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MCing Public Meeting

The Purpose of Leading

- Not just a job, but giving meeting direction and purpose, providing a positive experience and being a public face of the ministry
- Guide the people through the meeting in a friendly and warm, yet engaging and thoughtful manner

Elements of the Public Meeting

Preparation

- You will be rostered on in advance and that is available from ufcutas.org/resources/rosters where all public meeting related rosters can be found.
- You will need to know who is preaching, on powerpoint, Bible reading, and prayer. Those preaching can be seen in ufcutas.org/calendar, while other roles can be seen from rosters page found above.
- You will hear from powerpoint coordinator 7 days before public meeting. Get to know the material here in case the computer crashes. Aim to be perfectly in sync with the items on the slide.
- You should have MCing material prepared 5 days in Advance. Run it by Campus Director or other staff.
- Develop meaningful and repeatable sentences and phrases that you intend to use.
- Be prepared for constructive criticism, we can always get better.

Announcements

- You will be instructed by Powerpoint coordinator what announcements there will be. Clarify with Campus Director what needs to be said.
- You should not accept or deliver any announcements personally, all announcements are requested by staff and organised by Powerpoint coordinator.

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Version 0.3, 29 April 2011

Linked to

ufcutas.org/svn/_Procedure/Public Meetings/Guidelines Citywide and Lunchtime.doc

ufcutas.org/svn/_Vision/Paper Philosophy of Ministry.doc

ufcutas.org/resources/rosters/Guidelines MCing.pdf

- For more information about our philosophy of announcements, see Guidelines Lunchtime and Citywide.doc
- Ask the audience for an expression of appreciation for the band after the final song. Always thank the band.

Public Presentation and Delivery

Dress

- Smart casual/semi formal. We don't want to give the impression that we have just rolled out of bed to run the meeting. We are not a youth group, so looking overly trendy (or overly casual) should never compromise what will be most beneficial for both staff and students.
- Men should be clean shaven, keep your hair out of your face. Wear collared shirts rather than t-shirts. Think about trousers rather than shorts, neat shoes rather than every day shoes etc.

Posture

- Posture is important for personal presentation and for vocal delivery. Hold your shoulders back and chin up. Plant your legs firmly at shoulder's width, distributing your weight evenly.
- Hands are best held behind your back or in front of you. Hands should not be in pockets. Keep hands and legs still. Hands on hips or arms crossed are best avoided in general.

Speaking.

- *Pronunciation:* Check and practice the pronunciation of any words you are unsure of. If you cannot clarify the correct way, just be consistent.
- *Enunciation:* Beware of slurring or mumbling words, move your mouth deliberately. Having a drink of water and a vocal warm-up can improve speaking.
- *Emphasis:* Speak with more animation than you might normally. Identify the key words to be emphasised to make your meaning clear. Avoid upward inflection at the end of your sentences. Try to cover a range of tones and volume in your speech.
- *Projection:* Speak loudly from the diaphragm. Aim to use all the air in your lungs before taking another breath.
- *Pauses:* Pauses are spoken punctuation. Avoid 'umms' and 'ahhs'. Speak more slowly than sounds natural to your ear.
- *Confidence:* Starting strong is something to aim for. Rather than being timid and overly nervous "if... you guys... are ready, we'll...uhh.. make a start now", be confident and assured "Welcome to the Uni Fellowship of Christians". At the same time being up the front can be scary, so keep self-deprecation to a minimum and aim for a balance between seriousness and warmth.
- *Microphone use:* Adjust the microphone (if applicable) properly so that you are speaking into it. Have your mouth about 4 inches away from the microphone. Speak as loudly as you can into the microphone, not softer.
- *Beginning and ending:* Do not begin speaking until you are standing where you should be and

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everyone has quietened down (for example, stopped flicking to the correct Bible passage). Begin and end speaking clearly and deliberately, rather than with self-consciousness.

- *Explanations:* It is good to explain why as Christians we do what we do in a meeting e.g. Read the Bible/Pray together etc. While it is not something for every week, it is important to remember that not everyone will be a strong Christian or Christian at all, so the occasional reminder of why we do things as Christians will be a great insight into the Christian life. We must not assume that everyone is on the same page in our meetings.

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