

## COMMUNICATION GUIDE FOR COMPONENT SPEAKERS

### GENERAL TIPS FOR COMMUNICATORS

- ◆ Always be thinking about what you are saying.
  - ◆ Stop saying, “We’re/I’m proud of you.”
  - ◆ **Instead, say something like**, “We are so excited about your decision to follow Jesus.”
- ◆ Always know what’s after you so you know how to transition. For instance, a child dedication or interview component may need more setup/transition time to get people and elements on stage.
- ◆ We are trying to push the church app and QR/Tap option, NOT the website. There is no need to mention the QR every time. You can mention it at the end when the Top Four is mentioned. The exception would be if registration for an event is required.
- ◆ There is no need to introduce yourself, as we use nameplates for that
- ◆ Hit your TIMES (Times include info, exportation, and prayer)
- ◆ LEAD through technical errors; don’t highlight them
- ◆ Avoid rhetorical questions
- ◆ Avoid Umm’s, Uhh’s, and unnecessary ad-libbing
- ◆ Don’t be a robot. KNOW what you will say and REHEARSE it in the mirror
- ◆ Be CONFIDENT and bring the appropriate amount of tone and ENERGY
- ◆ Make sure to match the tone of what's happening around you
- ◆ Be mindful of POSTURE and remember to SMILE

### HELPFUL TIPS FOR OFFERING

- ◆ Don’t say, “Now we are going to talk about generosity”
  - ◆ **DO** say: “At Grace City, we value generosity”
- ◆ Don’t say: “TAKE offering”
  - ◆ **DO** say: “RECEIVE our tithes and offering”
- ◆ Don’t say, “No pressure to give.”
  - ◆ **DO** say: “We pray over the gifts being given today and those given online throughout the week”
- ◆ Do not invite the ushers to come forward
  - ◆ **DO** ask people in overflow to raise their hand if they need an offering envelope (only when overflow is being used)
- ◆ Avoid mini-sermons. Follow this flow...
  - ◆ Share ways to give (QR Code + Envelope)
  - ◆ Explain why/impact (Brief Antidote)
    - ◆ Highlight the process of generosity, i.e., share a story of what's happening in our church related to generosity (missions, city groups, care, etc.)
  - ◆ Exhort
  - ◆ Pray
  - ◆ Transition

### HELPFUL TIPS FOR THE CLOSE

- ◆ Invite people to the front to pray with someone from our prayer team after the service.
- ◆ Bibles will be made available at the front
- ◆ Think while you’re praying. Even when you're praying, you’re preaching.
- ◆ Don’t say, “We are all sinners...”
  - ◆ **Instead, say**, “We say this prayer together to come alongside those making a decision for the first time or recommitting their life to Jesus.”