

congregation in prayer. Then if he still presses me to lead in prayer, I simply agree to do it!

After all the items on the program have been apportioned, and you have ascertained whether you walk to the back after the benediction, you are ready for the prayer customarily offered before the service.

One other item: either before you leave for the platform or on the way to the platform, you can ask the leader where he wishes you to sit.

Permit me now to move on to:

V. SOME OBSERVATIONS REGARDING MISCELLANEOUS MATTERS OF DECORUM DURING THE MESSAGE

- A. Generally speaking, visiting speakers should not take undue liberties upon entering the pulpit. Accordingly, I would propose some principles of conduct for this part of the meeting:
- (1) Don't remove or move the pulpit Bible (if it is in the way, quietly ask the leader if it can be moved)
 - (2) Don't move the microphone (if it is too low or too high, or in your way, quietly ask the leader if it can be adjusted)
 - (3) Don't ask the choir to move from the choir loft into the front pews "so that you can see their faces."
 - (4) Don't insist that people move from the back rows to the (empty) front rows (you may invite them, however).
 - (5) Don't move from the pulpit to a lectern so that "you can be closer to the audience," unless you are asked to do so.
 - (6) Don't commit outlandish actions in order to get attention, or employ cheap sensationalism to dramatize your theme.
- B. Visiting speakers should strive, throughout their message, to maintain a tone, a climate, an atmosphere in which effective communication is