

SDA'S **Must** Communicate

(*“It is a Divine Mandate”*)

- Go ye therefore
and teach all nations...
Matthew 28: 19,20
- This Gospel of the
Kingdom
shall be preached ...
Matthew 24: 14



EFFECTIVE INTRODUCTIONS

“Tips on introducing personnel”

Purpose of the Introduction

- **To improve the Communication Climate/Atmosphere**
(the introduction is mutual)
- **To establish a connection between speaker and audience**
(the speaker often is a stranger)
- **To establish the credibility of the speaker**
- **To justify his/her selection to be speaker**

Introduction should contain:

- **Identity** (*name etc*)
- **Origin** (*Birth, Conference, Institution etc*)
- **Qualification** (*where applicable to establish credibility*)
- **Brief history** (*where applicable to establish reputation*)

Never read entire Resume/CV
(in a Church setting)

Random Tips
on
COMMUNICATING with the
Congregation

Should we ever say...?

- Rest In Peace
- Blessed Virgin Mary
- Second verse of the hymn
- Matthew 14, verses 10

Should we ever say...?

- When it is found, let us all stand. (or say "amen")
- A little child shall lead them (Isa.11:6)
- The congregation will bow their heads.

Verbal Communication

When you
speak,
speak with
Dignity



SPEAK ENGLISH

- Subject/Verb agreement
- Pronunciation of words
- Diction

Don't be **BOMBASTIC**

(‘Wordy’ but not worthy)

*When you write, be
right.*



**MONITOR
YOUR
NOTICE BOARDS**

NOTICE

Silence the congregation is
praying

NOTICE

Silence

The congregation is praying

NOTICE

Vacancy for church janitor

Part-time adult wanted

**Come
to the
Adventist Book Centre**

Free Giveaways

Communicating With The Congregation

- Announcements
 - Authorized persons only
 - Submitted by deadline (voicemail, email, snail mail)
 - Use notice board or church bulletin
 - Use technology where available
- Notice Boards (location, appearance, etc)
- Handbills/programs

Song Service



- It's **Not** the time when we wait for late comers
- Be Punctual
- This is the first item in the worship service

Song Service

- **Plan the Service** (possibly around a theme: The Cross, Second Coming, The Sabbath etc).
- Give musicians the music early.
- Leader directs the instrumentalist(s).
- Always beat time (right hand).
- Always sing the melody voice part.
- Never bully the congregation to sing.

What if they (or I) don't know
the hymn I want to sing?

See # 654

See # 656

(See Metric Index of tunes)

Hello Communication Secretary!

- Educate the Church on Communication
 - Take this stuff to your congregation
 - Organize workshops etc
- Manage announcements:
 - Notice boards
 - All Signs
- As P.R.O. or P.I.S. (work with your pastor)
- A.O.B. (phone, satellite dish etc)

Inviting Guest speakers

- Through the Pastor
- Early Letter (E-mail or Snail mail)
- Phone

Communicating with the Public



- Church Signs
- Church Buildings
- Media (Announcements, PSA's, Ads, Publications, Billboards, Radio, TV,etc)

Work with Conf/Mission Comm. Director