

## GUIDELINES TO MAKING ANNOUNCEMENTS IN Life Groups

1. To familiarise yourself with the announcements, you will need to read them before the Life Group meeting.
2. Be enthusiastic about the announcements.
3. Show that you are interested/excited about the announcement you are making.
4. Make the announcements a casual time, not stiff and formal. A fire-side chat” approach is good.
5. Make sure your audience (members) are attentive.
6. Start off by saying, *“We have some important announcements from our church that we need to make.....”*
7. Speak clearly in everyday language. Information is often mis-communicated because it’s not properly understood. Do not rush.
8. Give sufficient amount of information to support the announcements.
9. Encourage feed back and response if they are in doubt or need further clarification.
10. Above all, relax and be yourself!