

Making Announcements

I. Introduction:

- A. Many do not like to make announcements because they do not know how to effectively do them
- B. Many members have called the announcements portion a “necessary evil”
- C. Announcements typically are the poorest part of the service
- D. A nervous unprepared announcer can cause irreparable damage to the rest of the worship service.

II. What announcement time is not:

- A. A time to preach a sermon.
- B. Tell people what they already know
- C. A period of time to be filled with something - If there are no announcements, don't announce them
- D. A time to train - Should be done by trained man, as with other areas of worship

III. Purpose of Announcements

- A. Help set tone for worship
- B. To inform - He has “news” that people will not want to miss
- C. To welcome and inform visitors
 - 1. Should always begin with a warm welcome
 - 2. Inform visitors of the visitors cards, bulletins, etc.
 - 3. Any other information pertinent to visitors should be made (Bibles in pews, etc)
- D. Can serve as a transition into meaningful worship

IV. Considerations in preparation of making Announcements

- A. Announce what is of general interest and related to the church members

- B. Know the purpose of each announcement: To inform, stimulate, encourage, etc., ensure the announcement achieves that purpose
 - 1. Inform that congregation that a member is ill
 - 2. Stimulate or inspire congregation by announcing that the mission program which they support has met with success
 - 3. Encourage the congregation to attend a visitation night during the week
- C. Make sure you understand all the facts involved
 - 1. Not "*I think* they meet at..."
 - 2. Know the who, what, when, where and why of the announcements
- D. Encourage congregation to have announcements ready for you in advance
- E. Arrange the announcements in good order
 - 1. Important for sermons to have good order
 - 2. Announcements should have good order too:
 - 1. Good Morning and Welcome
 - 2. Visitors Cards and Pew Bibles
 - 3. Church Bulletins & Free Literature in foyer
 - 4. Birthdays
 - 5. Upcoming Events
 - 6. Other Announcements
 - 7. Prayer Requests
 - 8. Conclusion
- F. Have your opening remarks on the tip of your tongue (write them down)

IV. Delivering the Announcements

- A. Be dignified, yet friendly and sincere (avoid giving gory details, etc.)
- B. Make sure you have the people's attention
- C. Speak clearly and with sufficient volume
- D. Emphasize by putting name of the group concerned first
 - 1. Teachers will have a teachers meeting....
 - 2. Teens will have a Youth Rally...
 - 3. The adult class will....
- E. Try to avoid worn out phrases
- F. Say what you plan to say, then sit down
- G. Do not get in the habit of saying, "Are there any other announcements?"

Drills #4

1. Have each member of the class write down three announcements and collect them (or you may use the sample announcements below). Mix them up and each student gets three announcements
2. Write a brief outline below of your announcements (be sure to include items such as the welcoming of guests, informing them of the visitor's cards, bulletins and free literature in the foyer, etc.)
3. Stand at the podium, and give announcements as though it were at actual service

(Sample announcements)

Prayer request: Bean family asks prayers for their Aunt Lima who has a growth on her abdomen that is oozing an infection of some sort.

There will be a lectureship at the 5th and Main Church of Christ next week, Sunday evening through Wednesday evening on the topic, "Why we should read the Bible." Times are 6:30 every evening.

Greg Gaston was baptized last week

Marie Hart is in the hospital for foot surgery

Larry requests prayers for his eye appointment

Traveling this weekend - Moores, Hanrahans, Hoolihans, and the Okellys

Cindie Peterson needs transportation to a doctor's appointment Thurs morning, 9 am.

New church directories are coming out next month. If your address or phone number has changed, give to Teresa

Youth Rally on the 17th-19th at Watertown. Chaperones and transportation needed. See Dennis

Margie is having her spleen vented next week, please pray for her

Church picnic on Saturday the 20th. Sign ups for dishes on bulletin board

We are still collecting school supplies for the Back to School benevolent program. We still need more notebook paper

Mara Bittersweet is having to have the rest of her teeth pulled on Thursday

Gracie Grass, a friend of Lacey White, is recovering from poison ivy