

## A Guide for Worship Leaders, Preachers and Music leaders

We have created this simple set of reminders to assist Data Input Operators in their preparation of the worship services each week.

We hope that asking you provide all these details will better help our preparation and also ensure a smooth operation of the service on Sundays.

- 1) All information to be **emailed** to [buc.worship@gmail.com](mailto:buc.worship@gmail.com) by Thursday morning at the latest as we start preparing the service at midday on Thursday.
- 2) Full outline of order of service to be included.
- 3) A guide to **theme** of service will help data operators find suitable images. Alternatively, worship leaders/preachers can also send images of their choice to be used.
- 4) **Music** detail to include:
  - a) songbook title
  - b) number of song or hymn
  - c) first line of verse 1
  - d) any changes to order of verses, the number of repeats of chorus, and repeats of any last lines

Data input operators are Anne Grear (8278 1178), Ray Pentland (8322 9219) and Bryan Belling on occasion. We are always looking for more people to join us and help prepare slides for the services on Sundays. Please talk to Anne or Ray if you're interested.

Your help in providing us with these extra details will make preparing for the service much easier. If you have any questions, please feel free to ring or email us.

Thank you! 😊