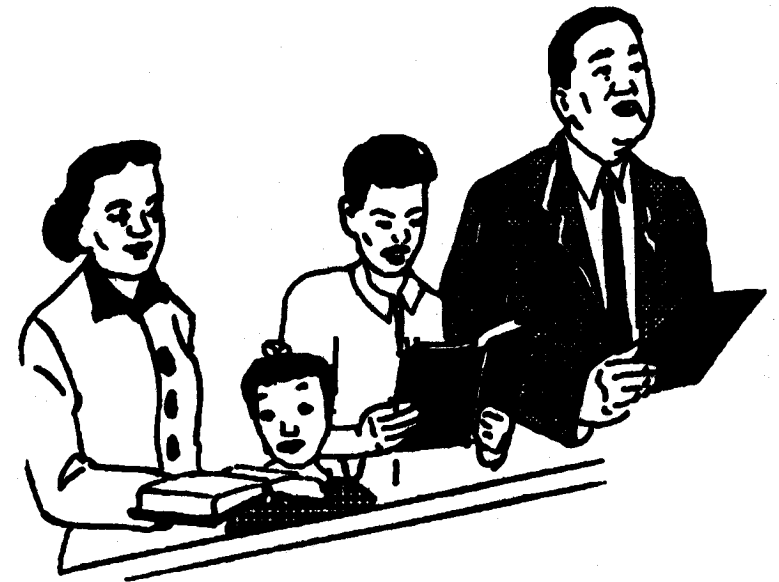


HANDBOOK



OF
WORSHIP
SERVICES

also be included. Containers of seeds could be brought to the front for a special dedication prayer.

HARVEST:

Harvest time is a time for rejoicing. It is the time for praising God and for thanking Him for giving the harvest. This service is a very good time for all to set apart their first harvest for God and the tenth of their harvest for God. An offering of the produce or of money from the produce should be collected for some special purpose which the church decides.

HANDBOOK

OF

WORSHIP SERVICES

FOR

PASTORS

SPECIAL WORSHIP SERVICES

Any special holiday or time of year can be a time to have a special worship service. These worship service can be much like a Sunday worship service with songs, Scripture and message fitting the subject.

CHRISTMAS:

To add to this service, youth or another group in the church could organise a drama to show the Christmas story, especially from Luke 2. Many songs about Christmas are always meaningful. A time for just singing Christmas songs and having a drama can be a special Christmas worship service.

EASTER:

Good Friday is a good time to have a quiet worship service. Reading all the Scriptures about the day Christ was crucified and singing all the songs about the cross and Christ dying can be a complete service. Always remember to give an invitation on this day. Hearing about Christ dying for them can lead many to accept him as their Saviour that day.

Easter day is a day for great celebration. Many churches choose Easter day as the day to have the Lord's Supper because it is a remembrance of the death, burial and resurrection of Christ Jesus. Some like to have an extra worship service early in the morning, at sunrise, on Easter. Youth especially do well preparing a drama to show how the women went to the tomb early in the morning and found it empty.

PLANTING SEASON:

Having a special prayer and worship service when the planting season arrives is good. It is a way of asking God to help the seed germinate and grow well. This might be a service on a Sunday when planting begins, or it might be a special day. If it is a special day, be sure to plan it and let the people know so that they will attend. The sermon should be about planting and how we depend on God in everything. Planting the seed, the Word of God, can

EXAMPLE OF A CHILD DEDICATION SERVICE WITH THE CHURCH:

Because a young child can be very restless, this is best to be a small part of another worship service.

1. Song is sung while parents bring the child to the front and stand facing the congregation.
2. Scripture is read
3. Pastor asks parents if they are promising to care for this child and train him/her to know God.
4. Answer from parents:.....
5. Pastor asks congregation if they will promise to pray for the child and the parents and help to train the child in the ways of God.
6. Answer from congregation:
7. Pastor prays a prayer of dedication. (If the child will allow it without disturbance, the pastor holds the child while praying this prayer).
8. Song is sung while parents return to their seats.

GOOD SCRIPTURES TO USE FOR THE SERMON ON THIS DAY:

Genesis 33:5	1 Samuel 1:11-28
Psalms 127:3	Proverbs 14:26
Matthew 19:13-15	Proverbs 22:6
Mark 10:13-16	Luke 2:21-27
Luke 18:15-17	

HANDBOOK OF WORSHIP SERVICES FOR PASTORS

*Published by
Baptist Publishing House
P.O. Box 31995, 10101
Lusaka, Zambia*

*Printed by
Baptist Printing Ministry
P.O. Box 31995, 10101
Lusaka, Zambia*

©Copyright, 2011,
International Publications Services
All Rights Reserved
www.ipsimb.com
ipsid: hwsp-zam-eng

SERVICE FOR DEDICATION OF CHILDREN

Always parents become very happy when a child is born to them. It is an encouragement to the parents for the pastor and other church leaders to visit the parents when a child is born, thanking God for that child.

The idea of dedicating children to God and blessing them in the house of God was given in the Old Testament and continued in the New Testament. For examples read 1 Samuel 1:11-18 and Luke 2:22-24. Taking the children to the temple had three reasons:

1. To present thanks to God.
2. To promise that the parents will fully be responsible for caring for their child and to guide him/her to know God.
3. To worship God. (1 Samuel 1:28)

We do not baptize infants. Baptism is only for persons who have personally professed Jesus Christ as Saviour and Lord and an infant is not able to do that. We do dedicate infants and their parents to God. The parents are to train that child in God's ways. The church congregation has a responsibility to help train the child, also. The dedication service for infant and parents is nothing like baptism.

EXAMPLE OF A CHILD DEDICATION SERVICE IN A HOME

One or two songs

Reading of Scriptures

Prayer

Short message about responsibilities of training a child in God's ways

Dedication prayer

Closing song

9. Recommendation from the committee, vote of church
10. Laying on of hands
11. Song
12. Message with challenge to the one being ordained and to the church
13. Invitation song and invitation especially for rededication of life or about any call of God someone might have had.
14. Closing song and prayer

SCRIPTURES TO USE FOR THIS KIND SERVICE

Matthew 10:15	1 Thessalonians 2:4
Matthew 20:26	1 Thessalonians 5:14
2 Corinthians 4:1-2	1 Timothy 1:12
2 Corinthians 5:18	1 Timothy 2:1
Ephesians 3:7	1 Timothy 3:1-13
Colossians 1:23	2 Timothy 2:1-2
Titus 1:7-9	2 Timothy 3:16-17
Titus 2:7-8	2 Peter 5:2

OTHER SCRIPTURES ABOUT A CALL FROM GOD TO HIS SERVICE

Moses -	Exodus 3:1-10
70 helpers for Moses -	Numbers 11:16-17
Gideon's call -	Judges 6:11-17
Samuel's call -	1 Samuel 3:1-11
King David's call -	1 Samuel 16:11-13
Calls of some prophets -	Ezekiel 30:1-5 Jonah 1:1-2

There are many other Bible verses which show calls of God's workers that can be used in a message for an ordination service.

Table of Contents

Chapter	Page
1. The Meaning of Worship	5
2. The Parts of a Worship Service	7
3. Example for a Sunday Service	12
4. Baptismal Service	15
5. The Lord's Supper Service	18
6. Marriage/Wedding Service	20
7. Burial/Funeral Service	25
8. Service for Organizing a Church	28
9. Service for Dedication of a Church Building	30
10. Service for Ordaining Pastors and Deacons	32
11. Service for Dedication of Children	11
12. Special Worship Services	37

INTRODUCTION

There are many kinds of worship services. In this book you will read about some of these services, such as weddings, funerals, baptisms.

The purpose of this book is to help you learn how to plan for any worship service that would motivate your people. When you read this book, you will benefit and God will help you to lead your people in worshipping God in a better way.

This book does not provide you with a definite plan for service so that you are to use it as a prayer book. It is intended to give a pastor or worship leader ideas concerning different kinds of services.

We would like to thank the pastors who have made it possible to compose this book. Many have written down ideas for various portions. A very large part of this book is a translation from Kitabu Cha Ibada Kwa Wachungaji, Copyright, 1986 by Baptist Publications House, Thika Road, Ruaraka, Nairobi, Kenya. This book was translated into English and revisions made to the book in Uganda.

After the examination, the committee can make its recommendation to the church. The church makes the final decision.

An ordination service includes prayer for God's leadership and blessings on the church leader and his work. A Bible challenge is given to the person and to the church. The person should tell of his salvation and call to special service. He should be asked questions to show his spiritual maturity, call, gifts and Biblical knowledge.

These questions can be asked by anyone at the service. It is important that the wife of the man being ordained be recognised. She can be invited to sit next to him during the service.

The laying on of hands is a symbol of recognition of a God-called ministry. This is done by church members and leaders from other churches who might be helping with the ordination service. Usually the person being ordained kneels in front and one by one the church members and special guests pass by, put their hands on the head of the person, and very quietly pray for him and the work he is being set apart to do.

Other churches and leaders of the denomination in the country should be told when a local church ordains someone to be a pastor. He may also need to be registered with the government, especially for recognition of marriage or funerals.

EXAMPLE OF ORDINATION SERVICE:

1. Song
2. Opening prayer, for God's blessing on the service
3. Welcome of special guests and announcements
4. Scripture - one that is fitting the occasion such as 1 Timothy 3:1-13
5. Choir song
6. Worship leader gives explanation about the responsibility of a pastor or of deacons
7. Testimony from the person(s) being ordained
8. Questions to be asked

SERVICE FOR ORDAINING PASTORS AND DEACONS

The word, ordination, is not found in the New Testament. The word translated as ordain is also translated as appoint, choose, or set apart. Ordination is not to set the pastor and deacons apart from the members. It is the recognition of a person's call from God, setting him apart from worldly ambitions to do God's work. The members of the church are saying that this person shows in his life and action that he has received special gifts of the Holy Spirit in order to serve the church body. Ordination is not an act of giving power or special authority to a church leader. It is the recognition of God's power. It is the local church members who ordain their church leaders.

Some examples of setting apart men for special service are found in the New Testament. Matthias (Acts 1:26) was set apart for the ministry of an apostle. Seven men were set apart for the ministry of a deacon (Acts 6:1-7). In Acts 13:3, Paul and Barnabas were set apart for a missionary ministry. Paul reminded Timothy of his "ordination" service (1 Timothy 4:14). Elders in the churches of Galatia (Acts 14:23) were set apart for the ministry by Paul, Barnabas and the churches. These men were not set apart from the church members. They were not put above the other church members, but their call from God to ministry was recognized.

Ordination is under the control of the local church. The church usually chooses a committee to examine the one to be ordained. This committee should be made up of any ordained men in the church, mature laymen in the church, and ordained men invited from other churches. If there are no ordained men in the church or nearby, at least one who is experienced in this should be requested to come from another area to assist. The examining is to learn if the man to be ordained is spiritually qualified and Biblical in his beliefs and practices. It should not be conducted in such a way as to frighten him or as if to show up the man's weaknesses. It is to discover his strengths. It is done in a separate place before the service.

THE MEANING OF WORSHIP

The custom of Christians meeting together on Sunday to worship developed just after the resurrection of the Lord Jesus. Today worship is very important for those who follow him. We read from the Bible, *"Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another and all the more as you see the day approaching"* (Hebrews 10:24-25).

The custom of having a special day in a week to worship God was a law for the early Jews and also in the days of Jesus. We read about Jesus that, *"On the Sabbath day he went into the synagogue as was his custom"* (Luke 4:16).

Jesus saw the importance of his disciples to meet together to worship God. He said, *"For where two or three come together in my name, there I am with them"* (Matthew 18:20).

Furthermore, Jesus taught us how to worship God. He put it clearly, *"God is Spirit and his worshippers must worship him in Spirit and Truth"* (John 4:24).

Paul warned the Christians at Corinth against the conduct of a disorderly worship. He said, *"All of these must be done for the strengthening of the church"* (1 Corinthians 14:26b). In his explanation, Paul gave the importance of a service and said, *"Everyone who prophesies speaks to men for their strengthening, encouragement and comfort"* (1 Corinthians 14:3).

If a leader of the service is being led by the Holy Spirit, he would not hesitate to plan for the service ahead of time. Paul says that, *"For God is not a God of disorder but of peace. As in all the congregation of the saints"* (1 Corinthians 14:33).

In that same chapter he also talks about only one person speaking at a time and having everything fitting and orderly. *"But everything should be done in a fitting and orderly way"* (1 Corinthians 14:40).

Therefore, we may briefly conclude that a worship service is:

1. To worship God in Spirit and Truth.
2. To worship God in the name of Jesus, our Saviour.

3. To worship God for the purpose of strengthening and encouraging and comforting the Christians.

Do the services in your church fulfill the three objectives for your congregation every time you conduct a service?

In the Bible, we read that the first Christians *“continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, praising God and enjoying the favour of all the people. And the Lord added to their number daily those who were being saved”* (Acts 2:46-47).

11. A message should emphasize unity in the church and the commission of spreading the Gospel.

12. Invitation song - Invitation especially for those who are ready to join the church meeting in the new building.

13. Closing prayer

SCRIPTURES TO HELP MATCH WITH THE SERVICE:

2 Chronicles 6:1-4

Matthew 21:12-17

1 Peter 2:6-10

Psalms 84:1-4

Ephesians 2:16-22

SERVICE FOR DEDICATION OF CHURCH BUILDING

The completion of the building of the church and its dedication shows victory for all Christians. The work of church construction needs proper planning. Sometimes there is a shortage of building materials and in situations like this the church members tend to give up. Through encouraging one another and through hard work their building can be completed. On and on they need to meet to ask God to give them power and energy. We read in the Bible that when Paul was about to get defeated he said, *"I can do all things through him who strengthens me."* (Philippians 4:13). This will encourage and boost the morale of the church members until the final day of rejoicing for the completion of their building.

A committee of the church needs to sit and plan when and how to dedicate the building. In their discussion they will need to think of the necessary things required at the celebration such as special guests, songs, choir, the one who open the building, and the one to bring the special message.

EXAMPLE OF A SERVICE FOR DEDICATING A CHURCH BUILDING:

Standing outside:

1. Song prayer
3. Scripture reading
4. One who is to open cuts ribbon and all enter while singing
5. Welcoming of visitors and special guests
6. A short history about the church and the building programme
7. Song
8. Special words from guests
9. Song for collection of offering, and prayer for offering.
10. Prayer of dedication - It can be arranged for more than one person to pray aloud, but they should pray one at a time while others are praying silently in their hearts.

THE PARTS OF A WORSHIP SERVICE

The Christians of today should conduct themselves as the first Christians of the early centuries. Therefore, the leader of the worship should follow the order of the services of the first Christians.

OPENING THE SERVICE

The service involves the whole person, that is his/her mind, will, emotions, words and actions. Hence, we must have an opening of the service that would motivate everyone as he/she prepares to come before God.

This is a very important time because it is time for talking with God. This is the time for involving the listeners and drawing their thoughts closely to God.

There are many ways of opening a service. We will mention here only three ideas.

1. A brief Scripture reading. The leader should read the verses. There are many verses that are fitting. The examples below are only a few.

Psalm 29:1-2

Psalm 100:1-5

Psalm 34:1-4

Psalm 121:1-8

Psalm 95:1-7

Psalm 122:1

Isaiah 40:30-31

Matthew 11:19-30

2. Prayer. The prayer should be brief to help the congregation feel a spiritual assurance in their hearts that they are standing in the presence of God and to ask him to fellowship with them in the service. The leader, or one person asked ahead of time, should word the prayer aloud while others agree silently in their hearts.

3. Meditation. The leader asks all the congregation to close their eyes and pray silently in their hearts so that God may take control in the service. The leader should close the time by wording a short prayer out loud. This should be a very quiet time.

PRAISING IN SONG:

Songs have a very important part in our worship services. We should sing with spirit and strength and joy to praise our Lord. In his writings, David said, *"I will praise you, O Lord, with all my heart; before the gods, I will sing your praise"* (Psalm 138:1).

Paul said, *"...I will sing with my spirit, but I will also sing with my mind"* (1 Corinthians 14:15).

When we sing, we sing for our God. He wants us to sing with an aim of a joyous spirit.

The leader of the songs should teach all Christians the songs which are going to be sung in the service so that they may be involved in praising God. Also, a church choir helps in the worship service.

The church can compose new songs in their local languages. Musical instruments can be used. It was the custom of the Jews to use many different musical instruments to praise God in their services. Musical instruments can motivate the people to sing better and can glorify God.

The leader of the songs should prepare ahead of time. The songs should match the Scriptures and the subject of the worship service. The leader of the songs should introduce the songs, but keep his remarks brief.

ANNOUNCEMENTS:

Announcements are a part of the worship service. Announcements should have the aim of encouraging the believers toward the work of the Lord and his church. They should be brief and motivating. The leader can make announcements at a relevant time.

TITHES AND OFFERINGS:

"For from him and through him and to him are all things" (Romans 11:36).

Tithing and giving of offering is one of the most important parts of the worship service. It is an act of worship. In his letter to the Corinthians, Paul emphasized the importance of giving with generosity in the service.

10. An encouraging message which emphasizes the responsibility of a young church.

11. Members stand up and read out the covenant to be accepted

12. Members vote to accept the constitution and sign their names as "charter", or first members.

13. Prayer for the new church

14. Invitation

15. Closing song

SCRIPTURES TO BE USED:

Psalm 127:1

Isaiah 28:16

Matthew 21:42

1 Corinthians 3:11

Ephesians 2:19-22

1 Peter 2:5-6

SERVICE FOR ORGANIZING A CHURCH

We should not hesitate to ask ourselves this question: What is a church? A church is a gathering of Christian believers. A church is those people who confess Jesus Christ as their Saviour and Lord and follow his command for baptism. A church is people of one Spirit and fellowship in the spreading of the Gospel.

There are many places in our countries where people worship God. But those places may be just preaching points. As the number of people increase in receiving Jesus and being baptized, they can be organized into a local church.

The members of a preaching point may decide themselves to form a church if they see that they are able to stand firmly and resist false teaching. Before they decide on forming a church, it is wise for them to seek advice from the "mother church" that has been leading them. The members of a preaching point should be ready to elect the leaders of their new church.

A special day should be planned and special guests invited. The programme for the day should be planned ahead of time. A church covenant and constitution should be prepared for accepting as part of the programme.

EXAMPLE OF A SERVICE FOR ORGANIZING A CHURCH:

1. Song
2. Prayer
3. Song
4. Welcoming of all people
5. Choir song
6. Giving of the history of the preaching point - how it was begun.
7. Song
8. Comments from special guests
9. Song for collection of offerings and prayer for them

We have Scriptures that guide us into the idea of giving with generosity and love. We should give in a way of worshipping and pleasing God.

We should give every Sunday. *"On the first day of the week, each one of you should set aside a sum of money in keeping with his income, saving it up"* (1 Corinthians 16:2). First we should give ourselves. You can read that in 2 Corinthians 8:1-5. We should give with a generous heart. You can also read 2 Corinthians 9: 6-7. The words there would help a leader in leading his people to give as an act of worship.

A good time of giving is that time when people are ready to give with all their hearts. The pastor could read a few verses before the people begin giving. For example:

James 1:16-17

Psalms 103:1-2

1 Corinthians 16:2

2 Corinthians 8:3

Psalms 116:12-14

Acts 20:35

2 Corinthians 9:6-7 or 5,9 and 15

The leader may also find other verses that are relevant. A prayer before or after the offering is important.

PRAYERS:

There are many kinds of prayers to pray such as forgiveness, glorifying, thanksgiving, victory. The pastor or leader of the worship service should lead the prayer on behalf of the church members. He should remember their problems and present them before God. He can also pray for those who are not Christians.

If anyone other than the leader prays out loud, they should pray one at a time, as arranged ahead of time. Everyone else should pray with them, but silently in their hearts. The time of prayer should not be a time of confusion and noise.

READING THE SCRIPTURES:

Scripture reading is a very important part of a Christian worship service. It is a good time for God to speak to his people.

The leader should prepare himself for this part. He should choose verses that match with the aim of the service and the message to be preached.

Before the service begins, the leader should read the verses again and again so that he understands what they **exactly mean** and so that he can read them well.

PREACHING THE MESSAGE FROM GOD:

This is the longest and perhaps most important part of the worship service. The preacher in a worship service **stands** as a representative of God. The listeners have the desire to **hear** the message from God through the preacher. The listeners, therefore, need a motivating introduction to the sermon to be involved adequately. Story telling, proverbs, and pictures are a simple way of approach to involve the listeners. This is a time for a pastor to feed his people from the Word of God. If the pastor is not the one to preach at a certain worship service, he should very carefully choose the one who is to preach.

The preacher should pray to God in his heart for the power of the Holy Spirit. He should depend on the Holy Spirit so that the Spirit uses his tongue as an instrument to explain the Scriptures to God's people.

INVITATION:

The preacher should give an invitation to respond to God's message after preaching a sermon. He should have a good and clear aim for his sermon and for the invitation. For example, if the preacher preached about tithing, the invitation aim would possibly be for the Christians who are drawn to conviction to stand before the congregation and openly declare their promises to God that, "from today onwards we will be faithful in giving the tenth." Another example is that the preacher may ask those Christians who have failed to fulfill their promises to come in front and ask forgiveness and make new promises to God.

The invitation should be declared openly so that everyone knows what to do. The invitation should always include an invitation to be saved, or to ask to be baptized, or to become a member of the local church, no matter what the special aim for that service might be.

SCRIPTURES TO HELP WHEN BURYING AN UNBELIEVER:

Job 5:17-27; 19:25

James 4:13-14

Isaiah 51:1-3; 55:6-7

Matthew 11:28-29

2 Corinthians 1:3-4; 5:1

John 3:1-16; 5:24-26; 6:40,51; 14:1-4

Psalms 13:1-4; 39; 90:1-12; 103:1-5

Revelation 14:13

2 Timothy 4:6-8

1 Thessalonians 5:2-4

Romans 6:4; 14:7-9

AN EXAMPLE OF A FUNERAL SERVICE:

1. The body is carried into the church or into the house. The family of the deceased should sit closer to the coffin. The pastor stands near the coffin to lead the service.
2. Song
3. Read Scriptures, see below for examples
4. Prayer. This prayer is for comforting the family. It is not a prayer for the soul of the deceased.
5. Testimonial report about the deceased.
6. Song
7. An encouraging sermon
8. Prayer
9. Carrying the coffin to the grave. The pastor should walk in front of those who are chosen to carry the coffin, with all others walking behind. Singing while walking is good. All stand around the grave while the coffin is placed over the grave or to one side.
10. Prayer of encouragement
11. The pastor should ask members of the family of the deceased if they have any word to say.
12. Read Scripture such as John 14:1-6
13. Sing while the coffin is lowered into the grave and covered with soil.
14. Benediction prayer.

SCRIPTURES TO USE WHEN BURYING A CHRISTIAN OR A CHILD

- | | |
|--------------------------------|----------------------------|
| 2 Samuel 12:19-23 | 1 Thessalonians 4:13-14 |
| Matthew 9:18-19,23-26 | John 11:24-27 |
| Job 1:21 | Malachi 3:17 |
| Isaiah 40:11 | Luke 7:11-16;8:52; 9:46-48 |
| Matthew 18:4; 19:14,23-26 | Zechariah 8:5 |
| 1 Corinthians 13:12 | Luke 18:15-17 |
| Psalms 23; 40:7; 103:13-18;121 | Mark 10:13-16; 5:22-23,39 |

CLOSING:

There are many ways of closing a worship service. We will only mention a few.

1. Pray for those who have responded to the invitation.
2. Read a Scripture verse.

Numbers 6:24-26

1 Corinthians 1:3

Hebrews 13:20-21

Revelation 22:21

2 Corinthians 13:13

Philippians 4:7,13,19,20

Jude 24-25

3. Sing a song. The choir can sing alone or all can sing.

The pastor should stand at the door to shake hands with all as they go out.

EXAMPLES FOR A SUNDAY SERVICE**Example 1:**

Opening Prayer

Song

Scripture Reading

Prayer

Welcoming

Choir

Announcements

General song

Special prayer for special needs by pastor or several praying one at a time

Song for collection of tithes and offering

Prayer for tithes and offering

Song for welcoming the preacher

Message by preacher

Invitation song

Closing prayer

Choir sings as people go out

Example 2:

Announcements and Reports

Prayer Requests and Time of Prayer

Song

Welcome to visitors

Fellowship choruses

Scripture Reading

BURIAL / FUNERAL SERVICE

Death is something which brings shock and sorrow to all people whenever they hear sad news of death about someone they know. However, we should remember that everyone must die.

The pastor will often be asked to lead a burial service. Therefore, he should be prepared at all times. He should be quick to encourage and help those in the loss of a family member whenever he receives news of the death of a church member.

The pastor has an opportunity of being a good ambassador for Christ during a burial service. His programme must catch the interest of his listeners. His sermon must be an encouraging sermon from beginning to end.

THINGS THE PASTOR SHOULD DO AND KNOW:

1. He should talk to the family of the deceased as to how they want the burial to be performed.
2. He must prepare a sermon fitting with the customs of the people of that area.
3. The service should be short. It is necessary for the preacher to speak only for about 15 to 20 minutes.
4. The sermon should be encouraging and showing goodness and hope to the Christians. All along in his preaching the pastor should use Bible verses.
5. He should use this opportunity to preach the Gospel of Jesus Christ to the unbelievers.
6. Many tribal customs can influence what the pastor does. For example, if the custom is to sleep outside of the house of the deceased to encourage the family which is in loss of a member, the pastor can join them and find a good time for being a witness for Christ.
7. The family's will and tribal custom should be followed as much as possible, but anything that does not fit Christian teachings should not be allowed.

....., and you,, have made these promises to each other today and have given rings to one another, I declare you to be husband and wife in the name of the Father, and of the Son, and of the Holy Spirit, Amen. What God has joined together do not let man separate. May God bless you. May He protect and keep you. May the Lord's mercy and love be upon you. May He add to you many blessings.

22. Pastor's prayer for the marriage

23. Pastor introduces the couple to the congregation as Mr. and Mrs and the couple go out.

Many other songs, a longer message, and other parts may be added to this example, according to what is planned.

Song

Dedication Prayer for offering

Worship in Giving

Choir Special

Preaching of Message from God

Invitation

Example 3:

Opening Song

Scripture Reading

Opening prayer led by one Christian

Welcoming of visitors

Song

Testimonies

Prayer by pastor

Choir

Read Scripture about offerings

Collection of tithes and offerings

Prayer for tithes and offerings

Song

Preacher brings Message

Invitation song

Closing song

Benediction by pastor

Example 4:

Scripture Reading such as Psalms 100:1-2, Psalm 95:1-3 or Psalm 73:28.

Opening Prayer - led by an elder who has been informed before the service.

General song for all people

Announcements

Prayer - The people should pray quietly in their hearts. After this quiet meditation a woman or man close with a prayer out loud.

General song for all people

Scripture reading such as Ephesians 2:1-10, John 14:1-3, or Romans 10:9-14.

Pastor's prayer - all others agree in prayer in their hearts silently

Offering time - Read Scriptures such as 2 Corinthians 8:5,9:7; Malachi 3:10 and other Scriptures that teach about Christian stewardship. Pray for the tithes and offerings. Collect.

Preacher bring Message

Invitation - All people sing the invitation song

Prayer for those who have made decisions

Closing prayer

14. Pastor to woman: Do you,, accept to take this man as your husband in marriage to live together in holiness as it was commanded by God? Will you love him? Will you encourage him? Will you respect him? And will you keep him through good situations and bad situations, in sickness and health, living with him, only, for the rest of your life?

15. Woman: I do

16. Pastor to man: Please join your right hands and repeat these words after me. (Pastor reads short part at a time and man repeats) "Today I,, take you,, as my wife and from now on I will stay with you in both good and bad situations, in riches and poverty, and in sickness and health. And I will love you and keep only to you until death parts us. Therefore I give you my heart. May God help me."

17. Pastor to woman: (Hands still being held, pastor reads short part at a time and woman repeats) Repeat these words after me. "Today I,, take you,, as my husband and from now on I will stay with you in both good and bad situations, in riches and in poverty, and in sickness and health. And I will love you and keep only to you until death parts us. Therefore I give you my heart. May God help me."

18. The Bride and Groom, witnesses, and pastor sign the Marriage Certificate.

19. Pastor takes the ring for the bride and says something about the meaning of the gift. Then says to the man: Put this ring on the fourth finger of the bride's left hand and repeat these words after me. (Pastor reads short part at a time and man repeats) "I am giving you this ring as an evidence to show our agreement which we have made today in love and in the name of the Father, and of the Son, and of the Holy Spirit."

20. Pastor takes the ring for the groom and then says to the woman: Put this ring on the fourth finger of the groom's left hand and repeat these words after me. "I am giving you this ring as an evidence to show our agreement which we have made today in love and in the name of the Father, and of the Son, and of the Holy Spirit."

21. Pastor: Please join right hands again. In obedience to the law of this country and before God and this congregation you,

We should remember that this occasion is of honor. It was recommended by God himself when people were blameless and it gives an example of Christ being united with his church. Christ himself respected it when he attended a wedding at Cana of Galilee. His first miracle was performed there. The Apostle Paul said people should not be quick to marry only to satisfy their sexual desire. However, they should approach marriage with honor and wisdom, devotion and God fearing hearts, bearing in mind the proper reasons for marriage.

First, marriage has been recommended for the production of children, in God's teaching, and for glory to His name.

Second, to avoid adultery. All who are called by God to this situation may marry and remain part of the body of Christ.

Third, marriage has been recommended for fellowship, supporting and encouraging one another as husband and wife through success and problems.

8. Pastor announce: These two people have come to be joined in marriage. Is there anyone here who has a reason they should not marry? (Wait for anyone who wants to speak).

9. Pastor to bride and groom: While promising to one another. I want to warn you that on judgement day every secret of the heart will be revealed. So, if one of you has some reason why you should not be united, you are free to say it now. (Wait) If there is none, now let us bless your agreement.

10. Pastor to parents of bride and groom: Do you give permission for your children to become husband and wife in holy marriage? (Or: Who is releasing this woman to this man?)

11. Parents respond: Yes, we give permission (Or: I am)

12. Pastor to man: Do you,, accept to take this woman as your wife in marriage to live together in holiness as it was commanded by God? Will you love her? Will you encourage her? Will you respect her? And will you keep her through good situations and bad situations, in sickness and health, living with her, only, for the rest of your life?

13. Man: I do

BAPTISMAL SERVICE

Baptism is an act of public witness by one who has believed Jesus Christ as his/her Lord and Saviour. The purpose of baptism is to obey the great commission of Jesus Christ. It is also a Christian's way of joining the fellowship of a church for church membership. Baptism is a way for a Christian to witness of his/her faith to other people. Baptism cannot save people, but it is very important. It is a symbol of the death, burial and resurrection of Jesus Christ.

Baptism is only for those who have accepted Jesus Christ as their Lord and Saviour. No others qualify. For this reason we cannot baptize little children or babies. There is no Biblical support for baptizing little children who have not reached that age of deciding for themselves.

The church should strongly emphasize that baptism is the first step in obeying the commandment of Jesus. Jesus said, *"Therefore, go and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit"* (Matthew 28:19).

Baptism is necessary for the obeying new Christian. The church should regard it as an important worship service. The pastor and church leaders should work to see that on the day of baptism every church member considers it an important step.

New Testament baptism is by immersion, putting under the water. Baptism is a symbol of burial and resurrection to a new life with Jesus Christ.

As a church, who does the baptizing? Usually the pastor should baptize, but in some circumstances where the pastor may not be physically able or in a position to baptize, the church may appoint a church member who is able to perform the task of baptizing.

Things to remember as you prepare for baptism:

1. The service of baptism should be conducted in an orderly manner. It is a worship service.

2. You should prepare ahead of time and set apart a place for undressing and dressing.

3. If baptism is going to be in or at the church building, you should clean the baptizing place and fill it with water.
4. Explain the programme clearly to those who are going to be baptized. They might fear due to lack of knowing what is to happen.
5. If baptism involves men and women, then you should choose both men and women to receive those coming out of the water after baptism.
6. If the person baptizing is not experienced, he should get instruction and practice with a pastor who has experience.

Explanation of a way to baptize:

1. The pastor or one baptizing should go in the water. He should read the Scriptures while standing in the baptizing place.
2. The person to be baptized should walk slowly into the water and stand close to the pastor or person baptizing.
3. The pastor/baptizer stands to one side and puts one hand back of the neck of the one being baptized, whispering words of encouragement if the person is frightened. Then, the pastor should lift up his right hand and declare loudly, "In obedience to the commands of Jesus Christ and because you have professed publically your faith in Him, I now baptize you, (the person's name can be said here), in the name of the Father, and of the Son, and of the Holy Spirit."
4. The person to be baptized should put his/her hands around the forearm of the baptizer, one hand one direction and one hand the opposite way. The baptizer can use his hand of that same arm to hold the nose or put a cloth over the nose of the one being baptized. The one being baptized bends his/her knees and is gently laid back into the water. As soon as the water has covered the person, the baptizer lifts him/her gently out of the water.

An example of a worship service for baptism:

Song

Special song by choir

Read Scriptures such as Matthew 3:13-17, Romans 6:3-6

Preaching - The sermon should aim at explaining baptism.

8. Planning time for home Bible Study
9. Faithful towards church attendance
10. Importance of avoiding unnecessary expenses
11. Prayer for the new family to be made

THINGS THE PASTOR NEEDS TO KNOW:

1. Marriage needs proper planning
 2. It is necessary to teach about oneness in a home
 3. The pastor's voice must be heard properly by his listeners at the wedding in order to be understood well.
 4. Before the wedding the pastor should practice his sermon again and again.
 5. The pastor must bear in mind that he is a representative of God. He needs to recall that marriage is God's covenant.
 6. Anything involved, such as a ring, should be known about?
- Marriage Certificate:** It is very important for the pastor to know the country's law about marriage. He should fill his part on the Marriage Certificate before the day of the wedding. Signing is an act of swearing or vowing to faithfully abide by the promises made. The man and woman are promising to live together in love and peace throughout their lives.

EXAMPLE OF CHRISTIAN WEDDING:

1. After all guests have arrived and been seated, the pastor enters, then the bride and groom and their witnesses follow after the pastor, and are guided to their arranged seats.
2. Opening prayer focused on marriage
3. Song
4. Scriptures related to marriage
5. Prayer for holiness in marriage
6. Song
7. Pastor's Message: Dear brethren, we are gathered here in the eyes of God and before this congregation to unite this man and this woman in holy marriage.

MARRIAGE AND WEDDING SERVICES

The origin of marriage is God. Marriage has a holy and godly plan for it because God said, "*It is not good for man to live alone*" (Genesis 2:18).

Marriage is meant to be a life-long commitment and held to by two people, a man and a woman.

Christian marriage is best conducted in a church building. It is well if it is with the church where the man and woman are members. Governments have laws which guide all those who are married to have proper identifications. A Marriage Certificate from a church produces respect and helps in determining inheritance of family wealth.

There are two kinds of marriages. There is one for young people, a man and woman who are uniting together for the first time. Also there is marriage for older people such as some who might have been married some years back in a traditional way and then later become Christians and want to give a Christian testimony about their marriage. This is good and glorifies God. The wording might be changed somewhat if this is a Christian wedding for a couple married in a traditional way who already have children.

PASTOR'S ADVICE TO THE COUPLE:

Before performing a marriage, the pastor should **arrange to meet** with the man and woman. There are important things the pastor needs to go over with those about to be married.

1. Holiness of marriage
2. Happiness in marriage
3. Responsibility of a Christian family
4. Financial awareness in a new family
5. Family planning
6. Showing and expressing love
7. Accepting Christ as Lord in their life

Prayer for those to be baptized

Song while going to place of baptizing

Read Matthew 28:19-20, Acts 8:36-38

Baptize

Song while returning from place of baptizing

Invitation for others to be saved or ask for baptism

Closing prayer

Welcoming those just baptized as new church members

You should bear in mind that this is just an example to help you have an idea of a baptismal service. You can develop other ideas or omit some of these ideas which seem to be unnecessary for your situation. The aim is not for pastors to follow word for word what is written here, but to have an idea to start with.

Good Scriptures to use for baptismal services:

Matthew 3:13-17

Matthew 28:19-20

Acts 2:41

Acts 8:36-38

Acts 8:12

Acts 22:16

1 Corinthians 12:13

Galatians 3:27

Colossians 2:12

Mark 1:9-11

Luke 3:21-22

Some songs that are good to use for baptismal services:

All to Jesus I Surrender

Take the Name of Jesus with You

Are you Washed in the Blood?

My Hope is Built on Nothing Less

What can Wash Away my Sin?

To God be the Glory

In the Cross

I Have Decided to Follow Jesus

THE LORD'S SUPPER SERVICE

The second ordinance of the church is the Lord's Supper, or the Lord's Table. The Lord's Supper is a meal of remembrance of the death of Christ on our behalf. The Lord's Supper has no special power to cause salvation for man. It is an example and remembrance of the death of Christ. Jesus said, "...*Do this in remembrance of me*" (Luke 22:19).

Another aim of the Lord's Supper is to have a self examination and commit yourself to Christ by the renewal of the heart before taking it.

How often should the church have the Lord's Supper? It is the duty of the church to plan and decide on when and how often they should have the Lord's Supper. Perhaps they may decide to have it once a month or after every three months.

Only those Christians who believe in Christ, have been born again, are allowed to take the Lord's Supper.

Preparations for the Lord's Supper:

1. Announce a week before when the Lord's Supper will be so that the Christians may prepare themselves.
2. Choose those who are to help at the table and inform them ahead of time what their responsibility will be.
3. Plan activities and preaching that is about the Lord's Supper.
4. Prepare the table with bread and juice. Different breads are used, but preferred is one without leavening (yeast or baking powder) such as chipatis. The bread is broken into small pieces and put on a plate or plates for serving. Any juice or even water can be used, but preferred is a juice from a vine. This has some symbolic meaning because Jesus called himself the Vine and his followers the branches. A cup for each person is preferred, if possible. Remember to use clean hands when handling food and use clean plates and cups. If water is used with the juice, it should be clean or boiled.

An example of how to conduct the Lord's Supper:

1. The pastor calls the church elders or deacons to come stand by the arranged table.
 2. Read selected Bible verses
 3. The pastor explains the Lord's Supper
 4. The pastor takes the plate with bread up in his hands and prays or has one of the mature helpers pray a prayer of thanksgiving for Jesus giving his body. Then the pastor gives the plate(s) to the helpers who pass the bread around. All those taking part hold the bread in their hands until everyone has taken a piece and the plate is returned to the pastor. Then the pastor should take his piece of bread and quote: "*On the night Jesus was betrayed, He took bread and when he had given thanks He broke it and said, 'This is my body which is broken for you, this do in remembrance of me.'*" All eat at one time.
 5. The pastor takes the tray with cups in his hands and prays or has one of the mature helpers pray a prayer of thanksgiving for Jesus' shedding his blood. Then the pastor gives the cups to the helpers who pass the juice around. All those taking part are to hold the cups in their hands until everyone has received a cup. Then the tray is returned to the pastor. The pastor should take his cup and quote: "*After eating bread, He took the cup saying, 'This cup is the New Testament in my blood, this do in remembrance of me.'*" All drink at one time.
 6. The Bible says the disciples then sang a song and went out. At least a song at the end of this part of the service is needed, even if it is not at the end and time for all to go out.
- Scriptures related to the Lord's Supper that are good to use:
- | | |
|------------------------|------------------------|
| Mark 14:12-26 | Luke 22:7-22 |
| John 6:35-40 | 1 Corinthians 10:14-22 |
| 1 Corinthians 11:23-30 | 1 Corinthians 13:1-13 |
- Good songs to use that match with the Lord's Supper service:
- Nothing But the Blood
When I Survey the Wondrous Cross
Alas! And did My Saviour Bleed!
'Twas on the Night