

# Making Announcements

## Lesson 3

Announcements are to welcome, inform, and expedite by providing vital new information to those assembled for our services. Preparing and sharing this information is a fundamental part of our service to the Lord. We know by a study of the New Testament that it was not uncommon to report any new developments in the work of the Lord to a local church when they assembled together. In Acts 14:27 we read, "When they had arrived and gathered the church together, they {began} to report all things that God had done with them..." Reporting the current information that needs to be heard by the congregation is a significant part of our meetings together. Generally, the only opportunity that we have to inform the local church with these announcements is during our weekly assemblies.

The one who is in charge of making the announcements has a responsibility that begins well before the service starts and does not end until the very last part of our assembly together. To serve a local church in this work, one must arrive early enough to gather all pertinent information so that it can be organized accurately and be well understood before being announced. This will ensure that we do not have a large lapse of time in our service where we are either seeking or correcting announcements. The congregation and its guests will be uninformed or misinformed if these things are not taken into consideration. While some announcements (prayer requests, guest information etc.) may not be known until after the beginning of our service, most of the announcements should be available and acquired prior to the start of our assembly together. This will require a diligent effort to seek out information on the sick, the weak, those traveling or other miscellaneous news and updates.

Announcements are made at both the beginning and the end of our services. This means that we have two opportunities to announce the information that we have gathered and organized. Some announcements may need to be emphasized at both the beginning and the end of our services; some on our list should be reserved for the beginning of our service only; some of the announcements should be kept for the close of our service only. This is where wisdom and discretion take a part in our service of making the announcements. In his work, "Speaking For The Master", Baxter wrote,

"In most worship services there comes a time when someone must stand up and make the necessary announcements, or notices. While it is desirable that the announcements be kept to the minimum, it is hardly possible to eliminate them. It is usually best to give them at a time when they cause the least break in the worship period, and to have a well trained person make them clearly, concisely, and emphatically."

"The man who makes the announcements is more important than their place in the service. If he is nervous or poorly trained he can do almost irreparable damage to the spirit of worship. He should be at ease with people and before an audience. He should have better-than-average command of words, both in selecting and in pronouncing them."

Those who make the announcements are not only offering an important service to the members of the local church, but they are leaving a lasting impression on our guests. When a man gets up in front of the congregation to get things started, he should start on time and he should demonstrate a high level of enthusiasm when welcoming all who have come to our services. By the time the initial announcements are completed, our guests have already started to form their opinion about the local church. Unfortunately, some men who make the announcements lack the qualities necessary for offering this service appropriately (preparation, organization and enthusiasm). Keep in mind that you are representing the congregation when you make the announcements. If there are no songs or readings of scripture prior to the announcements, you are the first person that says anything to those who have assembled for our services. Ken Cooper said of announcements, "The manner and presentation of the announcements can add to the reverence of the assembly and help the audience to prepare for worship, or be a distraction to both." Follow these guidelines:

- Arrive early enough to seek announcements from others (contact others ahead of time if needed)
- Take good notes
- Use wisdom in deciding what would be appropriate to announce (use discretion)
  - Avoid the confidential information of others*
  - Never discuss items unrelated to our work as a local church*
  - Do not use this time to talk about your personal agenda*
  - Avoid making an announcement at the begging of our service that would interrupt our main purpose of assembling to worship God and edify one another (ex: social events, extracurricular activities etc.)*
  - If there are no announcements, don't make any*
- Organize the announcements
- Rehearse the announcements to make sure that you understand them clearly
- Start on time (the announcements are often used to begin a service)
- Be sure to smile
- Make eye contact with those assembled
- Be enthusiastic and speak with clarity (use vocal tools to add emphasis)
- Speak at a good volume and emphasize the facts and points of each announcement
- During the opening announcements, welcome everyone and only announce what is necessary and appropriate to set the stage for our service.
- In the middle of the service, be sure to incorporate prayer requests and guest cards into your announcements (these are to be placed in the collection plate during the offering or they may be handed to you by a member).
- When the final set of announcements are given, be sure to repeat significant information, announce all information that was kept until the end of the service, and then extend an invitation for our guests to come back when we plan to assemble again (give meeting days and times).

While it may seem like we are making this work of service more difficult and detailed than it needs to be, keep in mind that many Christian men struggle in following these guidelines. We need to take this responsibility seriously and do our best at all times. Honestly, if the announcements are vague and lifeless they will get little response and will start each service with a negative feeling of disinterest and apathy.

On a lighter note, consider the following set of announcements that emphasize what could happen if we are unprepared to serve as we make the announcements:

- "The peacemaking meeting scheduled for today has been canceled due to a conflict."
- "The sermon this morning: 'Jesus Walks on the Water'; the sermon tonight: 'Searching for Jesus.'"
- "Barbara remains in the hospital and needs blood donors for more transfusions. She is also having trouble sleeping and requests tapes of the minister's sermons."
- "Remember in prayer the many that are sick of our community."
- "Don't let worry kill you -- let this congregation help."
- "For those of you who have children and don't know it, we have a nursery downstairs."

When you read these statements it should be obvious to you where the one making the announcements went wrong. With a little bit of forethought, planning and organization, he could have made the decision to rearrange his words or prepare his thoughts so that he might make these same announcements appropriately. To help us to take better notes and to be more organized, I have put together a document that will list everything that you will need to make the opening and closing announcements effectively and appropriately.

Note: There are no questions for this lesson. I would only ask that you would take the time to fill out the document on the next page in accordance with one of our services over the course of the next week and turn that in to me. Thank you brothers and I pray that God will bless each of us with zeal and knowledge for doing a better job at making the announcements. I have to confess that I have struggled to enjoy this area of service. I hope that we have all been made aware of how very important it is to stand before a congregation and make the announcements. (See document on the next page)

## Opening Announcements

### Welcome Everyone!

Guests, please fill out a guest card for a record of your attendance with us. Give it to one of our members or place it in the collection plate. We are glad that you are here with us today.

#### Order of Services:

**Lord's Supper**

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**Assisting**

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**Song Leader**

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**Preaching**

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**Collection**

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**Closing Prayer**

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**NOTES:** \_\_\_\_\_

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## Closing Announcements

#### The Sick & Shut In:

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#### Gospel Meetings / Classes in the Area:

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#### Other News Concerning the Church:

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#### Reminders & Items of Interest:

[Meetings with the men, special events, births, deaths, weddings, & get togethers etc.]

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#### Invite Guests To Come Again:

[Ask guests to stay a while so we can get to know them better]

#### TIME OF SERVICES:

Sunday Assembly .....10:00 a.m.  
Sunday Bible Study.....11:15 a.m.  
Tuesday Bible Study.....7:00 p.m.

