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Service Planning & Reflection Form

Worship:
leading &
preaching



About this form

This form should be completed and submitted with each service that you include in your portfolio. It is designed to help you reflect on the whole process of planning and leading worship. For this reason, you should start to complete this form as soon as you start your preparation for the service.

Everyone needs to complete parts 1, 2b and 3 of this form. Note that every service included in a portfolio now needs to include an exegesis of a relevant Bible passage in part 2b. If you are involved in **leading worship** at this service, you also need to complete part 2a. If you are **preaching**, you also need also to complete part 2c.

The questions are designed to make you think – there may be other questions that suggest themselves as part of your reflecting. Please note that all text boxes will expand as you type.

Student Details

Name: [Click here and type your name](#) **Student PIN:** [Click here and type your PIN](#)

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?

Have you included all the supporting evidence required?

Have you included feedback from people who were present at the service?

Part 1 - Preparing

If another person is responsible for planning and leading this service, which aspects of the service am I leading? To what extent have we prepared together?

Click here to enter text.

What do I need to particularly take account of from previous feedback?

Click here to enter text.

How have I taken account of that feedback in my current preparation?

Click here to enter text.

What do I know about the congregation and context? (e.g. approx size and age range of congregation, special needs/disabilities, layout of worship area, liturgical season, any particular circumstances or limitations?)

Click here to enter text.

What further information might I need, and how am I going to get it? (e.g. any local customs, are children likely to be present for part or all of service?)

Click here to enter text.

What is/are my starting point(s) for preparing the service? Why? (e.g. lectionary readings, other Bible reading, theme, current events, hymn, felt led by God, theme chosen by others...)

Click here to enter text.

Part 2a – Leading Worship

Am I involving any members of the congregation in planning or leadership? In what way(s)?

Click here to enter text.

A list of some of the hymns/songs I have considered choosing for this service. How have I made my final choice?

Click here to enter text.

What forms of prayer am I using? (extempore, written by others, written by self, responsive, creative, physical etc) Why?

Click here to enter text.

In what ways are the chosen Bible passages being offered and opened up in the service (e.g. by reading, drama, hymns, prayers etc.)?

Click here to enter text.

Is it likely that children and young people will be present? How am I particularly seeking to enable them to worship?

Click here to enter text.

How am I giving a sense of structure or flow to the service? For example:

- How will those present be helped to gather/prepare for worship?
- What opportunities will there be for people to explore/engage?
- What opportunities will there be for people to respond?
- How will the service conclude and people be equipped for their daily lives?

Click here to enter text.

Is there anything I am deliberately leaving out of the service? Why?

Click here to enter text.

The final order of service (*please give below*):

[Click here to enter text.](#)

Part 2b – Close Reading of the Bible (exegesis)

Note: This section should be completed for every service you include in your portfolio, whether you are a Worship Leader or Local Preacher in training.

If your service includes a sermon, the Bible passage will normally be of the main Bible passage on which you are basing your sermon.

If you are not preaching at this service, the Bible passage should be one used in the service, preferably one that inspired an element of worship such as a prayer, reflection or meditation.

Refer to module-section 2.1, Prepare chapter 11 for more explanation of exegesis. Long answers are not required as long as you include the key points.

Bible passage: [Click here](#) and type the Bible reference

How well did I know the passage initially?

[Click here to enter text.](#)

What did I notice about the way the passage was written – e.g. what type of literature is it, and how does it connect with other parts of the Bible?

[Click here to enter text.](#)

What did I notice when I compared different translations of the passage?

[Click here to enter text.](#)

What point did I think the writer was intending to make?

[Click here to enter text.](#)

What did I find out about background of the passage and the times when it was written - e.g. its social, religious and political context?

[Click here to enter text.](#)

What did I discover from any Biblical commentaries or study notes that I used?

[Click here to enter text.](#)

In what ways was my own interpretation challenged or expanded by others' interpretations?

Click here to enter text.

In a sentence, what is the good news for today from this text?

Click here to enter text.

Part 2c – Preaching the Word

In what ways is the ministry of the word connected with the rest of the service? Did my ideas develop before, during or after preparation of other elements of the service?

Click here to enter text.

What form of delivery am I using for the ministry of the word? (e.g. three point sermon, narrative sermon, discussion, reflection, creative...) Why?

Click here to enter text.

In what ways am I seeking to encourage those in the congregation to engage with God through the ministry of the word?

Click here to enter text.

In what ways am I seeking to encourage those in the congregation to engage with one another and the world through the ministry of the word?

Click here to enter text.

Can I summarise in a sentence (or 'tweet') the 'message' of my sermon, or what I hope the ministry of the word will 'do' (e.g. encourage or challenge a particular attitude or behaviour, enable reflection on a theme)?

Click here to enter text.

As supporting evidence, you need to include in your portfolio at least one of these:

- A full script or transcript of your sermon/mediation/narrative/drama etc;
- An audio or video recording;
- detailed description of discussion or activity;

You may include any other appropriate evidence, e.g. photographs or PowerPoint files.

Part 3 – Reflecting

Complete this section after preparing, but before the service.

What, if anything, have I found difficult about preparing for the service?

Click here to enter text.

What risks am I taking during this service? In what ways am I challenging the congregation?
How am I enabling people to feel safe enough to engage with the challenge?

Click here to enter text.

Complete this section soon after the service:

Which aspects of the service was I most encouraged by?

Click here to enter text.

Which aspects went less well than I had hoped or anticipated?

Click here to enter text.

Were there any surprises?

Click here to enter text.

What feedback have I received? Does this support or challenge my own reflections?

Click here to enter text.

Where was I particularly aware of the presence of God? (This may be with hindsight, rather than at the time!)

Click here to enter text.

Knowing what I know now, would I have done anything differently?

[Click here to enter text.](#)

What things will I want to develop in my worship leading/ preaching in future, on the basis of this experience?

[Click here to enter text.](#)

Summary

There are different requirements for what should be included in each type of portfolio, these are described fully in the Portfolio Guide, section 3.4. Please take note of what your portfolio should include.

As a checklist for you, your tutor, and the moderator, please tick boxes below to show which items **this service** includes [tick all boxes that apply]:

Leading of prayers	<input type="checkbox"/>
Planning of a 15-20 minute portion of a service	<input type="checkbox"/>
Planning of a whole service	<input type="checkbox"/>
Use of creativity in worship	<input type="checkbox"/>
Using the gifts of others in leading worship	<input type="checkbox"/>
Sermon	<input type="checkbox"/>
Example of engaging with the Bible other than a sermon	<input type="checkbox"/>
Worship for a multi-generational context	<input type="checkbox"/>
Themes relating to seasons of the Christian year	<input type="checkbox"/>

Tutor's Comments

Click here and type. The box will expand as required.

Tutor's Assessment

Are you satisfied that all items required to be submitted have been completed, and that the student has reflected thoroughly on the experience of planning and taking part in this act of worship?

Met

Not Yet Met