

MC – SUNDAY GATHERINGS

ON MISSION TOGETHER



JOB DESCRIPTION

Purpose: to lead our Sunday gatherings, in words and tone and manner, that directs our focus to God, flows well, is cringe-free, and speaks to both Christians and non-Christians.

Preparing

- **Dave will email:** Sermon précis
- **Runsheet:** See Elvanto > *service date* > **Plan**
- **Volunteers:** Check who's reading + praying via Elvanto > *service date* > **Volunteers**
- **Write:** (1) your welcome/intro; (2) any lead-in to a set prayer like a confession or thanksgiving; (3) a draft conclusion, which you can revise on the day in light of the sermon/service.
- **See:** Rory Shiner's 'Top 10 tips' for excellent advice on tone, flow and focus.

On the day

- **Pray**
- **Liaise:** with musicians about who's kicking things off
- **Check:** your Bible reader and Prayer leader are present + ready
- **Sit:** in the front row
- **Never:** leave the stage empty
- **Adjust the microphone:** point it at your chin, 5-10cm away
- **Please adjust the microphone for others too!**

Roster created by: Office Administrator

Reports to: Director of Gatherings (Fiona Smartt)