**Points on Making a Public Announcements**

***—How to Make a Proper* Announcements**

Announcement is very important for the congregation to gain awareness to the present activities and programs of the church. Therefore, the one who assign to make Announcement must accurate to his words and authoritative in nature.

**KEEP IT SHORT**

Announcement must be accurate and short. No extra words and unnecessary actions to added.

**MakE A respectful posture**

Stand straight or erect position in making announcements as a sign of your authority. Do not stand with slouched position, it can lessen to your authority as you officiate the announcements.

**Tips in welcoming the visitors**

1. Ask the names of visitors to the Head Ushers and right it a piece of paper to avoid lapses. Mention the name of visitors and ask them to stand as recognition of their presence.
2. Use words that are encouraging to the visitor and to the whole congregation.
3. Encourage the visitors to come next Sunday service.

**tips The Actual congregational Welcome**

1. Coordinate to the Worship Team and do signs when the Worship Team start sing to the Welcome Song.
2. The worship service is robbed of its dignity when an an­nouncement is made and someone speaks up from the congregation to make a correction, or when the pastor or local elder who makes the an­nouncement speaks directly to someone in the congregation, requesting a clarification or additional information.
3. Do not leave the pulpit unless the Congregation ended in welcoming one another.