

Every church is different, but every church can benefit from maximizing the resource of time. One of the best ways to make time work for you is to push back the planning of your worship services as far as you are able. This gives staff and volunteers time to prepare music, video, and other service elements, schedule team members, and make improvements.

Here is the preferred timeline for those of us at Capo.



SERVICE PLANNING TIMELINE

8 WEEKS OUT SCHEDULING

set up a schedule in advance for your worship and tech teams

6 WEEKS OUT MAIN THEME

Let your creative team in on the message theme and talk through the main point and any action steps

5 WEEKS OUT PLAN

Plan out the elements and order of the service

4 WEEKS OUT IMPLEMENT

Chart music, schedule video shoots, purchase giveaways, find leaders for projects

3 WEEKS OUT POST

Time to get resources to your teams! Post MP3s, charts, lyrics, anything else your teams will need

2 WEEKS OUT TWEAK/DETAILS

Think through details and transitions, make sure everything is coming together, make any changes now rather than later

1 WEEK OUT NOTES/SLIDES/REHEARSE

As the speaker wraps up their message preparation, time to create message slides, and get all media in place, such as lyrics, announcement slides, and videos. Band and singers rehearse, tech preparations such as lighting cues

SERVICE TIME

Your ready to go, let God do His work and enjoy the ride!