes. It helps to be able to film yourself and see how many of these bad habits you might be unconsciously doing as you speak:

- Slouching
- Speaking with head bowed
- Shouting
- Supporting yourself on the table or lectern – makes you look bored
- Hands in pockets
- Playing with buttons/clothing
- Rigid/frozen – The audience will know you are scared!
- Rocking – sideways or front/back
- Long pauses: ah, um, er
- Repeating words – actually, okay, alright, really, just
- Mispronouncing words
- Rubbing nose, ear, chin, hair

- Cracking knuckles, adjusting glasses, looking at watch
- Poor eye contact – Strong eye contact shows honesty and integrity
- Monotonous voice (dull, dry and boring)

4. Good habits to cultivate include:

- Eye contact – look at the audience – even if you look at one friendly person in the front row, it'll make you feel better
- Facial expressions – smile often
- Voice – vary your pitch, volume, tempo, repetition. Sessions need to be kept interesting and lively
- Project your voice – speak to the last row
- Movement – move around
- Relax – if you are relaxed, your audience will be relaxed
- Be well prepared – know what you are trying to communicate and finish with a strong conclusion
- Make a good first impression
- Use humour
- Keep your eye on the time – when you practise, ensure the talk isn't too long. We recommend about twenty to twenty-five minutes maximum is a good time

5. Spiritual preparation

Finally, the most important part of preparation is spiritual preparation. In anything we do for the kingdom of God, we are serving Jesus and doing his work on the earth.

John 15:5 says: 'I am the vine; you are the branches. If a man remains in me and I in him, he will bear much fruit; apart from me you can do nothing.'

It is great to remember this as you prepare teaching sessions – making sure you leave time to keep investing in your own relationship with God. Spend time listening to him, and drawing near to him. You want him to give you his passion for what you are speaking about; his insight as you prepare the teaching session and his power for the presentation.