**NHLV GUIDELINES FOR SPEAKING TEAM**

(Revised June 2019)

1. Team Speakers Responsibilities:
2. Pray over your message and take the time to get familiar with the subject. Please contact Pastor Bam if you have any questions about the synopsis and the topic you are speaking on. This is for Wed Night Service only. Pastor Kent does the synopsis for the Sunday Service only.
3. The synopsis provides a guideline for the message. Please stay as close to the message topic, using the scriptures provided. You may use your own scriptures and illustrations to enhance the message. Please be sure you check other upcoming messages to avoid sharing duplicate subjects/ and scriptures.
4. Start writing out your thoughts on the subject. It helps to journal on the scriptures that you will be using for the message, so that you can glean insights into God’s Word and apply it to your own life. This can then be applied to your message.
5. You should plan on speaking for about 20-25 minutes. Depending if you plan on doing an altar call, you may want to shorten this message time. Also, if there are specials planned before or after your message, you will need to keep the message length at least under 25 minutes.
6. Try to keep your message to 3 bullet points, which includes no more than 4 scriptures. This will also help you stay within your time limits. When writing out your sermon notes in Word, the proper length is about 4 pages for a 30 minute message, in a 12 point font, Verdana.
7. Please include about 3-4 Life Group discussion questions at the end of your message notes. See examples at this website:

smallgroups.com/articles/2010/writing-questions-that-spark-discussion.html

1. There is a Speaker’s Request form that needs to be completed if you have graphics, videos, music, props, etc. that need to be included with your message. Please send to the Impact Media Ministry at least 5 days prior to the message. \*All Impact Media forms can be accessed on our website, under Servant’s Corner. **Password: servant**
2. Procedures for Submitting Message Notes:
3. When speaking on Wednesday, please submit your message notes by the Friday, prior to that Wednesday.
4. When speaking on Sunday, please submit your message notes by the Tuesday, 9am, prior to that Sunday.

There is a**5 day** work process after the message notes are turned into the multimedia team.  It is important that we give the team enough lead time to put together the slides and have it ready prior to the day of Service.  Also, Rochelle and her team needs ample time to format, copy and prepare the message notes for Service.

In order to avoid causing unnecessary strain and pressure on the multimedia team in meeting their deadlines every week, let’s do our part by meeting our deadlines as speakers.

**Finally, when submitting your message notes, please email to the following Multimedia Team:**

**Rochelle –****newhopelv@aol.com** **(Sermon Notes Handout)**

**Seth –** **scharest@outlook.com**

**Kortnee –** **newhopelvmedia1@aol.com**

**Rhyan –** **rhanjackson25@gmail.com**

**Lei –** **newhopelvstage@aol.com**

**SERVICE DAY**

1. Please be at church at least 45 minutes prior to the start of service. For the Wednesday Night Service, please be there by 6:15pm so that you can get ready for sound check and setting up your message notes, props, etc.
2. Make mention to Stage Manager if you prefer to use the silver podium or the smaller black table. If you have any props, please notify the Stage Manager during sound check.
3. It is recommended for women wear long pants when speaking, so that we can attach the microphone pack to our pants.
4. Please dress in business casual clothes (avoid wearing leggings, tightly fitted, see through or low cut blouses).
5. Be sure you turn on your microphone before entering on stage. You will come on once the Announcer introduces you to the stage.
6. Be sure to bring your Bible to do the Declaration of Faith before your message.
7. Bring a water bottle with you if you like, just in case you need to bring on stage or drink before the message.
8. Closing Message: Please decide before doing Sound Check, how you will close the service. If you want to have an altar call, please let Bam/Austin know beforehand so they can decide on a worship song to sing. Please work with Cheryl and her Creative Arts Team regarding the Specials if they decide to have it after the message. You will need to work with them as to how you will handle the closing of the service.

You can either pray a general prayer at the end for people OR have an altar call. When doing Salvation Prayer, please use the attached prayer. Be sure you have people close their eyes and bow their heads as you ask for responses. Then encourage them to come forward to the altar and bring a friend with them so that you can pray for them.

You can then do a second altar call to get a specific response from people, which pertains to the subject of the message you have just shared. While on stage, be sure you pray for those whom have come forward for prayer.

You can close this time in prayer and walk off. OR you can wait until the song ends and pray and then bless everyone out by saying “Have a wonderful week in the Lord! We will see you next week! God bless!”

1. Be sure you turn off your microphone after you leave the stage and return it to the black microphone box with the zipper. The Stage Manager should be there to assist you.
2. Any questions or concerns? Please see the Stage Manager that day. If need further assistance, please contact Pastor Bam. Thank you so much!