

Service Planning & Reflection Form

Worship:
leading &
preaching



Service Planning & Reflection Form

This form is to help you reflect on the process of planning and leading worship. You should use it for your quarterly assessed services during your training, or when a project in WLP requires you to. It will also provide prompts for conversations with your Mentor and/or Tutor.

The questions are prompts to make you think, and you can record anything on the form that helps you to think and reflect. Please note that the text boxes should expand as you type.

You can complete this form on your computer, two versions are provided. This one is a Word version, mainly for users of Windows devices. An editable PDF (.pdf) version is mainly for use with Apple devices. We cannot guarantee that either of these will work on your particular device.

If you encounter problems, you can print the form and complete it by hand, perhaps writing your responses or notes on the back of each page. Or you can create your own document using your preferred program (Word, Pages, Open Office etc.).

Student Details

Name: Click here and type your name

At the time of this service, I am a:

Worship Leader

Local Preacher On Note

Local Preacher On Trial

Service Details

Name of Church: Click here and type

Date of Service: Click here for calendar

Were you responsible for planning and leading this service?

Did another person (e.g. Mentor or Local Preacher) have primary responsibility?

If another person was responsible for planning and leading this service, which aspects of the service was I responsible for?

Click here to enter text.

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Part 1 – Initial Thoughts

A checklist as you start to prepare for the service. *Some ideas are given in italics to help you think through the questions.*

Context

What do I know already about the congregation and context of the service?

For example: size and age range of congregation, known special needs/disabilities, layout of worship area, liturgical season, any particular circumstances or limitations.

Click here to enter text.

Local Information

What else do I need to know in advance, and how am I going to get it?

For example: are children likely to be present, what music accompaniment is available, what kind of music is preferred etc. etc.

Click here to enter text.

Getting started

What is my starting point for preparing the service?

E.g. lectionary reading, theme chosen by others, current events, hymn, etc. If you change your mind, make a note here too. You should note your initial ideas for a key theme too.

Click here to enter text.

Previous Feedback

Is any of my previous feedback relevant to this service, and how will I make use of it on this occasion?

You should revisit this question after the service as these thoughts may be helpful later when you discuss the service with your Mentor/Tutor.

Click here to enter text.

Part 2 – Preparing Worship

Bible: which passages are you including in the service?

Briefly give the reason you chose each of them. Are there any passages you considered and then didn't use, and for what reason?

Click here to enter text.

Music: what hymns and/or songs you are including?

Briefly say why you chose each of them. Are there hymns/songs you considered but didn't include, and why?

Click here to enter text.

Prayer: what kinds of prayer am I including?

Consider types of prayer, e.g. adoration, confession etc: you may want to refer to the Appendix in Worship: Foundations for ideas. Also, what styles of prayer will I use: will I write them myself, use prayers by others or pray extempore? Could I include other ways of praying, e.g. creative, responsive, visual, silent etc. etc?

Click here to enter text.

God for All: how am I seeking to enable all people who may be present to worship?

What positive steps are you taking to ensure people of all generations and backgrounds feel welcome, and are able to participate in worshipping God? What do you already know about the likely composition of the congregation?

Click here to enter text.

Flow and Structure

Consider the Appendix in Worship: Foundations and reflect on how this service relates to the menu outline suggested there.

You don't need to include your Order of Service here, but have a copy to hand when you discuss this with your Mentor or Tutor.

Click here to enter text.

Part 3 – Close Reading of the Bible (exegesis)

You should complete this section for each service even if you are not preaching. If your service includes a sermon, use the main Bible passage on which you are basing your sermon. If you are not preaching at this service, use a passage that inspired a key element of worship such as a prayer, reflection or meditation.

Exegesis is considered in detail in the Worship: Leading & Preaching course, especially in module-sections 2.1 and 5.2.

Bible passage: Click here and type the Bible reference

Text: The bit we are reading

What do you notice about this text?

Checklist: genre, characters, action, audience, tone, tenses, key words, ideas, themes.

What questions might it be helpful for people to explore when reading this text?

E.g. Where is this place? Who are these people? What does that word mean? Why might these be significant?

Click here to enter text.

Co-Text: The bit around the bit we are reading

How does this text fit into its book / genre?

E.g. Is it part of a larger passage, section, argument or structure?

Are the ideas / language / images used here new or old?

What details about the book / genre might help people understand it better?

Click here to enter text.

Context: The world in which the text emerged

What did you discover about the text's social, historical and theological backdrop?

Think about authorship, original audience, time, place and circumstances that gave rise to it.

What historical insights might help people to understand the text?

Click here to enter text.

Inter-text: The place this text has in the rest of the Bible:

What does this text contribute to the Bible?

How does this text connect to other texts? Why do we need it? What does it reference / reveal / push against / develop?

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What other parts of the Bible might it be helpful for people to know about when reading this?

Click here to enter text.

Contextualization: What the text might offer us today.

What contribution does this text make to our living and believing?

Think about the ideas / topics raised; what the text makes you think/feel.

How it has been understood and applied historically?

How do different groups understand and apply it today?

What do you think people should take away from this text – how should it inform their living and believing?

How might (or might not) this passage contribute to the good news you want to share in your service?

Click here to enter text.

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Part 4– Preparing to Preach

If you are not preaching at the service, you can omit this part. However, you may choose to use it to reflect on a sermon preached by someone else.

Message

In one sentence, what is the key idea or message you want to communicate in your preaching?

Click here to enter text.

Method

What form will my preaching take and how will it fit into the order of the service?

Consider how you intend to preach: will you deliver a 20-minute sermon or several shorter items? Will you use narrative, discussion, reflection, interaction with the congregation etc.?

Reflect on why you have made these choices. How am I using scripture in my preaching?

Click here to enter text.

Engagement

In what ways do you hope your preaching will help those present to engage with God, hear the gospel (perhaps for the first time), and encourage them in their discipleship and mission?

Click here to enter text.

Preparation / response

How does the flow of your service prepare those present to hear the Word in your preaching? What opportunities are you providing for them to respond after you have preached?

Worship: Foundations refers to the “menu items” for worship – these might be a helpful checklist as you consider this question.

Click here to enter text.

It is useful to have a copy of your preaching notes or script to hand when you discuss this with your Mentor or Tutor.

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Part 5 – Reflecting on the Experience

Preparation (complete this before the date of the service)

Reflect on the experience of preparing for this service: what did you find exciting, challenging, enlightening, difficult?

Click here to enter text.

After the service:

Thinking back the service, when was I particularly aware of the presence of God?

Click here to enter text.

Which aspects of the service went well, and which went less well than I had hoped for?

Click here to enter text.

Feedback from others

What feedback have I received and in what ways can I learn from this?

Click here to enter text.

For the future:

Based on my experience of this service, what might I do differently in future?

Click here to enter text.

Don't forget to revisit the question on previous feedback in Part 1 of this form.

Completed – well done!

You are encouraged to discuss this form with your Mentor and/or Tutor following each of your quarterly assessed services. You may also be required to include this form with certain projects in your Worship: Leading & Preaching portfolio.