

1. What is the purpose of the announcements?
2. What must the announcer do in advance?
3. Why should announcements be written?
4. What manner of greeting is appropriate?
5. What do newcomers need to know?
6. Should prayer requests be categorized?
7. How should prayer requests for non-members be handled?
8. How should prayer requests for medical matters be handled?
9. Should social events receive mention?
10. Why do prayer request cards need to be mentioned?
11. What should be done with cards or letters addressed to the congregation?
12. What should be done with the clipboard after announcements?
13. Be prepared to practice announcing.